STUDENT EXCHANGE PROGRAM
General Information

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

<table>
<thead>
<tr>
<th>Person</th>
<th>Functions</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raul Ramírez Brenes</td>
<td>International Cooperation Officer</td>
<td>Phone: +506 2550 2067 E-mail: <a href="mailto:exchangeprogramTEC@itcr.ac.cr">exchangeprogramTEC@itcr.ac.cr</a></td>
</tr>
<tr>
<td>Incomings/Outgoings</td>
<td>Exchange Program</td>
<td></td>
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</tbody>
</table>

Application Process

Information

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

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

Requirements
- Agreement between universities including student Exchange activities
- Students must have completed two years of the career program
<table>
<thead>
<tr>
<th><strong>Number of Seats</strong></th>
<th>Exchange Quotas are defined in the Partnership Agreements.</th>
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<tbody>
<tr>
<td><strong>Language</strong></td>
<td>Spanish Certificate</td>
</tr>
<tr>
<td>*<strong>International Health Insurance</strong></td>
<td>Must include as mandatory repatriation of mortal remains</td>
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</table>

**Academic Information**

**Academic Program**  
[http://www.tec.ac.cr/carreras/Paginas/default.aspx](http://www.tec.ac.cr/carreras/Paginas/default.aspx)

**Language of Institution**  
Spanish

**TEC’s grade scale system**  
[http://www.tec.ac.cr/sitios/Vicerrectoria/vie/cooperacion/Paginas/Intercambios/tabla_calificaciones_ing.aspx](http://www.tec.ac.cr/sitios/Vicerrectoria/vie/cooperacion/Paginas/Intercambios/tabla_calificaciones_ing.aspx)

**Services**  
[http://www.tec.ac.cr/estudiantes/Paginas/default.aspx](http://www.tec.ac.cr/estudiantes/Paginas/default.aspx)

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**Internship Research Program**

**Application deadlines**  
Intern students must send all the documents as minimum 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.

**Language:** English or Spanish
Application documents
- Research Term form
- Letter of nomination from Home Institution
- 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.

Visa Procedure

International students must accomplish the norms established by Dirección General de Migración y Extranjería of Costa Rica. TEC International Affairs and Cooperation Office will send all the instructions into the acceptation package to each student.

Additional Information

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

Airport transport
TEC offer to the exchange students transport from the airport. This information will be available in the Acceptance package send to the students.

International Buddy Program
ITCR students have the opportunity to be part of the International Buddy Program to help international students during their exchanges.

Who we are: https://www.youtube.com/watch?v=DFAFKSk2wxo