



Program Application Procedures

FACULTY-LED PROGRAMS:

- I. Students set-up appointment with Study Abroad Advisor
- II. Students complete "Student Record" when they visit an advisor
- III. If a student decides to study abroad, they complete a study abroad application form (specific to their program)

a. Faculty Led program Application Phase I:

1. Specific Faculty Led program form
2. Select courses
3. Students receive budget worksheet & required materials list
4. Students receive scholarship information

ii. Phase 2:

1. Students provided with TAMUCC Acceptance Letter
2. Submit the Study Abroad Scholarship online by the deadline
3. Talk with Financial Aid Office to check the coverage if necessary
4. Check the National Scholarship Opportunities if apply
5. Pay deposits to hold place in courses

iii. Phase 3:

1. Register for courses during the regular registration period
2. Submit Passport Copy
3. Students are enrolled in CISI insurance
4. Students participate in Pre-Departure Orientation (PDO)

INDEPENDENT PROGRAMS:

- I. Students set-up appointment with Study Abroad Advisor
- II. Students complete "Student Record" when they visit an advisor
- III. Student receives Budget Worksheet & Required Materials list
- IV. Students will need to complete the separate application process for the independent program.

a. Independent Programs Application Phase 1 w/OIE:

- i. Students bring in program information to be vetted by SA staff
- ii. Students complete course approval forms
- iii. Student file is created
- iv. Scholarship information is provided

b. Phase 2:

- i. Student meets with Academic Advisor to discuss potential courses and complete course approval form.
- ii. Student provided with information on how to obtain a foreign credential evaluation (when they complete their program)

c. Phase 3:

- i. Students meet with SA Staff to submit course approval forms
- ii. Students submit "Certified to Study Abroad Form" or "Participation Approval Forms" from their independent program.



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- iii. Students submit a copy of their latest degree plan.
- d. **Phase 4:**
 - i. Students must submit a copy of their official acceptance letter from their provider program. (This letter can be used for TAMUCC Study Abroad Scholarship application as well.)
 - ii. Students submit copy of passport & flight itinerary
 - iii. Students secure housing and insurance through their independent program provider, and must submit insurance verification to OIE.
 - iv. Students register for Study Abroad holding course during regular registration period.
 - v. Students attend PDO.

EXCHANGE PROGRAMS: Hochschule Worms- University of Applied Sciences

- I. Students meet with CoB Academic Advisor
 - a. Check eligibility, select courses, initiate course approval form
- II. Students meet with SA Advisor
 - a. Bring copy of Course Approval Form
 - b. Complete Student Record
 - c. File is created
 - d. Student receives budget worksheet & required materials checklist
 - e. Students receive acceptance letter for scholarship application
 - f. Student provided with scholarship information
- III. Student nomination/confirmations sent to HS-Worms
 - a. Once nominations received, students will be contacted by and will need to complete the admissions process with HS-Worms.
 - b. If admitted, students will receive official admissions letter from HS-Worms and will secure housing.
 - c. Students enrolled in CISI by SA staff
 - d. Students bring HS-Worms "Certificate of Language Proficiency" form to OIE for signature
 - e. Students secure/purchase their own flights and travel to Worms.
 - f. Students register for Study Abroad Holding course
 - g. Students attend PDO
- IV. After their arrival in Worms, students will need to go through orientation, course registration at HS-Worms, and complete student visa (residence permit) process.
 - a. Note: non-U.S. Citizens will need to apply for and obtain a student visa for Germany prior to their arrival.