

## APPLICATION PROCESS: INSTRUCTIONS FOR PARTNER INSTITUTIONS



The International Relations Centre (CRI) at Universidad Blas Pascal is in a constant process of updating, looking for a better assistance in all of our services. In that sense, we are working hard to try and make our processes more effective and efficient to allow us to bring a better advising process to all of the universities that maintain exchange agreements with our institution.

The following information will help the students and their host institutions in their APPLICATION PROCESS. The following information can also be found in our web page: <http://www.ubp.edu.ar/extension/relaciones-internacionales/>

### A) STUDENT NOMINATION

After selecting students for the exchange program, you should email UBP ([incoming@ubp.edu.ar](mailto:incoming@ubp.edu.ar)) with the following information about each student:

- a. Given Names and Surname
- b. Gender
- c. Birth date (day-month-year)
- d. Passport number

### B) APPLICATION PROCESS FOR THE INTESIVE SPANISH COURSE (February and July) AND FOR THE SEMESTER PROGRAM OR THE ACADEMIC YEAR

***We would like to remind you that we will be receiving Application Forms completed in Spanish ONLY.***

1. Formulario de Admisión IN-01
2. Información Académica IN-02
3. Ficha de alojamiento IN-03
4. Ficha médica- IN-04 (signed by their personal doctor)
5. 2 Recommendation Letters (In Spanish or English)
6. Official Transcripts
7. A photocopy of the passport
8. A Letter of Intention
9. A letter from the student's parents or tutor assuming the financial responsibility for the cost of the program.

All students must complete and submit all the forms to [incoming@ubp.edu.ar](mailto:incoming@ubp.edu.ar). To download the forms IN-01, IN-02, IN-03, and IN-04, go to the following Web page: <http://www.ubp.edu.ar/extension/relaciones-internacionales/en/>

### C) APPLICATION DEADLINE

Applications must be received by the following dates:

- **First week of November of the previous year for February's Intensive Program and semester I Program (March – June)**
- **Last week of April for July's Intensive Program and semester II (August – November)**

*NOTE: It is no longer necessary to mail Applications, emailing the scanned copies to [incoming@ubp.edu.ar](mailto:incoming@ubp.edu.ar) is enough.*

### D) EVALUATION OF THE APPLICATION FORMS

The Responsible for Incoming students, together with the staff in the International Relations Centre will process and evaluate the application forms.

### E) ADMISSION PROCESS

After processing all the applications, the International Relations Centre will inform the students of their admission or not. In the case that a student is not admitted, we will email a letter explaining the reason for this decision. The process will not exceed the 15 days after receiving the forms.

### F) ADMISSION LETTERS AND INFORMATION PACKAGE

#### **Payment of the Admission Fee**

After the students have been admitted to the program, UBP will require them to pay **USD \$100** (via credit card) in order to issue their admission letter. This payment will be deducted afterwards from their program fee.

UBP will send the student and their home institution a scanned copy of ADMISSION LETTER, together with the information package. THE DATE required FOR THE ARRIVAL OF THE INTERNATIONAL STUDENTS will be included in the information package.

### G) INFORMATION ABOUT THE HOST FAMILIES AND THE TUTORS

During the two months following the students' admission, general information about their TUTOR and HOST FAMILY (for those who have chosen to stay with a host family) will be emailed to the students, which will allow the student to be in contact with these people before their arrival in Cordoba. This is an important factor for the adaptation of the international students in our country.

***\*IMPORTANT: The home institution must email a written notification to [incoming@ubp.edu.ar](mailto:incoming@ubp.edu.ar) at least 3 weeks before the programs start date if one of their students decides to drop off the program. Otherwise, they will have to pay for the expenses UBP may have already done in preparation for the student's arrival.***

### H) NOTIFICATION OF ARRIVAL

The date, time, and flight number must be emailed to UBP at least 2 weeks before the arrival of the student. The TRANSFER SERVICE for incoming students is only from the airport to the campus or to the host family's house, for students arriving during the stipulated arrival dates. The students that have chosen INDEPENDENT lodging are required to find their own transportation from the airport.

**\*IMPORTANT: We require that students arrive during the stipulated dates (or before) in order to make sure students participate in the different orientation activities that take place the first week.**

#### I) **STUDENT VISA**

The student visa is MANDATORY for all international students at Universidad Blas Pascal. This visa is obtained during the first month of the arrival of the student at UBP. For more details about this process, you may contact [relinter@ubp.edu.ar](mailto:relinter@ubp.edu.ar) or <http://www.ubp.edu.ar/extension/relaciones-internacionales/estudiantes-internacionales/>

**One academic year's students:** they must bring a Criminal Record of the country of origin issued by a federal or national authority or countries where the student have resided the last 5 years, duly legalized by the respective consular representation in Argentina, or apostilled.

The cost of the student visa is **AR\$ 1.300** approximately (can be modified). Some students need to translate their documents (passport or passport+criminal record in the case of one academic year's students) and the cost for each translation is **USD \$50** approximately.

**IMPORTANT:** *Australian, Canadian and US citizens must pay a "reciprocity fee" to enter Argentina. This is not a visa, since a visa is not required for business and tourist visitors. It is a fee based upon the fees that Argentinian citizens pay for a visa to enter these countries. The cost is **USD \$160**.*

*The National Immigration Agency (Direccion Nacional de Migraciones) has added a new online form of payment of this reciprocity fee through the Provincia Payment System. We suggest that you make this payment on-line before travelling, to avoid delays at airports.*

*For on-line payments go to <http://www.migraciones.gov.ar/accesible> and click on "Abone su tasa de RECIPROCIDAD"*

#### J) **HEALTH INSURANCE**

The University Blas Pascal works with OSDE (<http://www.osde.com.ar/>), which is a company that is highly trusted in Argentina. OSDE covers 100% of medical attention, including hospitalization and surgery, and 40% of medication. **This health insurance is a MANDATORY for all international students and must be payed during the first ten days of the program.**

#### K) **DIPLOMA DE ESPAÑOL COMO LENGUA EXTRANJERA – DELE (SPANISH AS A FOREIGN LANGUAGE DIPLOMA)**

Since May 2008, UBP has worked as an Exam Centre for the DELE exam. This exam gives OFFICIAL CERTIFICATES that are INTERNATIONALLY RECOGNIZED, and certify the degree of competence and dominion of the Spanish Language. These titles are issued by the *Instituto Cervantes* on behalf of the *Ministry of Education and Science of Spain* and certifies the linguistic competence of Spanish in three levels: beginner, intermediate, and superior.

Exchange students may take the PREPERATION COURSE, which consists of 11 weeks.

## **COSTS FOR SEMESTER II - 2017 (August-November)**

1. **July INTENSIVE PROGRAM: US\$ 2,350** (Compulsory for students with less than 4 semesters of Spanish at university level)
2. EXCHANGE FEE AND HEALTH INSURANCE (**compulsory**): **USD \$ 950** for the whole semester. Among the extracurricular activities that UBP organizes for international students, you may find:
  - Orientation activities
  - Welcome lunch
  - Assistance to obtain the student visa
  - City Tour
  - Visit to a museum or a historical site
  - One excursion
  - Tutor (an Argentine student who will help the international student in the adaptation process)
  - Farewell gathering
  - Permanent assistance during the whole program
3. Spanish Grammar Course (Taller de escritura): USD \$ 200 for the whole course (Compulsory for students that get 55% or less in the semester placement exam, or the intensive program's final exam).

### **OPTIONAL:**

4. HOMESTAY WITH 3 MEALS PER DAY: **USD \$ 450 aprox.** per month
5. Latin Rhythms Classes: **USD \$ 20** per month.
6. Cultural Workshop (Traditional argentine cuisine, folklore music and dances, etc.): **USD \$ aprox. 30** per month.
7. DELE preparation course: **USD \$ 200 aprox.** for the whole course

***The International Offices of the University of Origin is responsible for managing the application process of their students***