



## TIMELINE

### RECIPROCAL EXCHANGE PROGRAM (REEP)

#### Mays Business Students

The Center for International Business Studies (CIBS) is delighted that you are interested in participating in a Mays Reciprocal Educational Exchange Program (REEP). By immersing yourself in an international exchange program, you will be ahead of your peers in terms of intercultural communication, global business knowledge, problem-solving skills, and critical thinking. Ideally, you should initiate the process a year in advance of your planned international exchange program. Undergraduate business students must be admitted to an upper level business major prior to participation in a Mays exchange program. Please follow these steps below.

1

Visit the Center for International Business Studies detailed website <http://cibs.tamu.edu> a year or more before you plan to participate in an exchange program. Under the “Study Abroad” tab, choose “Mays UG REEP Programs Grid” or “Mays Grad REEP Program Grid”. Narrow your choice to one or two schools that you think best suit you (after reviewing the partner institution program description and visiting their website). Next meet with your academic program advisor to discuss academic details and narrow your choice to one overseas institution. Find out how courses taken abroad can satisfy your Mays Business School degree plan requirements. This will enable you to plan your TAMU courses so that participating in the exchange program will allow you to graduate within the standard hours required.

Requirements for participation are:

- Admitted to an upper level major, if business undergraduate
- GPA of 3.0 or better (undergraduate exceptions will require approval through Mr. Peter Drysdale, Director, Undergraduate Program or Dr. Linda Windle, Associate Director, Undergraduate Program Office)
- Attend Texas A&M University for at least one semester after exchange - required to allow time for host institution transcript to arrive, final course work reviews and credits processed at TAMU.

2

After you have chosen the exchange program you wish to attend AND received approval to participate in a Mays exchange program from your academic advisor, consult with Ms. Karen Burke ([kburke@tamu.edu](mailto:kburke@tamu.edu)), Associate Director, Center for International Business Studies and Mays Exchange Program Coordinator (Wehner 230D – 845-7256) for instructions on how to apply. (Most undergraduate students participate during the second semester of junior or first semester of senior year.)

- Application Process  
**Deadlines:**     **March 1** – Fall Program  
                          **September 15** – Spring Programs

- Complete the TAMU Study Abroad Program Office's (SAPO) online REEP application (**DO NOT BEGIN THE APPLICATION UNTIL YOU HAVE APPROVAL TO PARTICIPATE FROM YOUR ACADEMIC ADVISOR**)

- [How to Apply](#)

- Apply for study abroad scholarships:

[TAMU Study Abroad Scholarship information](#)

[Center for International Business Scholarship Application](#)

[Other financial aid resources](#)

- To complete the application process submit the following items to Ms. Karen Burke:
  - File folder – labeled – LAST NAME, FIRST NAME, PROGRAM NAME, SEMESTER, YEAR
  - Official TAMU transcript
  - Signed Application Packet Checklist for Reciprocal Exchanges form. **This form must be signed by you AND your academic advisor in order for your application to be reviewed.**

3

CONFIRM your application in the on-line system after your application has been ACCEPTED. Follow the instructions below after Ms. Burke notifies you that you have been nominated to the REEP host institution:

- Apply to the REEP school per instructions provided by Ms. Burke and the REEP school coordinator
- Obtain from Ms. Burke, the name and contact information of coordinator at overseas partner institution and make your own arrangements for travel, housing, overseas orientation, and obtain current information on academic calendar, etc.
- Attend orientation sessions scheduled Ms. Karen Burke - dates will be announced

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During the semester before your participation in an Exchange Program:

- Obtain passport and visa (if needed)
- Insurance - students participating on a Reciprocal Education Exchange Program (REEP) are required to purchase Cultural Insurance Services International (CISI) for the length of study; proof of purchase must be provided for final approval. The cost of the Cultural Insurance Services International (CISI) is not included in any REEP program costs or fees; it is an additional personal cost to the participating students. For description of the insurance coverage and instructions on how to apply see:

[Study Abroad Travel Resources](#)

- During assigned TAMU pre-registration time, register for 12 hours of IBUS 301 Business Study Abroad. (Note: The TAMU administration fee for your participation in an exchange program is \$510). Graduate students will register for IBUS 693 or IBUS 692.
- Read the :

[TAMU Study Abroad Handbook](#)

[Travel Preparation Tips](#)

- Purchase airline ticket based on program start and end dates.
- Meet with your academic advisor who will assist you with courses selection at a partner institution
- Complete course selection form and obtain signatures by the appropriate departmental faculty. Submit approved form to Ms. Karen Burke, 210D Wehner.
- During start of program overseas if any academic issues arises (e.g., courses selected and approved prior to departure but not currently available) contact academic advisor for input

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Upon Return from Exchange Program:

- Complete study abroad program evaluation (required before REEP course substitutions will be approved)
- When transcript is received from REEP host school conversion of IBUS holding course credits to TAMU equivalents and grades is initiated – print out Course Equivalency Form from CIBS website – one form for each Dept. for course review(s)
- Meet with department reviewer for approval of each course
- Return forms to Ms. Burke for initiation of final exchange course substitutions