



Decanato de Estudiantes
Decanato Auxiliar de Relaciones Internacionales
National Student Exchange (NSE)



Requisitos de Participación

- Ser estudiante regular del Recinto en un programa subgraduado o graduado al momento de solicitar. “Se considerará estudiante regular diurno a aquellos que mantengan un mínimo de doce (12) créditos por semestre y en el caso de estudiantes graduados en un mínimo de ocho o nueve (8 ò 9) créditos”. (Reglamento General de Estudiantes de la UPR)
- Tener un índice académico de 2.75 o más para estudiantes subgraduados y de 3.00 o más para estudiantes graduados. **Algunas universidades tienen cupos limitados, por lo que son competitivas. Los promedios pueden ser más altos.**
- Haber aprobado un mínimo de 24 créditos al momento de solicitar.
- Dominio del idioma de enseñanza en la universidad receptora y aprobar un examen de evaluación (TOEFL), si fuese requerido.
- Asistir a las orientaciones del programa de interés, becas y préstamos estudiantiles que ofrece la oficina de Asistencia Económica.
- Asistir a las entrevistas y reuniones programadas.
- La fecha límite para solicitar intercambio durante el Año Académico 2017 – 2018 será el jueves, 15 de diciembre de 2016.

Documentos requeridos:

- Hoja de solicitud** del programa de intercambio, debidamente cumplimentada. Si el solicitante es menor de 21 años, la solicitud debe estar firmada por sus padres.
- Giro postal o bancario por la cantidad de \$150** a nombre de la **Universidad de Puerto Rico (no reembolsables)**. El giro debe tener fecha de 5 días de emitido máximo al momento de entregarse junto con la solicitud.
- Solicitud de transcripción de créditos** en la cual solicite una (1) copia de su expediente académico, con notas finales del semestre en curso. Deberá pagarla en la Oficina de Recaudaciones y entregar el formulario en nuestra oficina (DARI) junto con la solicitud del programa.
- Evaluación académica reciente**. El evaluador debe indicar que el estudiante expresó interés en participar del programa de intercambio.
- Dos (2) cartas de recomendación** de profesores que puedan atestiguar de su capacidad tanto académica como personal. El profesor debe entregársela en un sobre sellado.
- “Language Proficiency Form”** preparado por profesor que certifique nivel de competencia en el idioma Inglés/lengua extranjera.
- Un (1) ensayo breve** (alrededor de 250 palabras). Exponga las razones para participar del programa de intercambio, así como sus objetivos académicos y profesionales. Si el programa requiere conocimientos de un idioma particular, este ensayo deberá redactarse en el idioma de la universidad receptora.
- Dos fotos 2x2**, con fondo blanco.

Los estudiantes que resulten seleccionados para participar en uno de los programas, deberán asumir otros gastos administrativos que se les indicarán oportunamente.

Hoja de Solicitud

Programa solicitado **NSE**

Universidad Solicitada _____

Año Académico **2017- 2018** 1er Semestre _____ 2do Semestre _____ Año académico _____ Verano _____

Información Personal

Nombre _____ Número de estudiante: ____ - ____ - ____

Fecha de nacimiento: ____ día ____ mes ____ año Género ____ F ____ M Lugar de nacimiento _____

Dirección postal _____

Teléfono residencial: ____ - ____ - ____ móvil: ____ - ____ - ____ Correo-e: _____

Dirección de hospedaje (si es diferente) _____

Pueblo _____

País _____ **Código postal** _____ Teléfono de hospedaje: ____ - ____ - ____

Contacto en caso de emergencia _____

Relación con el estudiante _____ Tel. residencial: ____ - ____ - ____ Tel. trabajo: ____ - ____ - ____

Dirección _____

Pueblo _____ **País** _____ **Código postal** _____

¿Tiene usted alguna necesidad o condición de salud especial? Sí ____ No ____

¿Para esta necesidad o condición especial, necesita acomodo razonable? Sí ____ No ____

¿Es beneficiario de los servicios de Rehabilitación Vocacional y de la Oficina de Asuntos para las Personas con Impedimentos? Sí ____ No ____

Historial académico

Facultad _____ Promedio general _____

Concentración _____ Año de clasificación durante el intercambio _____

Grado a terminar _____ Consejero Académico _____

Marque todas las que apliquen

Disfruta de Becas ____ Préstamos ____ Solicitará: Becas ____ Préstamos ____

Disfruta de exención de matrícula Sí ____ No ____

Dominio de idiomas

Autoevalúe su habilidad indicando la letra correspondiente: **A-Excelente B-Bueno C-Regular D-Pobre**

	Lee	Habla	Escribe	Comprende
Inglés	_____	_____	_____	_____
Francés	_____	_____	_____	_____
Portugués	_____	_____	_____	_____
Otro	_____	_____	_____	_____

Consortios:

- National Students Exchange Program (NSE)- Estados Unidos*
- MICEFA- Paris*

Convenios Bilaterales:

Europa:

España



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- Fundación Ortega y Gasset, en Toledo
- Universidad Autónoma de Madrid
- Universidad Carlos III de Madrid
- Universidad Complutense de Madrid
- Universidad de Granada
- Universidad de Málaga (COPU)
- Universidad de Salamanca
- Universidad de Santiago de Compostela
- Universidad de Sevilla (Geografía e Historia, Arquitectura, Administración Empresas, Comunicación)
- Universidad del País Vasco
- Universidad Politécnica de Madrid (Arquitectura)

Bélgica

- Universidad de Amberes

Francia

- Universidad de Picardie-Jules Verne
- Universidad de Rennes 2
- ISC Paris School of Management (Empresas)

Islandia

- University of Iceland

Italia

- Universidad Católica del Sacro Cuore

Portugal

- Instituto Camoes (Verano)
- Universidad de Porto



Argentina

- Universidad de Palermo
- Universidad Nacional de Cuyo

Cuba

- Universidad de la Habana

Colombia

- Universidad Central de Colombia
- Universidad de Magdalena

Ecuador

- Universidad de San Francisco de Quito
- Pontificia Universidad Católica del Ecuador

Jamaica

- Universidad de las Indias Occidentales en Mona

Guatemala

- Universidad San Carlos de Guatemala

México

- Tecnológico de Monterrey
- Universidad Autónoma de Yucatán
- Universidad de Guadalajara
- Universidad La Salle
- Universidad de Quintana Roo

República Dominicana

- Instituto Tecnológico de Santo Domingo
- P. U. Católica Madre y Maestra
- Universidad Iberoamericana

Venezuela

- Universidad de Simón Bolívar

Estados Unidos

- State University of New York-Oswego
- New York University (Spring)
- Temple University

América Latina y el Caribe:

Certifico que la información aquí suministrada es cierta y autorizo a que la misma sea verificada de ser necesario

Firma

Fecha

Autorización de los padres o encargados (menor de 21 años):

Firma

Fecha

Academic Reference Form

Office of the Assistant Dean of International Relations

To be completed by the applicant

Name of applicant: _____

Host institution: _____

Reference requested from: _____

Under the U.S. Federal law (Section 438 of Public Law 90-247), as amended, students are permitted access to certain education records. Section 438(a)(2)(B) provides that a student may waive the right to inspect confidential letters of recommendation. Many applicants have found that a recommendation letter written in confidence has greater impact than one to which the applicant also has access. If you waive your right to inspect the information requested by this form, please sign below.

Applicant's signature

Date

To be completed by the evaluator providing the reference

The applicant named above is applying for study abroad in a program sponsored by our Office. We are concerned with the applicant's academic and personal suitability for study abroad since participants serve as representatives of our Campus and of Puerto Rico. As you know, a period of study abroad is challenging and exciting for most students, but it can, however, be stressful. It is, therefore, very important that you give us, as well, your candid evaluation of the candidate's personal maturity in light of the planned period of study abroad.

Although references written in English are most convenient, please feel free to complete it in Spanish or any other Language that may be appropriate. Thank you.

1. How long and in what capacity have you known the applicant?

2. Please indicate the applicant's ability and academic competence in comparison with other individuals whom you have known at similar stages in their academic careers.

	Below average	Average	Above average	Not observed
Knowledge in area of specialization				
Motivation and seriousness of purpose				
Ability to plan and carry research				
Ability to express thoughts in speech and writing				
Emotional stability and maturity				
Self-reliance and independence				

3. Please comment specifically on the applicant in terms of the following: (a) academic suitability for study at an institution abroad; (b) personal suitability for living abroad; (c) how participation in this program will be of benefit, both academically and personally; (d)



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weakness; (e) linguistic preparation, if applicable; and (f) any other factors which you believe may affect a successful exchange experience.
exchange. (Please type if possible.)



Signature of evaluator

Date

Name (please type or print clearly)

Position or title

Office address and telephone

Academic Reference Form

Office of the Assistant Dean of International Relations

To be completed by the applicant

Name of applicant: _____

Home institution: _____

Reference requested from: _____

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weakness; (e) linguistic preparation, if applicable; and (f) any other factors which you believe may affect a successful exchange. (Please type if possible.)



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Signature of evaluator

Date

Name (please type or print clearly)

Position or title

Office address and telephone

Language Proficiency

Office of International Students and Exchange

This report is required for applicants planning to pursue coursework, besides language courses, in a language other than their native language(s).

To be completed by the applicant

Name: _____

Home institution: _____ Native

language(s): _____

Language for which this report is being submitted: _____

1. What coursework have you taken, including courses in progress, in or related to this language? List name of course, brief description and grade received, if applicable. (Use a separate sheet of paper if necessary.)

2. What other experiences have you had in this language? (e.g.: spoken at home, read, journals, newspapers, etc.)

To be completed by a professional language instructor

Exchange participants matriculate directly into host institutions and should be able to follow university lectures in the foreign language, participate in seminar discussions, take notes and understand written materials in their field. The willingness of host institutions to accept future participants will be determined by the performance of the participants selected. Your opinion of the applicant will be of great assistance in the selection process. It is important that your comments be detailed and frank. Thank you for your assistance.

Although references written in English are most convenient for OEII, the reference may be completed in any major language. Please type or print clearly. Return this form to the addressee designated on the reverse side of this sheet.

1. How was the evaluation determined?

- Based on knowledge of applicant's coursework in language at this institution.
- Written examination: Name of test and date administered: _____
- Oral examination: Date administered: _____

2. Please indicate your opinion of the applicant's present language ability in each of the following categories:

a. Aural Comprehension

- None
- Limited to slow, uncomplicated sentences
- Understands simple conversation
- Understands conversation on simple academic topics
- Understands sophisticated discussion of academic topics

b. Writing Ability

- None
- Writes simple sentences on conventional topics, with some errors in spelling and structure



- Writes on academic topics with few errors in structure and spelling
- Writes with idiomatic ease of expression and feeling for the style of the language

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c. Speaking Ability

- None
- Able to complete structurally simple, short phrases
- Uses basic grammatical structure, speaking with limited vocabulary
- Uses structural patterns, but not with consistent accuracy adequate to participate in conversational topics
- Has control over structural patterns; can handle a wide range of conversational situations

d. Reading Ability

- None
- Limited to simple vocabulary and sentence structure
- Understands conventional topics and non-technical subjects
- Understands materials that contain idioms and specialized terminology
- Understands sophisticated materials, including those in proposed field of study

3. What is your opinion of the applicant's ability to pursue **university-level coursework in this language** alongside native speakers?

- Will require considerable training before necessary competence can be attained
- Will require additional training before beginning the program
- Should be able to manage adequately after a short period of adjustment abroad
- Should have no difficulty

4. Please add any additional comments relating to the applicant's linguistic ability.

5. Please mark as appropriate:

- I do not approve the applicant for study abroad in this language
- I conditionally approve the applicant for study abroad in this language
- I unconditionally approve the applicant for study abroad in this language

6. In the case of conditional approval, what are the conditions the applicant must satisfy to receive clearance for study abroad?

Instructor's signature

Date

Name (please type or print clearly)

Position or title

Office address, telephone, and email