



INTERNATIONAL EDUCATION FINANCIAL AID FUND

Completed Applications should be submitted to the
Office of International Programs, MB 1.210

***APPLICATION DEADLINES: OCTOBER 15 FOR SPRING PROGRAMS
FEBRUARY 15 FOR SUMMER PROGRAMS
MARCH 15 FOR FALL PROGRAMS***

ELIGIBILITY

- Undergraduate students must have at least a 2.5 cumulative GPA; graduate students must have a cumulative 3.0. Students must provide evidence of a university level GPA in order to apply
- Enrollment (taking classes) as a UTSA student the semester prior to, and during, the international program. Summer enrollment is not required.
- Students must be receiving credit towards a UTSA degree as a part of their program of study abroad.
- Students who receive funds from the International Education Fund **MUST** comply with ALL regulations and policies established by the Office of International Programs at UTSA. You must complete necessary paperwork to ensure your status at UTSA while you are away and complete a report about your program upon your return.

COMPLETE APPLICATIONS

In order to receive full consideration, applications must consist of:

- Completed **APPLICATION** form
- An official **BUDGET** statement and Price breakdown from the provider or UTSA department offering the program
- A budget **INFORMATION** sheet indicating how you will cover costs not met by the IEF.
- A one paragraph study abroad **PROGRAM SUMMARY**, to include dates, location, affiliated provider information or details on who is offering the program.
- Compose a 1-2 page typed **ESSAY** in which you discuss the program you want to attend, what courses you will be taking and how they relate to your major, whether you will be taking courses in a foreign language (or studying a foreign language), and how participating in this program will benefit you in your chosen career, or future studies. Also discuss your personal qualifications, language training (if applicable) and how this program will help you meet your goals.
- REFERENCE FORM** – to be completed by a professor at UTSA who has taught you.

You may request amounts in the range of \$300-\$3600, however, few awards will be as large as \$3600. **The Committee will not consider your application if you do not indicate how you will pay for any expenses that exceed the amount you have requested.** Please note that your budget should **NOT** list any of the following expenses: entertainment, film or film developing, souvenirs, incidentals (e.g. toothpaste, soap), or tuition for course work taken primarily on the UTSA campus.

Because of limited resources and the great demand for financial assistance through this fund, the committee must limit awards by abiding the priorities set for making awards.

***Applicants will be notified of results via email within 30 days of application deadline**



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SELECTION CRITERIA

Merit vs. Need: Both merit and need are integral considerations for this award.

Grade Point Average – Minimum grade point average is 2.5 for Undergraduate Applicants, 3.0 for Graduate Applicants. In general, students with a higher GPA will be given preference.

Award Amounts and Program Lengths – In general, longer length programs will be given higher awards. Award amounts will be made based on the following guidelines (mitigated by other factors such as number of applications, available funding, etc.):

- | | |
|--|-----------------|
| • 20 days or less (less than three weeks) | \$300 to \$900 |
| • 21 days to 42 days (three to six weeks) | \$300 to \$1200 |
| • 43 days to 84 days (six to twelve weeks) | \$400 to \$1800 |
| • 85 days or more (more than twelve weeks) | \$800 to \$3600 |

Quality of Essay – Essays will be evaluated on the content of the student's presentation of academic goals and plan. Clarity and logic of ideas presented should also be considered.

Reference Letter and Form – Reviewers will evaluate the overall rating on the Reference Form, and the level of support indicated by the Faculty Letter of Reference. Letters should address specifically why the student is a good candidate for the study abroad proposed, as opposed to being general in nature. References must be from a professor at UTSA who has taught you

Letters of reference will not be accepted from faculty who are: (1) serving on the scholarship committee, or (2) participating in (or leading) the program for which the student is applying.

Verification of Financial Need – All applications will be reviewed for financial need, based on input from the Financial Aid Office at UTSA. The total cost of the program will be evaluated against the funds already available to each individual student. Other college or department provided funding for study abroad should be considered.

Types of Programs – The committee should provide fair and equal consideration to all study abroad programs, regardless of their destination, design, origin or sponsorship.

PREFERENCE

- Students who can best explain how the program fits into their plan of study
- Students with higher GPAs than minimum requirements
- Semester (Fall or Spring) or longer length programs
- Students with demonstrated financial need
- First time applicants to the International Education Fund



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PLEASE PRINT OR TYPE

Banner ID: _____ **Date of Birth:** _____

Name: _____
Last First Middle Initial

Local Address: _____

Permanent Address: _____

Phone Number: _____ **UTSA GPA:** _____

Email: _____ **Cumulative GPA:** _____

Number of Hours Completed at UTSA: _____ **Major:** _____

Expected Graduation Date: _____ **Level:** FR SO JR SR GR
(At time of study abroad participation)

Program Location: _____ **Program Dates:** _____

Number Of Credit Hours To Be Earned: _____

Will you receive credit for this program? _____

Do you currently receive financial aid through UTSA? _____

Will you apply for other funding? _____

If yes, please indicate source and amount requested or awarded: _____

Privacy Notice: With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559-004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. Of the Texas Government Code) and rules. Different types of information are kept for different periods of time.



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EXPENSE SUMMARY FOR THE DURATION OF PROGRAM – Part A	
Expense Category	Dollar Amount
Tuition and Fees (Program Cost)	
Travel	
Room and Board	
Other (Specify)	
Please note that your budget should NOT list any of the following expenses: entertainment, film or film developing, souvenirs, personal expenses or tuition for course work taken primarily on the UTSA campus. It is your responsibility to confirm program costs with the appropriate provider. Attach a detailed sheet if available.	PART A TOTAL

FUNDS AVAILABLE TO PAY FOR PROGRAM-Part B	
Fund Source	Dollar Amount
UTSA Financial Aid (based on aid received at time of application)	
Savings	
Parental Assistance	
Other (Specify) (based on funding that you are currently receiving)	
PART B TOTAL	

	Dollar Amount
Total Expenses (From Part A Above)	
Less Total Funds Available (From Part B Above)	
If the total amount requested exceeds the funds your program is eligible for attach a detailed sheet explaining how you intend to cover the outstanding costs. Also, please note any other scholarships or funding you may be applying for. Failure to provide this information will result in your application being denied.	TOTAL AMOUNT REQUESTED (Part A minus Part B)

PLEASE NOTE THE TOTAL AMOUNT REQUESTED MAY NOT EXCEED:

20 days or less (less than three weeks)	\$300 to \$900
21 days to 42 days (three to six weeks)	\$300 to \$1200
43 days to 84 days (six to twelve weeks)	\$400 to \$1800
85 days or more (more than twelve weeks)	\$800 to \$3600

Student Requesting Funds Signature: _____ Date: _____

Office of International Program Coordinator's Signature: _____ Date: _____



Budget Information

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Using the space below, please indicate how you will cover ALL costs not met by an International Education Fund Award.

Please note that failure to provide this information WILL result in you're application being denied.

Student Requesting Funds Signature: _____ Date: _____



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Banner ID: _____ **Date of Birth:** _____

Name: _____ **Email:** _____

Program Location: _____ **Program Dates:** _____

UTSA Professor Completing Reference: _____

Department and Phone Number: _____

Under US Federal Law, students are permitted access to certain education records. Section 438 (a)(2)(B) of Public Law 90-247 provides that a student may waive the right to inspect confidential letters of recommendation. 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 individual providing the reference. The student named above is applying to study abroad through the University of Texas at San Antonio. UTSA is concerned with an applicant's ability to represent UTSA abroad and thrive in a foreign environment. Study Abroad can be a stressful time, both academically and socially. Please comment on the student's abilities based on comparison with other students at similar stages in their academic careers.

How long have you known the student, and in what capacity? _____

	Excellent	Above Average	Average	Below Average	Poor	Unable to Judge
Academic Work						
Motivation						
Ability to work on his/her own						
Ability to express thoughts in writing and speaking						
Maturity						
Self-reliance and Independence						
Ability to represent UTSA Abroad						
Suitability to study abroad						

Please see page two of this form for additional questions.

Please comment specifically on the applicant in terms of the following, to the best of your knowledge:

1. Academic Suitability for study abroad
2. Personal suitability for living abroad
3. How study abroad would enhance the student's academic career
4. Any other relevant information to support the student's application

Signature of individual providing reference

Date

Printed Name

Title

UTSA Campus Address and Phone

Submit form to the UTSA Office of International Programs, MB 1.210 by the deadline.