Timeline & Checklist: It is recommended you follow this list so as to stay on top of deadlines and that all paperwork is processed in an adequate timeframe. Most of these dates are for reference and some are deadlines, all subject to change. Stay in contact with the LTU Study Abroad office for exact deadlines.

___ Jan: If you need to use Financial Aid, make sure to file your FAFSA. Many scholarships are available. You can find a list on the LTU Study Abroad and Financial Aid page.

___ June- Aug: Review available courses and compare to LTU flowchart. Meet with your academic advisor or department chair to determine the best courses that fulfill your college’s requirements. Courses can be found on foreign university’s website or ask the Study Abroad Office for a list.

___ Aug: Apply for/Renew your passport: http://travel.state.gov/content/passports/english.html

___ Nov 1st: Deadline: Application Materials Due. Submit all Application Materials to LTU Study Abroad office to be sent to Tecnologico de Monterrey Study Abroad office. Try and do this early to make sure you have met all the requirements.

___ Upon Acceptance, submit copies of all acceptance paperwork to LTU Study Abroad office. Monterrey will email your acceptance and other documents that will need to be completed in a timely manner.

___ Mid-Nov: Submit your Request for Guest Credit paperwork to the One Stop to be reviewed by the Guest Credit Committee. You can call the One Stop at 248-204-2280 to find out when their next meeting is (typically on the third Thursday of the month). The paperwork to be reviewed needs to be submitted to the One Stop no later than 4 p.m. on the Tuesday BEFORE the committee’s next meeting. The Guest Credit Committee will send you a letter saying which courses have been approved for you to take at Monterrey. This letter is emailed to you, so make sure your email is updated and on file with the University. You can download the Guest Credit form here: http://www.ltu.edu/registrar/forms_to_print/index.asp
You must forward the approval letter to the Study Abroad Office so you are able to register for your courses.

___ Nov: Study Abroad Office will create SAP (Study Abroad Program) courses equivalent to the courses you will take at Monterrey. Your Guest Credit must be approved before your courses will be created. Register for the intended courses in Banner Web Registration Drop/add area. Once you are registered, in the Registration area of Banner Web go to the "Change Class Options". All courses are registered at a credit hour value of 1.000 credit hour. If you are taking the course for more than 1.000 credit hour, go to the Change Class Options. Change the credit hour value from 1.000 to the intended number of
credit hours. Click on the Submit Changes button. If you get an error message for Duplicate Courses, contact LTU Study Abroad office to get an override.

*Engineering students will have their courses created by the College of Engineering. Speak with your department chair about creating these courses once you are accepted.*

Registering for these courses will keep you in the system, and will activate your financial aid. If you don't register for these courses, you will not receive any financial aid while abroad. You will also not be a Lawrence Tech student for that semester, which means the office can't help you if something should go awry while you're abroad.

___ **Nov-Dec:** Purchase your own airfare to/from Mexico. Make sure to arrive in time for Orientation. Contact Tecnologico de Monterrey directly if you have questions. Provide a copy of flight schedule to LTU Study Abroad office.

___ **Nov:** If you have questions about or need more aid, contact the Office of Financial Aid, Deborah Westman ([dwestman@ltu.edu](mailto:dwestman@ltu.edu) or 248-204-2179) and let her know you are studying abroad in the spring through the Tecnologico de Monterrey Program (include your banner id number). They will be able to adjust your eligibility only after your Financial Aid package has been finalized. Please note that an increase in eligibility does not always guarantee that you will get additional aid. It only increases your eligibility to receive more aid. Tuition costs will be calculated at LTU tuition rates.

___ **Dec:** Make sure you have set up direct deposit at Lawrence Tech in case there is a financial aid refund applied to your account. That way you will have access to those funds while abroad.

___ **Mid-Jan:** Payment of half your balance is due to LTU.

___ **Mid-Feb:** Other half your balance is due to LTU.

___ **End of Semester- May:** Tecnologico de Monterrey transcripts: Upon completion of the program, make sure the transcripts are sent to the LTU Study Abroad office, so you can receive CR on your SAP courses. The transcripts will then be sent to the Registrar's Office to have it added to your LTU records.
**Application Process** – Submit application materials to LTU Study Abroad office to be sent to Tecnologico de Monterrey at least 2 weeks prior to due date.

- LTU Study Abroad form
- Program Application Form signed by LTU Study Abroad office
- Authorization letter from LTU Study Abroad office
- Official Transcript
- Activity Fee $100*
- Four passport-size photos
- Proof of health insurance with coverage in Mexico
- Host Family essay and $100 Program Fee/Residence Hall down payment $450*

*Checks payable to Tecnologico de Monterrey

**Once Accepted:** Submit copies of these forms to the LTU Study Abroad office.

- All acceptance paperwork
- Visa application*

*Meet with LTU Study Abroad office before completing Visa application form.
*Visa forms can be notarized by Gayle Schaeff in CoAD Room A111 (call ahead: 248-204-2840)

**Upon Arrival:** Be prepared to present these documents when entering the country and during check-in at Tecnologico de Monterrey.

- Evidence of health insurance with coverage in Mexico - copy of the policy or your insurance card is sufficient
- Student visa
- Valid passport
- Proof of financial solvency - credit or debit card statements for the cards you will use while in Mexico
- Tecnologico de Monterrey’s Spanish Placement Test if taking courses in Spanish and are not a native Spanish speaker

Complete and send all forms to LTU Study Abroad Office to be forwarded to Tecnologico de Monterrey at least two weeks prior to the due date to allow time for international shipping.

**Additional Contacts:**

Tecnologico de Monterrey
International Programs
Ave. Eugenio Garza Sada 2501 Sur
Col. Tecnologico, Monterrey, Nuevo Leon, 64849 Mexico