



TEC | Tecnológico
de Costa Rica

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

Person	Functions	Contact
Raul Ramírez Brenes Incomings/Outgoings	International Cooperation Officer Exchange Program	Phone: +506 2550 2067 E-mail: exchangeprogramTEC@itcr.ac.cr

Application Process

Information	First Semester	Second Semester
Applications Deadlines	September 30th	April 30th
Academic Calendar	February-June	July-November
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

Number of Seats	Exchange Quotas are defined in the Partnership Agreements.
Language	Spanish Certificate
*International Health Insurance	Must include as mandatory repatriation of mortal remains
Academic Information	
Academic Program	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/tablaCalificaciones_ing.aspx
Services	http://www.tec.ac.cr/estudiantes/Paginas/default.aspx

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 acceptance 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>