



Office of International Programs  
Center for Global and Intercultural Study  
University of Michigan  
1712 Chemistry Building  
Ann Arbor, MI 48109-1055

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**CHILE: SANTIAGO (PONTIFICIA UNIVERSIDAD CATÓLICA)  
SECONDARY APPLICATION INSTRUCTIONS  
WINTER 2010**

**DEADLINE**

Please submit your complete application for Pontificia Universidad Católica by **NOON Friday, October 23, 2009** to:

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930 North University  
Ann Arbor, MI 48109-1055

**Late and incomplete applications will not be accepted.**

Do not mail your application to La Católica.  
OIP/CGIS will collect and submit your materials on your behalf.

OIP/CGIS is open from Monday through Friday, 10am-5pm.  
If submitting your application after hours, please use our drop box located near our door.

**Congratulations!**

You have been nominated for the Winter 2010 program in Santiago, Chile, administered by the UM Office of International Programs/Center for Global and Intercultural Study in partnership with Pontificia Universidad Católica. You meet both the OIP/CGIS and La Católica acceptance criteria and it has been determined that you have the qualifications to succeed in a study abroad setting.

Please note that additional application materials are required by La Católica in order to formally offer you an acceptance letter. Several important documents must be completed and returned to OIP/CGIS by the deadline.

Please read these instructions carefully and contact Andrea Lofquist, your OIP/CGIS Study Abroad Advisor, ([lofquist@umich.edu](mailto:lofquist@umich.edu)) with any questions.

**Part One: Research Course Offerings**

As part of your Católica application, you will be required to submit a Proposed Study Plan. The proposed study plan is not a course registration form. However, the proposed study plan is used to communicate your interest in particular coursework, especially for those students following strict requirements. College of Engineering students should indicate the exact courses that they will need to satisfy COE requirements while in Santiago.

You are not required to meet with an academic advisor prior to completing the Proposed Study Plan. Final course registration will be done upon arrival, after you have had time to discuss course selection with academic advisors at UM and onsite. Course listings and your intended selection may change. We suggest you compile a list of many courses you are thinking about taking, and discuss this list with your UM academic advisors prior to departure. More details on this course approval process will be discussed during program orientation meetings.

Prior to beginning the online application (see below), all students should familiarize themselves with the online course guide: <http://www.uc.cl/registro/programacion/index.html#menu>.

To find a list of courses for the Winter 2010 term:

- Select *Primer Semestre*.
- Under *Búsqueda Primer Semestre 2009*, you will be able to search for courses that were offered during the first semester (March—July) of last year. This course list can be used as a guide in estimating what courses will be available during first semester 2010.
- Select the academic unit (*Unidad Académica*) where you think you will find some courses.



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- Under your search results, you will be able to see the course code name (an acronym, or *sigla*) and course title (*Nombre Asignatura*). In most cases, you can click on the link under the *sigla* listing to see the prerequisites (*requisitos*), description (*descripción*), and syllabus (*programa*), when available.
- Your search results will also list the number of credit hours (*créditos*). Please note: upon completion of the program, your credits will be converted to the UM equivalent, as found in the Santiago program handbook. This process will be discussed further during the program pre-departure orientation.

## Part Two: Complete a Pontificia Universidad Católica application

To access the application:

- Visit <http://www.uc.cl/drai/>
- On the left side of the screen, under *Destacados/Quick Links*, select: *International Students—Exchange Program*.
- On the left side of the screen, under *Exchange Program*, select: *Online Application*.
- This initial screen describes your requirements for applying to La Católica. You may navigate to the online application by clicking *Continue* at the bottom of the screen.

### Helpful Hints for Completing the Online Application

#### *Agreement*

Indicate the exchange program you are applying to: Select “Exchange (no fee-paying UC)”

#### *Period of Exchange*

Select: “For 1 semester beginning March 2010”. Please note: the official program start date will be earlier than the first day of courses at la Católica (usually mid-February). Program dates will be published in the program handbook.

#### *Personal Data*

Enter the information as requested.

Would you like to receive information about 'Comisión de acogida' via e-mail? Select this box if you would like to receive information about the buddy/mentor program.

#### *Home University*

Country: United States

Name of Home University: University of Michigan-Ann Arbor

#### *Academic Background*

List your degree program at the University of Michigan-Ann Arbor

Select: *Undergraduate*

List the number of years you have attended UM

Select: Your main field of study while in Chile. (This can be a general estimate).

#### *Proposed Study Plan*

Complete the proposed study plan using the courses you found in Part One (see above). Enter the code number, course name, and credits as they appear on the La Católica online course guide.

#### *Spanish Language Proficiency*

*Spanish proficiency level:* Indicate your Spanish proficiency level based on your own self-assessment.

*Semesters of Spanish passed:* All students completing this form will have completed at least four semesters, or equivalent. When calculating this total, include any semesters for which you received placement exam credit. For example: Upon entering UM, a student was placed into Spanish 275, and completed Spanish 275 and Spanish 276 at UM. The total semesters of Spanish passed would be six. OIP/CGIS will forward your transcript and certification of total number of semesters passed to La Católica.

#### *Comments*

Add any additional information you deem necessary to your application, if not already included.

After you complete your online application:



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- Verify that you are in agreement with everything you have entered.
- Click *Submit*, and print the pdf file.
- Sign and date the form.
- The online application may be subject to technical difficulties: be patient when the pdf loads. If you are unable to print your application, the application was probably still received electronically. If you are unable to print the application, email [lofquist@umich.edu](mailto:lofquist@umich.edu).

### Part Three: Submit materials to OIP/CGIS

#### Application Checklist

##### **La Católica Application (printed, signed, and dated)**

OIP/CGIS will complete the remainder of the form, and will send your application to La Católica on your behalf.

##### **Two passport-sized color photos**

Submit two identical, passport-sized (2 inches x 2 inches) color photos on photographic paper. Write your name on the back of each photograph. Photographs are used for onsite documents. Photographs cannot be electronic, scanned, or self-printed images. Official passport-sized photos can be taken at UM Photo Services (in the basement of the LSA building), major pharmacies, and some post office locations.

##### **Official Transcript**

OIP/CGIS will forward your transcript to La Católica on your behalf. If your OIP Application Status indicates your transcript has been received, you do not need to request another official transcript.

### After Application

**Notification:** After receiving your complete application, La Católica will issue a formal acceptance letter. You will be notified when your official acceptance letter is available to be picked up from OIP/CGIS. If you have applied to the Santiago program as your 2<sup>nd</sup> choice, OIP/CGIS will send additional admissions notifications regarding your 1<sup>st</sup> choice program.

**Acceptance:** Shortly after OIP/CGIS receives your formal acceptance letter from La Católica, an official OIP/CGIS acceptance letter will be issued to you via email. This email will also contain a cost worksheet for the semester you will be a program participant. When you receive a formal acceptance letter from OIP/CGIS, you will be required to formally accept a place in your program choice through your OIP/CGIS online application.

**Visa Application:** A student visa (a special permit which is attached to your passport) will be required to enter and study in Chile. It is your responsibility to obtain the appropriate visa. You will receive additional visa information by email from OIP/CGIS.

**Additional OIP/CGIS Communication:** We are looking forward to partnering with you to ensure a positive experience abroad and a smooth transition before and after your program. Please save all emails from OIP/CGIS, as our main communication with you will be by email.

**Pre-departure Meetings:** We require all students to attend pre-departure meetings that will address living, academic, and cultural concerns. We will notify you when your program's pre-departure session date and location has been established. In addition, you will receive program handbooks, final cost information, academic policies, and any additional relevant information or program changes.

**Save the Date:** OIP/CGIS General Orientations will be held November 4 and November 5. More details will be sent to you via email.