APPLICATION CHECKLIST

Technológico de Monterrey
2010-2011

Please return the following documents to the UB Study Abroad office prior to the application deadline of March 15 for the fall semester or academic year and October 15 for the spring semester:

- UB application form
- Study Statement, signed by your academic advisor
- Foreign Language Proficiency Form
- 2 Academic Recommendations
- Official UB transcript (and previous institution(s) if you are a transfer student)
- Copy of your passport

If applying for an internship, please include the following:

- a résumé in English and Spanish
- A short essay explaining why it is important for you to participate in the Internship Program. Include the field in which you would like to complete an internship (i.e. Marketing, Sales, Human Resources, Planning, etc.).

If you would like to participate in the Volunteer Social Work Program, include the following:

- A letter explaining your reasons to participate in the program and stating your commitment to work at least 100 hours per semester in this program. Please specify the area in which you prefer to work.

Please note that if your application is approved by the UB Study Abroad office, you will be contacted by e-mail by the UB Study Abroad office with directions for completing the Technológico de Monterrey online application. In addition, the following would need to be submitted to the UB Study Abroad office to complete your Technológico de Monterrey application.

If you would like to live with a Host Family, please include the following:

- A short essay about your life style and habits.
- A non-refundable certified check from a US bank, international money order, or American Express Traveler check in the amount of 100 USD made out to ITESM. (Postal Money Orders will not be accepted.)

If you would like to live in a Residence Hall, please include the following:

- A non-refundable certified check from a US bank, international money order, or American Express Traveler check in the amount of 450 USD made out to ITESM. (Postal Money Orders will not be accepted.)
Please type or print in ink.

**Application Information**

Name: ____________________________
  Last     First      Middle

UB Study Abroad Program:

Program/University    City     Country

Please list any other programs you are applying for:

Program/University    City   Country    Administering SUNY Campus

Program/University    City   Country    Administering SUNY Campus

Term of Study for which you are applying: (check the box and include the year next to the appropriate term, e.g. Fall 09)

□ Fall_____  □ Spring_____  □ Year_____  □ Summer_____  □ Intersession_____  □ Other: _________________________

How did you learn about this program? ________________________________________________________________

**Personal Information**

Date of Birth: _______ / _______ / _______
Place of Birth: __________________________
  City / State  Country

Gender: □ Male  □ Female

Passport #: ____________________________
Passport Expiration Date: _______ / _______
  Month & Year

Country of Citizenship: __________________________

Visa Status (if not US citizen): __________________________

Home Campus: __________________________

Campus Student ID #: __________________________

Local Mailing Address:

Street Address     Apt #

City     State     Zip Code

Current Telephone: (____)

Campus Email Address (use block letters)

Alternate Email Address (use block letters)

My local address can be used until: _______ / _______ / _______
  Month & Year

Please notify us of any changes in your contact information.

**Academic Information**

Current Standing: □ Freshman  □ Sophomore  □ Junior  □ Senior  □ Master  □ PhD  □ Other: _______________________

Major(s): ____________________________

Minor(s): ____________________________

Academic Advisor: ____________________________

Expected date of graduation: ____________________________

GPA: Major _________  Cumulative _________

Degree Credits: Completed ______  Currently Enrolled ______
**Academic Background**

Please list below any other colleges or universities you have attended.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Dates of Attendance</th>
<th>Credits</th>
<th>Degrees/Certificates Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please list below any courses you have taken (including language) that have prepared you for this program.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>High School or College?</th>
<th>Credits</th>
<th>Grade Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contact Information**

**Person to contact in case of emergency:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to you</th>
<th>Street Address</th>
<th>Apt Number</th>
<th>City/State</th>
<th>Country (if not US)</th>
<th>Zip/Postal Code</th>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Email Address: (use block letters)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Parent or Guardian (if under 21):**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to you</th>
<th>Street Address</th>
<th>Apt Number</th>
<th>City/State</th>
<th>Country (if not US)</th>
<th>Zip/Postal Code</th>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Email Address: (use block letters)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Financial Information**

To assist you with financial planning for study abroad, please indicate the estimated amounts you expect to have available from the following sources:

- Financial Aid: $______
- Grants/Scholarships: $______
- Loans: $______
- Family Assistance: $______
- Savings: $______

Other Sources (please describe): ________________________________

**Student Declaration**

I certify that all information on this application form is true to the best of my knowledge.

Student's Signature: ___________________________ Date: __________

**Home Campus Study Abroad Signature (for students from other SUNY campuses)**

I am aware that this student is applying to the University at Buffalo study abroad program(s) listed on page 1.

Name of Campus Study Abroad Contact: ___________________________ Title: __________ Office: __________

Signature: ___________________________ Date: __________ SUNY Campus: __________
Study Statement for UB Study Abroad Programs

Student Information

Name: ___________________________ Campus Student ID #: ___________________________

Last    First    MI

UB Study Abroad Program:

Program/University    City/Country    Term of Study

I confirm that the information in my Study Statement is true to the best of my knowledge and that I have discussed my proposed study abroad program with my academic advisor.

Student Signature: ___________________________ Date: ___________________________

Study Statement

Please write a Study Statement in essay format. It should be typed on separate pages and attached to this form. The maximum length is two typed pages.

Your Study Statement should include:

• Your academic reasons for selecting this program.
• How this study abroad program fits with your academic program and your overall academic goals. You may also include how this program will benefit your personal and professional development.
• Any prior experience with studying, traveling, or living in another country.
• Any additional information that may be helpful in evaluating your candidacy for study abroad.

When complete, review the Study Statement with your academic advisor and ask him/her to complete the Academic Advisor Approval section of this form. Then submit this form and your typed statement to the UB Study Abroad office with the rest of your application.

Academic Advisor Approval

To the Academic Advisor: Please discuss this proposed study abroad program with your advisee and how it will complement his or her academic program. If you approve of this study abroad application, please indicate your approval with your signature below. We recommend keeping a copy of this signed form for the student's file.

I confirm that I have discussed this proposed study abroad program with this student and approve of his/her application for study abroad.

Name of Academic Advisor    Title    Department

Signature     Date     Institution (if not UB)
# Foreign Language Proficiency for UB Study Abroad Programs

**To the Student:**

Complete the section below and ask your current language professor/instructor (or the person who has most recently taught you) to complete the rest. The form should be returned to you in a sealed envelope with the professor’s signature across the seal. Submit it to the UB Study Abroad office with the rest of your application.

Student Name: ________________________  Language of Study: ________________________

Last   First          MI

UB Study Abroad Program:

<table>
<thead>
<tr>
<th>Program/University</th>
<th>City/Country</th>
<th>Term of Study</th>
</tr>
</thead>
</table>

1. I will have completed the required foreign language coursework prior to the start of the program through:  
   - [ ] Coursework  
   - [ ] Equivalent preparation (please explain):

2. During my study abroad program, I will take (select all that apply)
   - [ ] language courses at the level of:  
     - [ ] beginner  
     - [ ] intermediate  
     - [ ] advanced
   - [ ] courses in the host country language designed for international students
   - [ ] regular university courses taught in the host country language

3. Estimate your proficiency in the language required for this program:

<table>
<thead>
<tr>
<th>Language Skills</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>No Ability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Listening Comprehension</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I waive my right to access this reference completed by ________________________  □ Yes  □ No

Student Signature: ________________________  Date: ________________________

**To the Reference:**

Please provide your assessment of this student’s language abilities. You may complete the assessment questions below and/or attach a separate letter. Please return the completed form to the student in a sealed envelope with your signature across the seal.

How long and in what capacity have you known the student? ________________________

<table>
<thead>
<tr>
<th>Language Skills</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>No Ability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understanding lectures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conversation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please refer to Question 3 in the student section above and rate the student’s readiness for such coursework.

The applicant:  
   - [ ] should have no difficulty on this program.
   - [ ] should be able to manage adequately after a short period of adjustment abroad.
   - [ ] should be able to manage adequately after some additional formal language study.
   - [ ] appears to require considerable study before the necessary competence could be achieved.

Please add any comments to assist with the evaluation of this student’s candidacy for study abroad.

Evaluator’s Name: ________________________  Title: ________________________  Department: ________________________

Signature: ________________________  Date: ________________________  Institution (if not UB): ________________________
Academic Recommendation

Student Name: ___________________________  Campus Student ID #: ___________________________

Last  First  MI

UB Study Abroad Program: ___________________________

Program/University  City/Country  Term of Study

I waive my right to access this reference completed by ___________________________  □ Yes  □ No

Name of Reference

Student Signature: ___________________________  Date: ___________________________

To the Student:

Please give this to a home campus faculty member who has taught you and is able to comment on your academic qualifications for study abroad. You should ask for the recommendation to be returned to you in a sealed envelope with the reference’s signature across the seal. Submit it to the UB Study Abroad office with the rest of your application.

To the Reference:

Please provide your assessment of this student’s candidacy for study abroad to the best of your knowledge. You may complete the assessment questions below and/or attach a separate letter. Please return the recommendation to the student in a sealed envelope with your signature across the seal.

How long and in what capacity have you known the student?

<table>
<thead>
<tr>
<th>Academic attributes</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>No Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competence in field of study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic interest and motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capacity for independent study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resourcefulness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic integrity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-academic attributes</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>No Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to adapt to new situations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-confidence and self-esteem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to relate well to others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emotional stability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open-mindedness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal integrity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please state your opinion of this candidate’s ability to participate and succeed in the proposed study abroad program, weighing both strong and weak points.

<table>
<thead>
<tr>
<th>Name of Reference</th>
<th>Title</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
<td>Institution (if not UB)</td>
</tr>
</tbody>
</table>

Study Abroad Programs, University at Buffalo, 210 Talbert Hall, Buffalo, NY 14260
Tel: 716 645 3912  •  Fax: 716 645 6197  •  studyabroad@buffalo.edu  •  www.buffalo.edu/studyabroad
Academic Recommendation for UB Study Abroad Programs

Student Name: ___________________________ Campus Student ID #: ___________________________

UB Study Abroad Program: ___________________________ 
Program/University: ___________________________ City/Country: ___________________________ Term of Study: ___________________________

I waive my right to access this reference completed by ___________________________ Name of Reference ___________________________ □ Yes □ No

Student Signature: ___________________________ Date: ___________________________

To the Student:
Please give this to a home campus faculty member who has taught you and is able to comment on your academic qualifications for study abroad. You should ask for the recommendation to be returned to you in a sealed envelope with the reference’s signature across the seal. Submit it to the UB Study Abroad office with the rest of your application.

To the Reference:
Please provide your assessment of this student’s candidacy for study abroad to the best of your knowledge. You may complete the assessment questions below and/or attach a separate letter. Please return the recommendation to the student in a sealed envelope with your signature across the seal.

How long and in what capacity have you known the student?

Academic attributes

<table>
<thead>
<tr>
<th>Competence in field of study</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>No Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic interest and motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capacity for independent study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resourcefulness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic integrity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Non-academic attributes

<table>
<thead>
<tr>
<th>Level of maturity</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>No Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to adapt to new situations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-confidence and self-esteem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to relate well to others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emotional stability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open-mindedness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal integrity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please state your opinion of this candidate’s ability to participate and succeed in the proposed study abroad program, weighing both strong and weak points.

Name of Reference: ___________________________ Title: ___________________________ Department: ___________________________

Signature: ___________________________ Date: ___________________________ Institution (if not UB): ___________________________

Study Abroad Programs, University at Buffalo, 210 Talbert Hall, Buffalo, NY 14260
Tel: 716 645 3912 • Fax: 716 645 6197 • studyabroad@buffalo.edu • www.buffalo.edu/studyabroad