Application Packet Checklist for Mays Reciprocal Exchanges

Name: ___________________________________________ UIN: __________________________

Major: ___________________________ Email: ___________________________ Phone: ____________

Exchange Program: ___________________________ Duration of Exchange: ________________
(Name of Program Applying To) (Number of Semesters/Summer Terms)

THE FOLLOWING SHOULD BE COMPLETED ONLINE BEFORE SUBMITTING YOUR APPLICATION PACKET:

Online Application Questionnaires
☐ REEP Applicant Information
☐ Emergency Contacts

Please read through the information and sign the acknowledgement electronically online.
☐ Acknowledgement of REEP CISI Insurance Requirements
☐ Course Equivalency Acknowledgement
☐ FERPA Waiver
☐ International Student Acknowledgement
☐ REEP Withdrawal Policy
☐ Study Abroad Terms of Participation and Release Form

Please read through the information and upon completion electronically online mark the item as read.
☐ Health Preparations
☐ Policies and Procedures
☐ Recommendations for Students with Disabilities, Medical Conditions and/or Dietary Restrictions
☐ Travel Documents

After reading through the required orientation information, successfully complete quiz.
☐ Application Phase Orientation Quiz

THE FOLLOWING PAPER DOCUMENTS SHOULD BE INCLUDED IN YOUR APPLICATION PACKET:

Please submit an official Texas A&M paper transcript for all of the college-level coursework you have completed, including transfer credits. A minimum cumulative GPR of 3.0 is required for participation on reciprocal exchange programs. Please pick up the transcript in person or have them mailed to you at home two weeks prior to the application deadline and then include in the application packet.

☐ Official Transcript (not needed for Mays Summer Graduate Programs)
☐ Application Packet Checklist

STUDENT SHOULD CONFER WITH ACADEMIC ADVISOR FOR THE FOLLOWING APPROVALS:

☐ Student has been admitted to upper level business major.
☐ Student has a GPA of 3.0 or better.
☐ Student will attend Texas A&M for one (1) semester after exchange program.

Academic Advisor Signature: ___________________________ Date: ______________________
ADDITIONAL INFORMATION:

1. Your application goes to the Ms. Katy Lane, Program Coordinator at the Center for International Business Studies, to be reviewed. The most qualified applicants will be selected to represent Texas A&M University on Reciprocal Educational Exchange Programs.

2. You will then be notified by email as to the status of your application. If selected to participate in an exchange, you will need to log back in the application portal and “confirm” your participation by the date specified in your decision letter. This is a confirmation of your intent to participate in your exchange program and at which time the withdrawal policy will take effect. You will also be given further instructions as to the completion of all necessary paperwork to prepare for your exchange experience.

3. You will work with Ms. Katy Lane to make all necessary arrangements for your upcoming exchange.

4. You are required to attend mandatory orientations (2-3 meetings) in which you’ll receive critical information about your exchange semester(s) and the course selection & approval process. The specifics of the orientations will be included in your decision letter, which you can access by returning to your application.

5. The Study Abroad Programs Office will charge the Program/Administrative Fees to your student account before your departure. All Reciprocal Exchange Students pay the full tuition and fees at Texas A&M as if they were studying on campus. These fees, such as the University Advancement fee and the Student Recreation Center fee, are part of the mandatory fees and required per the exchange agreements. Additionally, depending on your program, it may not be an exact match in the services provided by Texas A&M University and the partner institution. With this being said, it is possible that you may be responsible for minimal additional fees at the partner host institution beyond that of your Texas A&M University regular tuition and fees. More information will be given as your departure date approaches.

Study Abroad Administrative Fee*: $300.00

* The administrative fees does not include housing, transportation, books, tuition, fees, insurance, or any other program related costs.

STUDENT ACKNOWLEDGMENT:

I, ___________________________________________ (printed name) have read and understand the instructions listed above in this document, as well as, the information about academic requirements, costs and charges relating to reciprocal exchange programs. I fully understand the eligibility requirements for the reciprocal exchange program I am applying to. I also understand that my application may not be considered if it is not complete per the instructions in this document.

Signature: ___________________________ Date: ______________

Host Institution: ________________________________________________

Please return this completed Application Packet Checklist to the Mays REEP Coordinator:

Katy Lane  
Center for International Business Studies  
230 Wehner