



Texas A&M University
Study Abroad Programs Office
1st Floor Bizzell Hall West, 3262 TAMU
College Station, TX 77843-3262

Application Packet Checklist for Reciprocal Exchanges

Name: _____ UIN: _____
Major: _____ Email: _____ Phone: _____
Exchange Program: _____ Duration of Exchange: _____
(Name of Program Applying To) (Number of Semesters)

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

- _____ **REEP Applicant Information** – Online Application Form
- _____ **Emergency Contacts** – Online Application Form
- _____ **REEP Withdrawal Policy** – Read the Withdrawal Policy for reciprocal exchange programs, then sign the form electronically online. Keep a copy of the policy in your records for future reference.
- _____ **Study Abroad Terms of Participation and Release Form** – Read the Terms of Participation and sign electronically online. Keep a copy of the terms in your records for future reference.
- _____ **FERPA Waiver** – Read the FERPA Waiver and sign electronically online. It is helpful for you to sign the FERPA waiver as this allows us to work with your designate emergency contact in the event that you have a problem at the university (financial aid, scholarships, registration, health, etc.) while you are out of the country.
- _____ **Acknowledgement of REEP HTH Insurance Requirements** – Read the information regarding the required purchase of HTH WorldWide international health insurance for students selected to participate on Texas A&M reciprocal exchange programs. Please sign the acknowledgement electronically online. Keep a copy of the requirements in your records for future reference.
- _____ **Two (2) Texas A&M Faculty Recommendations** – Please confer with your Study Abroad Coordinator to learn if recommendations are required for your program. All references must use the form provided. The reference form must be completed by TAMU teaching faculty who are familiar with your academic work. Each of the two references can be submitted electronically or, if by hard copy, must be sealed in envelopes and signed across the seal by the faculty member. It is your responsibility to collect the completed reference forms from faculty if submitted by hard copy. Submit completed reference forms (hard copies only) with your completed application packet.

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

- _____ **Official Transcript** – 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.
- _____ **Manila FILE FOLDER** - The entire application packet (official Texas A&M transcript, Texas A&M faculty recommendations, and this checklist) should be submitted at one time to the Study Abroad Program Office in a manila file folder. (THIS IS **NOT** AN ENVELOPE! It is a folder which can be used to file your application in a drawer.) Please note that

Once you turn in your application...

1. Your application goes to the Reciprocal Exchange Program Selection Committee 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 “commit” by the date specified in your

decision letter which is a confirmation of your intent to participate in your exchange program. You will also be given further instructions as to the completion of all necessary paperwork.

3. You will work closely with the Reciprocal Exchange Program Advisor/Assistant Director who administers your program 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. The Program & Administrative Fees will vary depending on the particular exchange in which you will participate. 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 transportation 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*: Semester/Year Program—\$510; Summer Program—\$360

* The amount of the administrative fees is subject to change and does not include housing, transportation, books, tuition, fees, insurance, or any other program related costs.

PLEASE NOTE: The L'Université de Lausanne, Switzerland and the Université de Caen, France exchanges require that room and board be remitted to Texas A&M prior to departure. Should your host institution require that additional fees for services such as country specific insurance or student activities fees be remitted, etc., students will remit these fees directly to the host institution.

ACKNOWLEDGEMENT:

I, _____ (printed name) have read and understand the instructions listed above in this document, as well as, the information about 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: _____

Signature: _____ Date: _____

Academic Advisor