



## Application Packet Checklist for Mays Semester 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)
- Required Orientation Information (1 item)

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

The following items are required for SEMESTER exchange programs only. Summer exchanges can omit these requirements.

- Official Transcript (send to [cibs@mays.tamu.edu](mailto:cibs@mays.tamu.edu))
- Application Packet Checklist (submit to CIBS in Wehner 230)

### APPROVAL OF YOUR ACADEMIC ADVISOR:

- Student has been admitted to upper level business major prior to semester abroad
- Student has a GPA of 3.0 or better at the time of application
- Student will attend Texas A&M for one (1) semester after exchange program.

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STUDENT ACKNOWLEDGEMENT:

Your application goes to the Center for International Business Studies to be reviewed. The most qualified applicants will be selected to represent Texas A&M University on the Mays Business School 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 Manager 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 selection email.

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: \_\_\_\_\_