



**Costa Rica Institute of Technology  
Office of Cooperation and International Affairs**

**INTERNATIONAL PROGRAMS**

**Guide for Foreign University Students**

**Goal**

To promote International Programs in foreign universities with the purpose of attracting groups of students or professors interested in taking Spanish lessons or some other special courses offered by the Faculties of Costa Rica Institute of Technology.

**Scope**

This guide applies for all students and professors of foreign universities interested on taking intensive courses at Costa Rica Institute of Technology.

**Responsibilities**

International Programs manage by the Cooperation and International Affairs Office, requires support from different people and departments:

**A. The student**

- Inform at their home university about their interest in our International Programs.
- Promote the formation of groups interested in coming to Costa Rica Institute of Technology.
- Fulfill the requirements establish at their home university and the one's requested by Costa Rica Institute of Technology, such as:
  - Cover the respective expenses.
  - Fill out the Registration Form.
  - Fill out the Health Certificate Form.
  - Provide Copy of International Health Insurance.
  - Provide Copy of Passport.

## **B. Foreign University**

- Check the student documentation.
- Make the official postulation of the group of students and their coordinator (usually a professor).
- Send all the Documentation to the Cooperation and International Affairs Office of Costa Rica Institute of Technology.
- Coordinate the Program's payment transaction to TEC through its Technological Foundation (FUNDATEC).

### **Cooperation and International Affairs Office:**

- Check if there is a previous cooperation agreement with the foreign university.
- Approval of the documentation handled out by the foreign university.
- Organization of all the logistics regarding housing and Field School Schedule and activities for the group of students and coordinator.
- Facilitate Bank information to the Foreign University or to whom it may concern in order to process the proper payment of the Program.
- Request the Technological Foundation (FUNDATEC) the receipt of the Program payment and send it to the Foreign University.

Office of Cooperation and International Affairs – Section: International Programs: (506) 2550-2216/2558 Fax: (506) 2551-7424. Email: [mumana@itcr.ac.cr](mailto:mumana@itcr.ac.cr). Zip Code- 159-7050- Cartago, Costa Rica.

Web Site: [www.tec.cr](http://www.tec.cr)