Application Packet Checklist for Mays Reciprocal Exchanges

Name: ____________________________________________ UIN: __________________________

Major: __________________________ Email: __________________________ Phone: __________

Exchange Program (host school): __________________________ Semester: __________

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

- Required Online Signature Documents (4 items)
- Required Document (1 item)
- Required Online Application Documents (2 items)
- Assessment (1 item)
- Required Orientation Information (1 item)

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

A minimum cumulative GPR of 3.0 is required for participation on reciprocal exchange programs.

- Official Transcript (not required for Mays Graduate Summer Programs)
- Application Packet Checklist (submit to Katy Lane, Exchange Coordinator for Mays Business School, in Wehner 230)

APPROVAL OF YOUR ACADEMIC ADVISOR:

- 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: _________________________

STUDENT ACKNOWLEDGEMENT:

Your application goes to the Reciprocal Exchange Program Coordinator to be reviewed. The most qualified applicants will be selected to represent Texas A&M University on Reciprocal Educational Exchange Programs.

You will be notified by email as to the status of your application. If selected to participate in an exchange, you will need to log back into 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 work closely with the Reciprocal Exchange Program Coordinator who administers your program to make all necessary arrangements for your upcoming exchange.

You are required to attend three (3) mandatory orientations in which you will 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.

The Study Abroad Programs Office will charge the $300 Study Abroad Admin Fee to your student account before departure. All Exchange Students pay the full tuition and fees at Texas A&M as if they were studying on campus.

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 also understand that my application may not be considered if it is not complete per the instructions in this document.

Student Signature: __________________________________________ Date: ________________________

Return form to Katy Lane, Mays Exchange Program Coordinator, in Wehner 230.