



**TEC** | Tecnológico  
de Costa Rica

## STUDENT EXCHANGE PROGRAM



## General Information

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<b>Name</b>	Instituto Tecnológico de Costa Rica
<b>Web Page</b>	<a href="http://www.tec.ac.cr">www.tec.ac.cr</a>
<b>University Campus</b>	<a href="#">Central campus Cartago</a> <a href="#">Regional Campus San Carlos</a> <a href="#">Centro Académico San José</a> <a href="#">Centro Académico Limón</a>
<b>International Affairs and Cooperation Office</b>	<a href="http://www.tec.ac.cr/sitios/Vicerrectoria/vie/cooperacion/Paginas/default.aspx">http://www.tec.ac.cr/sitios/Vicerrectoria/vie/cooperacion/Paginas/default.aspx</a>
<b>Telephone</b>	+506 2550 2216
<b>Fax</b>	+506 2551 7424

## Staff Members Student Exchange

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Person	Functions	Contact
Alejandra Araya Pérez Outgoings	International Cooperation Officer <a href="#">Exchange Program</a>	Phone: +506 2550 2558 E-mail: <a href="mailto:exchangeprogramTEC@itcr.ac.cr">exchangeprogramTEC@itcr.ac.cr</a>
Raul Ramírez Brenes Incomings	International Cooperation Officer <a href="#">Exchange Program</a>	Phone: +506 2550 2067 E-mail: <a href="mailto:exchangeprogramTEC@itcr.ac.cr">exchangeprogramTEC@itcr.ac.cr</a>

## Application Process

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<b>Information</b>	<b>First Semester</b>	<b>Second Semester</b>
<b>Applications Deadlines</b>	September 30th	April 30th
<a href="#">Academic Calendar</a>	February-June	July-November
<b>Welcome Activities</b>	First week of courses	
<b>Application Procedure</b>	<a href="http://www.tec.ac.cr/sitios/Vicerrectoria/vie/cooperacion/Paginas/Intercambios/intercambioestudiantiles_ing.aspx">http://www.tec.ac.cr/sitios/Vicerrectoria/vie/cooperacion/Paginas/Intercambios/intercambioestudiantiles_ing.aspx</a>	
<b>Original Documents Package Address:</b>	Instituto Tecnológico de Costa Rica Los Ángeles, Cartago, Costa Rica De la esquina Sureste de los Tribunales de Justicia 400 metros Sur y 700 metros este. Dirección de Cooperación y Asuntos Internacionales P.O Box: 159-7050	

### Requirements

Agreement between universities including student Exchange activities

<b>Number of Seats</b>	Exchange Quotas are defined in the Partnership Agreements.
<b>Language</b>	Spanish Certificate
<b>*International Health Insurance</b>	Must include as mandatory repatriation of mortal remains

### Academic Information

<b>Academic Program</b>	<a href="http://www.tec.ac.cr/carreras/Paginas/default.aspx">http://www.tec.ac.cr/carreras/Paginas/default.aspx</a>
<b>Language of Institution</b>	Spanish
<b>TEC's grade scale system</b>	<a href="http://www.tec.ac.cr/sitios/Vicerrectoria/vie/cooperacion/Paginas/Intercambios/tablaclificaciones_ing.aspx">http://www.tec.ac.cr/sitios/Vicerrectoria/vie/cooperacion/Paginas/Intercambios/tablaclificaciones_ing.aspx</a>
<b>Services</b>	<a href="http://www.tec.ac.cr/estudiantes/Paginas/default.aspx">http://www.tec.ac.cr/estudiantes/Paginas/default.aspx</a>

## Intern Program for Research

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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 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).

### **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 one PDF file, by Mail to : [exchangeprogramtec@tec.ac.cr](mailto: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

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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

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<b>Accommodation options</b>	International Affairs and Cooperation Office will give information to the students about host families and students apartments around TEC.
<b>Airport transport</b>	TEC offer to the students transport from the airport. This information will be available in the Accommodation Form we send to the students in the acceptance package. <i>Interns will obtain this service according to availability.</i>
<b>International Buddy Program</b>	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>

## Enjoy Costa Rica

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Tourist information in our country can be found here:

<http://www.visitcostarica.com/ict/paginas/home.asp?ididioma=2>

Essential Costa Rica: <https://www.youtube.com/watch?v=Kn6qgfTmsyA>