


# Application Process

1. Create an account at [www.utep.edu/studyabroad](http://www.utep.edu/studyabroad)
2. Add the program you want to apply to your account



## Study Abroad Office

The University of Texas at El Paso  
 Academic Services Building, Room 218  
 El Paso, TX 79968  
 (915) 747-6273  
[studyabroad@utep.edu](mailto:studyabroad@utep.edu)

Hello, Test

[Home Page](#)

[LOGOUT](#)

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**Deadlines**

Fall: February 15

Spring: September 15

Summer: February 15

Academic Year: February 15

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**Program Search**

Program Type:

My Profile
My Questions
My Applications

You must Complete Application Form(s) in the ONLINE FORMS column below

### My Applications

To apply to a new program, please return to the World Map and select the program that you would like to apply to. Click on the "Apply" link next to the specific program for which you want to apply.

After a program appears on this page, you MUST go to the "Online Application Forms" column and click on the "X out of X" link. This link will take you to the required forms to apply for this program.

If there are NO "Online Application Forms" listed, then you must read the program description carefully to get instructions for applying to this program.

You must update the status of your applications manually. As you receive confirmation of your "Acceptance" to a program, and when you leave for your program abroad, please update your status on this system. Only the status of GLS programs will automatically update.

Program Name	Term	Provider	Status	External App Status	Online Forms
API: University of Seville, Integrated Studies with Spaniards	Spring 2016	API	Applied ▾	Applying ▾	Application Form (0/3)

[Save Status](#)

3. Complete the *Application Form*

The *Application Form* has three components: Two *Academic Recommendations* and an *Approval Form*.

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Home - API: University of Seville, Integrated Studies with Spaniards Forms

**'API: University of Seville, Integrated Studies with Spaniards' Forms**

Form Title	Form Type	Completed
Academic Recommendation #1	Application Form	Yes
Academic Recommendation #2	Application Form	Yes
Approval Form	Application Form	No

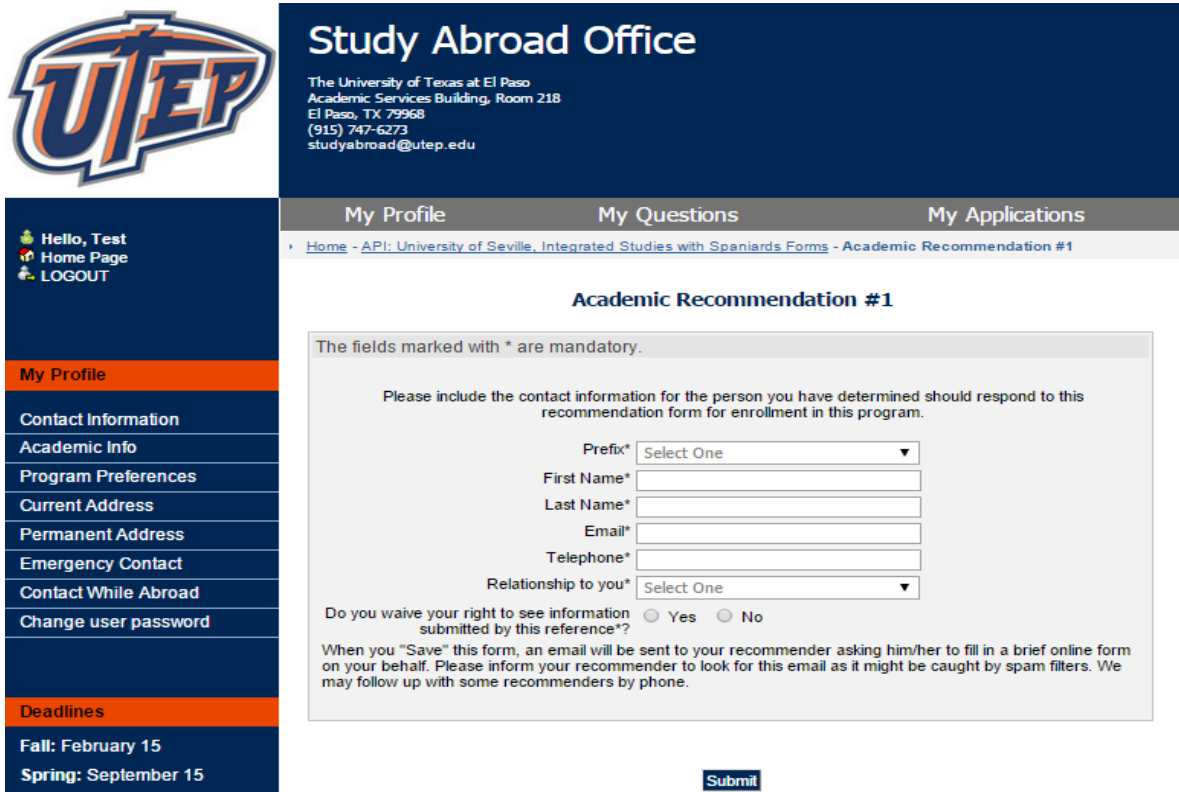
My Profile  
Contact Information  
Academic Info  
Program Preferences  
Current Address

## Two Academic Recommendation Forms

You need to request two Faculty members or Academic Advisors to complete the online Academic Recommendation Forms.

You will enter the references' information and when you click "**Submit**", an email will automatically be sent to the recommender asking him/her to fill out a brief online form.

NOTE: YOU need to reach out to professors/advisors before sending the form; additionally, you should follow-up with the professor/advisor after the form was sent in order to confirm the recommenders received it.



The screenshot displays the UTEP Study Abroad Office website interface. On the left is a navigation menu with options like 'Hello, Test', 'Home Page', 'LOGOUT', and a list of profile settings including 'My Profile', 'Contact Information', 'Academic Info', 'Program Preferences', 'Current Address', 'Permanent Address', 'Emergency Contact', 'Contact While Abroad', and 'Change user password'. Below these are 'Deadlines' for 'Fall: February 15' and 'Spring: September 15'. The main content area is titled 'Study Abroad Office' and includes contact information for The University of Texas at El Paso. It features three tabs: 'My Profile', 'My Questions', and 'My Applications'. The 'My Applications' tab is active, showing a breadcrumb trail: 'Home - API: University of Seville, Integrated Studies with Spaniards Forms - Academic Recommendation #1'. The main form is titled 'Academic Recommendation #1' and contains a notice: 'The fields marked with \* are mandatory.' Below this is a request to include contact information for the recommender. The form fields include: 'Prefix\*' (dropdown menu), 'First Name\*', 'Last Name\*', 'Email\*', 'Telephone\*', and 'Relationship to you\*' (dropdown menu). There is also a question: 'Do you waive your right to see information submitted by this reference?' with radio buttons for 'Yes' and 'No'. A 'Submit' button is located at the bottom right of the form area.

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My Profile    My Questions    My Applications

Home - API: University of Seville, Integrated Studies with Spaniards Forms - Academic Recommendation #1

### Academic Recommendation #1

The fields marked with \* are mandatory.

Please include the contact information for the person you have determined should respond to this recommendation form for enrollment in this program.

Prefix\*

First Name\*

Last Name\*

Email\*

Telephone\*

Relationship to you\*

Do you waive your right to see information submitted by this reference?  Yes  No

When you "Save" this form, an email will be sent to your recommender asking him/her to fill in a brief online form on your behalf. Please inform your recommender to look for this email as it might be caught by spam filters. We may follow up with some recommenders by phone.

**Submit**

## Approval Form

You must answer the questions; upload an unofficial transcript and an essay as PDF documents.

Instructions for the essay are specified in the website.

The screenshot displays the UTEP Study Abroad Office website. The header includes the UTEP logo and contact information for the Study Abroad Office. The main navigation bar has tabs for 'My Profile', 'My Questions', and 'My Applications'. The left sidebar contains a user profile section with 'Hello, Test' and a 'LOGOUT' button, followed by a 'My Profile' menu with options like 'Contact Information', 'Academic Info', and 'Deadlines'. The main content area shows the 'Approval Form' with a 'Submit' button. The form includes fields for personal information, academic details, and a section for uploading documents and agreeing to terms.

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Information saved!  
**Approval Form**

The fields marked with \* are mandatory.

First NAME\*:   
Last NAME\*:   
UTEP Email address\*:   
UTEP Student ID #:   
Academic MAJOR\*:   
Academic MINOR (or Double Major):   
Essay: Upload your completed Essay HERE - Read instructions on attached Approval Essay pdf document.\*  
File1:  No file chosen

Download question attachment:  
Approval Essay.pdf

Have you ever received conduct or judicial sanctions, violations, or probation at any college or university?\*:

UPLOAD copy of Unofficial Transcript HERE\*:   
File1:  No file chosen

Approval Fee: I understand that ALL students who are approved to participate in an Exchange or Third Party Provider program will be assessed a \$30 Approval Fee (non-refundable). This fee will need to be paid in person at the Cashier (located in main lobby on the ground floor of Academic Services Building).\*:

I certify that the above information is complete and correct to the best of my knowledge. I understand that any misrepresentation may result in my dismissal from the program. I give the Study Abroad Office permission to review my judicial records at UTEP as part of my application. I also understand that UTEP has the right to deny my admission to a study abroad program based upon my academic and/or judicial records.\*:  Yes, I understand and agree  No, I do not agree to these terms

Export form as PDF.