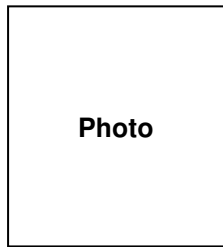




UNIVERSIDAD TECNICA
FEDERICO SANTA MARIA

Visiting Foreign Student APPLICATION FORM



This form should be completed, printed and submitted with the other required Application Documents.

PERSONAL INFORMATION

STUDENT APPLICANT

Last Name(s): _____ First Name(s) _____

Nationality: _____ Passport N°: _____ Sex: F M

Date of Birth: ___/___/___ (dd-mm-yyyy) Place of Birth: _____

Street Address: _____

City & Postal code: _____ Country: _____

E-mail (primary): _____ Phone: () – () _____

E-mail (secondary): _____

CLOSEST RELATIVE IN COUNTRY OF ORIGIN

Name: _____ Relation: _____

Address: _____ City & Postal Code: _____

Country: _____ E-mail: _____

Phone: () – () _____ Fax: () – () _____ (Include country and city codes)

University or Institution of Origin

Name of Institution : _____

Program of study: _____

School or department: _____

International Office at Home Institution:

Director / Coordinator of International Office: _____

Street Address : _____

City & Postal code: _____ Country: _____

Phone: () – () : _____ Fax: () – () _____

E-mail: _____

Your Stay at UTFSM

Enrollment Condition at UTFSM:

____ Exchange Student: (*Bilateral Agreement with:* _____).

____ Independent Student (*Direct Enrollment*)

____ Study Abroad Agency: (*Name of Agency:* _____).

INFORMATION ABOUT YOUR STAY

Length of stay: _____ semester(s)

Starting Date (estimated): ___ / ___ / _____ Ending Date (estimated): ___ / ___ / _____ (dd/mm/yyyy)

(*You must notify the International Affairs Office of your date of arrival at least two weeks in advance (email: info.oai@usm.cl)

Indicate at which campus or branch you will enroll:

- Casa Central (Valparaíso) Sede Concepción
 Campus Santiago
 Sede Jose Miguel Carrera (Viña del Mar)

ACADEMIC PROGRAM / INTERESTS AT UTFSM

Department(s) of stay: _____

Area(s) of interest: _____

UTFSM Tutor (if you already have one): _____

Activity to undertake:

- Research Thesis work Regular Courses Other (explain): _____

List the courses you will take at UTFSM, using the following model:

CODE ("SIGLA")	NAME OF COURSE ("ASIGNATURA")	UTFSM CREDITS

Indicate your current level of Spanish in the grid below:

	SPOKEN	VERBAL COMPREHENSION	READING	WRITING
SPANISH	NONE BASIC INTERMEDIATE ADVANCED	NONE BASIC INTERMEDIATE ADVANCED	NONE BASIC INTERMEDIATE ADVANCED	NONE BASIC INTERMEDIATE ADVANCED

Documents you are Attaching (Check):

- | | |
|---|---|
| 1. <u>Application Form</u> _____ | 5. <u>Academic Transcript</u> _____ |
| 2. <u>Proof of Medical Insurance</u> _____ | 6. <u>Photocopy of valid Passport</u> _____ |
| 3. <u>Letter of Sponsorship</u> _____ | 7. <u>Resume / Curriculum Vitae</u> _____ |
| 4. <u>Student Introduction Letter</u> _____ | |

Other Relevant Information:

Signature: _____

SPECIAL INSTRUCTIONS

A. Required Documents

1. **Application Form.** ("Visiting Foreign Student Application Form" must be signed by the applicant and the original sent to the OAI.)
2. **Proof of international medical insurance.** Must be valid for the entire stay in Chile. Proof may be provided in English or Spanish.
3. **Letter of Sponsorship.** Must be signed by the tutor, Director of the applicant's Academic Department, or the Director of International Affairs of the home university. The letter should include relevant information identifying the applicant's participation in an exchange agreement with the USM or under some other program or project agreed upon by the two institutions.
4. **Student Introduction Letter.** This letter from the student to the OAI, at a minimum, must include: complete name and address (home address, telephone and fax numbers, postal codes for city / country, and email address). This contact information will be used in case the office needs to quickly communicate with the applicant.
5. **Academic Transcript.** The transcript should include the home university's grading scale and the minimum grade required to pass.
6. **Photocopy of applicant's Passport.**
7. **Resume / Curriculum Vitae.**

B. Dates and Deadlines

ACADEMIC SEMESTERS

1st semester: March-July

2nd semester: August-December

USM APPLICATION DEADLINE

First semester: 2nd week of December of the previous year

Second semester: 2nd week of May of the same year

START OF CLASSES

1st Semester: 4th week of February / 1st week of March

2nd Semester: 4th week of July / 1st week of August

C. Sending in the Application

1. Electronic submission (optional)

You can send the application documents to the OAI via fax or scanner and sent by email. This way, your application can be reviewed while the originals are being mailed.

Fax: +56 32 265-4727

Email: karol.trautmann@usm.cl

2. Submission via Air Mail or Courier (REQUIRED)

All the required documents should be sent to:

Oficina de Asuntos Internacionales, Casilla 110-V, Valparaíso, CHILE

D. Admission Process

Approximately three weeks after the application is received, the applicant will be informed of the decision via fax and/or email, as well as by Air Mail. If accepted, the student will receive an Acceptance Certificate to be presented at the Chilean Consulate or Embassy to obtain the student visa.

E. More Information

For more detail about information relevant to the application and admission to USM, download the Manual for International Students (www.oai.utfsm.cl, link Extranjeros). In the manual:

Applying to USM p. 11-12

Special Programs p. 13

Services, benefits, housing p. 14-15

More details will be mailed with the letter of acceptance.