STUDENT EXCHANGE PROGRAM

Name	Instituto Tecnológico de Costa Rica
Web Page	www.tec.ac.cr
University Campus	Central campus Cartago
	Regional Campus San Carlos
	Centro Académico San José
	Centro Académico Limón
International Affairs and Cooperation Office	http://www.tec.ac.cr/sitios/Vicerrectoria/vie/cooperacion/Paginas/default.aspx
Telephone	+506 2550 2216
Fax	+506 2551 7424

Staff Member Student Exchange

Person	Functions	Contact
Raul Ramírez Brenes Incomings/Outgoings	International Cooperation Officer Exchange Program	Phone: +506 2550 2067 E-mail: exchangeprogramTEC@itcr.ac.cr

Application Process

Information	First Semester	Second Semester
Applications Deadlines	September 30th	April 30th
Academic Calendar	February-June	July-November
Welcome Activity	The week before classes start	

Integration field trip	Second lessons week - $45 USD per student. 15 students minimum required. One day field Trip to Campus Tecnológico San Carlos
International Dinner	Third lessons week. Each country shares one/two food dishes

Application Procedure   http://www.tec.ac.cr/sitios/Vicerrectoria/vie/cooperacion/Paginas/Intercambios/intercambiosestudiantiles_ing.aspx

Documents must be sent to **exchangeprogramtec@itcr.ac.cr** in .pdf

There must be a valid Agreement between both universities

Students must have completed two years of the career program

Number of Seats   Exchange Quotas are defined in the Partnership Agreements.

Language   Spanish Certificate – B2

International   **Health**   Must include as mandatory repatriation of mortal remains
Insurance

VISAS   Mandatory to apply for student VISA

All exchange students must fulfill the government visa policies to obtain the student visa before entering the country

The International Office will send instructions to follow by the student

Fees   All students must pay:
- Student insurance $ 10 USD
- TEC ID $ 10 USD
- Transcript of record $ 10 USD

Academic Program   http://www.tec.ac.cr/carreras/Paginas/default.aspx

Language of Institution   Spanish

TEC's grade scale system   Scale 1 -100, minimum grade to past is 70

Services   http://www.tec.ac.cr/estudiantes/Paginas/default.aspx

Internship Research Program

Application deadlines

Intern students must send all the documents **2 months** before of the beginning of the research at TEC. Internships are not available during the vacations period (December-January). International students can enroll at TEC for a maximum of 2 semesters as interns on our Internship program to develop a research.

Agreement between universities is not needed for this program, however interns are not entitled to sit examinations and will not receive a transcript.

Application documents
- Research Term form
- Curriculum Vitae in English or Spanish
- Photocopy of passport
- 1 passport-style photo (original and digital)
- Spanish certificate (in case to be requested by TEC's tutor)
- Transcript of records in English or Spanish
- Medical Information form
- International Insurance, mandatory included repatriation of mortal remains.
- Letter of invitation issued by TEC's tutor (if the student already has it)

Please send all the documents, in PDF format, by Mail to: exchangeprogramtec@tec.ac.cr

Fees: All intern students must pay at TEC:
1. TEC insurance: around $10 US **2.** TEC ID: around $10US

*TEC insurance is mandatory for all the registered students. This cover only accidents at TEC but not outside, regarding this all the international students must present the international insurance.

Aditional Information

Accommodation options   International Office will provide a list of apartments and private residences around TEC.

Airport transport   Students will receive a list of taxis to contact

International Buddy Program   ITCR students form the International Buddy Program will be assigned to help international students before and during their exchanges.

Who we are: https://www.youtube.com/watch?v=DFAFKSk2wx0

Visit Costa Rica

Tourist information: http://www.visitcostarica.com/ict/paginas/home.asp?ididioma=1

Esencial Costa Rica: https://www.youtube.com/watch?v=12Phzn5nilE

Mobility Program
Instituto Tecnológico de Costa Rica