

APPLICATION GUIDELINES CUMBAYA PROGRAM

Go here: https://hubi.usfq.edu.ec/opi/login/frm_login.php?program=1&lang=1#

Click on Register

Create and account with your University or Personal Email. You will receive an email with a provisional password.

Go back to the link and login with the email and password given. You will have to change the password.

Now you can start the application.

Go to New Application Cumbayá Program (Main Campus) on the upper left-hand side.

The screenshot shows the 'Cumbayá Program (Main Campus)' application interface. On the left is a sidebar menu with the following items: Applications, New Application Cumbayá Program (Main Campus) (highlighted with a blue box), Existing Applications, Post Acceptance Steps, Acceptance, Spanish Placement Exam, Course Registration, Pre-Arrival Information, Pre-Departure Information, Pre-Departure Forms, Flight, Cell Phone, Trips, and Application Guidelines. The main content area has a header 'Cumbayá Program (Main Campus)' and a 'Save' button. Below the header are tabs for 'Personal Information', 'Academic Information', 'Health & Housing', 'Personal Documents', 'Academic Documents', and 'Disclaimer'. The 'Personal Information' tab is active, showing a form with the following fields: First Name*, Last Name*, Personal Email*, Full Name* (with a note 'Like it appears on your passport'), University Email*, Date of Birth* (with a placeholder 'YYYY-MM-DD'), Passport Number* (with an information icon), Gender* (with radio buttons for Male, Female, and Non-Binary), and Citizenship*. At the bottom, there is an 'Ethnicity*' section with checkboxes for Asian, Black, Indigenous/Altiplano, and Latin/Latino.

Cumbayá Program (Main Campus)


Save

Personal Information | Academic Information | Health & Housing | Personal Documents | Academic Documents | Disclaimer

Personal Information.

First Name*	Last Name*	Personal Email*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Full Name* Like it appears on your passport	University Email*	Date of Birth* YYYY-MM-DD
<input type="text"/>	<input type="text"/>	<input type="text"/>
Passport Number*	Gender* Male: <input type="radio"/> Female: <input type="radio"/> Non-Binary: <input type="radio"/>	Citizenship* <input type="text"/>
Ethnicity* <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Indigenous/Altiplano <input type="checkbox"/> Latin/Latino		

Fill out the personal Information and click on Save on the upper left-hand side and then on Aceptar.

**USFQ - OPI**
Office of International Programs
Versión 1.0

hubi.usfq.edu.ec dice
Records entered correctly. You can check in your application list to see if you have filled out all the information and, if necessary, go back and fill out any missing information.

Welcome, **Gabriel Yepez** | Log out

Menu
Applications
New Application Cumbayá Program (Main Campus)
Applications List
Existing Applications
Post Acceptance Steps
Acceptance
Spanish Placement Exam
Course Registration
Pre-Arrival Information
Pre-Departure Information
Pre-Departure Forms
Flight
Cell Phone
Trips
Application Guidelines

Cumbayá Program (Main Campus)


Save

Aceptar

Personal Information Academic Information Health & Housing Personal Documents Academic Documents Disclaimer

Personal Information.

First Name*	Last Name*	Personal Email*
Fausto Gabriel	Yépez	gabo.yep@gmail.com
Full Name* Like it appears on your passport	University Email*	Date of Birth*
Fausto Gabriel Yépez Nájera	fgyeppez@alumni.usfq.edu.ec	1999-02-10
Passport Number*	Gender*	Citizenship*
00380484002802	Male: <input checked="" type="radio"/> Female: <input type="radio"/> Non-Binary: <input type="radio"/>	Ecuatoriano





Then go to the left-hand side and click on Existing Applications

The screenshot displays the USFQ - OPI (Office of International Programs) web application. The browser address bar shows the URL `hubi.usfq.edu.ec/opi/main/frameMain.php`. The top navigation bar includes the USFQ logo, the text "USFQ - OPI Office of International Programs Versión 1.0", and a user greeting "Welcome, Gabriel Yeppez | Log out".

On the left-hand side, a "Menu" is visible with the following items: "Applications", "New Application Cumbayá Program (Main Campus)", "Applications List", "Existing Applications" (highlighted with a blue box), "Post Acceptance Steps", "Acceptance", "Spanish Placement Exam", "Course Registration", "Pre-Arrival Information", "Pre-Departure Information", "Pre-Departure Forms", "Flight", "Cell Phone", "Trips", and "Application Guidelines".

The main content area is titled "Cumbayá Program (Main Campus)". It features a "Save" button and a series of tabs: "Personal Information", "Academic Information" (highlighted with a red box), "Health & Housing", "Personal Documents", "Academic Documents", and "Disclaimer".

Under the "Academic Information" tab, there is a section titled "Academic Information." with a form field labeled "Name of your University*" and a dropdown menu showing "Seleccione...".

The Windows taskbar at the bottom shows various application icons, including the Start button, search, file explorer, and several open applications like Chrome, Word, and PowerPoint. The system clock indicates the time is 12:03 on 22/05/2023.

And click on your passport number.

USFQ - OPI
Office of International Programs
Versión 1.0

Welcome, **Gabriel Yepez** | Log out

Menu

- Applications
 - New Application Cumbayá Program (Main Campus)
 - Applications List
 - Existing Applications
 - Post Acceptance Steps
 - Acceptance
 - Spanish Placement Exam
 - Course Registration
 - Pre-Arrival Information
 - Pre-Departure Information
 - Pre-Departure Forms
 - Flight
 - Cell Phone
 - Trips
 - Application Guidelines

Applications

Status: [ALL]

Search

Passport	ID	Full Name	Email	Program	Date Application	Date Updated	Status
00380484002802		Fausto Gabriel Yépez Nájera	fgyepez@alumni.usfq.edu.ec	Main Campus - Cumbayá	2023-05-21	2023-05-21 11:32:10.687	Being edited

Windows taskbar: 12:04 22/05/2023

Then click on Academic Information and on Aceptar.

USFQ - OPI
Office of International Programs
Versión 1.0

hubi.usfq.edu.ec dice

Welcome, **Gabriel Yeppez** | [Log out](#)

Verify that all the information in this tab is complete and press the save button to save and continue with the next tab.

Cumbayá Program (Main Campus)

Menu

- Applications
 - New Application Cumbayá Program (Main Campus)
 - Applications List
- Existing Applications
- Post Acceptance Steps
 - Acceptance
 - Spanish Placement Exam
 - Course Registration
 - Pre-Arrival Information
 - Pre-Departure Information
 - Pre-Departure Forms
 - Flight
 - Cell Phone
 - Trips
 - Application Guidelines

Save **Aceptar** **Cancelar**

Personal Information **Academic Information** **Health & Housing** **Personal Documents** **Academic Documents** **Disclaimer**

Personal Information.

First Name*	Last Name*	Personal Email*
Fausto Gabriel	Yépez	gabo.yep@gmail.com
Full Name* Like it appears on your passport	University Email*	Date of Birth*
Fausto Gabriel Yépez Nájera	fgyeppez@alumni.usfq.edu.ec	1999-02-10
Passport Number*	Gender*	Citizenship*
00380484002802	Male: <input checked="" type="radio"/> Female: <input type="radio"/> Non-Binary: <input type="radio"/>	Ecuadoriano

Continue filling out the rest of the information.

Don't forget to SAVE after each tab is completed.

On the "Academic Information" page, in the "Academic Background" box, please indicate any campus involvement activities.

In the "Type of Applicant" drop-down menu, choose EXCHANGE if your home university has a reciprocal agreement with USFQ, INDEPENDENT if there's NO agreement between your university and USFQ and you will be paying fees directly to USFQ or there is an agreement BUT you still be paying fees directly, or PROGRAM if you come through a specific provider/agency.

If you want to participate in the LOERI program, please check off the box. To find information about the program click on the hyperlink.

Name of your University*

Cornell University (College of Agriculture & Life Sciences) ▼

GPA* Major* Minor

Please list Academic Background and any Campus Involvement/Activities*

Characters:

Term you are applying for* Type of Applicant *

Summer 2023 ▼ Independent (Fee-paying to USFQ) ▼

I plan to participate in the [LOERI](#) program. ☒

Beginning on Spring 2017 students will be charged \$500 to participate in the program. Please briefly describe your research interests. *

Environmental Engineering Lab (LIA-USFQ)

Characters:

On the “Health & Housing” page, please indicate your dietary restrictions, allergies and interests. You will need to check off the corresponding box and fill out additional parameters, if you choose to stay with a host family. Click on “Save”.

Health Information.

Dietary Restrictions*

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Chicken | <input type="checkbox"/> Beef | <input type="checkbox"/> Pork |
| <input type="checkbox"/> Fish | <input type="checkbox"/> Pasta | <input type="checkbox"/> White Sugar | <input type="checkbox"/> Coffee |
| <input type="checkbox"/> White Rice | <input type="checkbox"/> Vegetables (canned or fresh) | <input type="checkbox"/> Lactose (milk, cheese, yogurt, pasta sauce, etc) | <input type="checkbox"/> Alcohol (wine sauces, etc) |
| <input type="checkbox"/> Fruit (canned or fresh) | <input type="checkbox"/> White bread (or breading for fish or beef) | <input type="checkbox"/> Other... | |
| <input type="checkbox"/> Seafood (shrimp, clam, octopus, etc) | | | |

Allergies*

- | | | |
|-------------------------------|-------------------------------|-----------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> Dogs | <input type="checkbox"/> Cats |
| <input type="checkbox"/> Nuts | <input type="checkbox"/> Dust | <input type="checkbox"/> Other... |

Interests

- | | | |
|--------------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Photography | <input type="checkbox"/> Dancing | <input type="checkbox"/> Climbing |
| <input type="checkbox"/> Diving | <input type="checkbox"/> Hiking | <input type="checkbox"/> Other... |

Check the box if you would like to live with a host family (organized by the USFQ Office of International Programs). ☒

Do you smoke?*

YES ☐ NO ☐

Would you rather stay at a house where members:*

Smoke ☐ Don't Smoke ☐

Host Family with Pets?*

YES ☒ NO ☐

Specify*

Spanish Level?*

Select.... ▼

Briefly describe your personality*

Characters:

Select type of host Family*

Extended family with other family members ▼

Select....

Host Family (only parents)

Extended family with other family members

☐ Adults

☐ Teenagers

☐ Children

☐ Young Adults

On the “Personal Documents” page you will need to upload– a photograph (shoulders up), your **scanned (not a picture taken with your phone)** passport in color (the passport number and the rest of the information must be clearly visible!) and your scanned proof of insurance (**not the Insurance card!!**. It has to be a certificate stating the Insurance Policy the amount of coverage and that it includes emergency evacuation). Click on “Save”. Also, please pay attention to the parameters of the files – PDF with a maximum size of 4MB. Regarding the proof of insurance section, if it’s more convenient for you (partner universities), we can accept a general letter for all of your students stating that all of them are covered with XXX insurance company, for XX amount and that it includes emergency evacuation. This will make the completion of the application easier for your students.

Personal Documents.

Please upload all documents in PDF format except for the photo file. File size must not exceed 4MB. Multiple page documents should be saved in one file.



Photo* Please upload a recent photo of yourself (head and shoulders with plain background). Must be JPEG or PDF format.

Sin archivos seleccionados



Passport: * Please upload a current version of your Passport. This should be in COLOR and contain the photo page of it. **Note:** Your Passport should be valid for AT LEAST six months after leaving Ecuador

Sin archivos seleccionados



Insurance: * All students are required to have international insurance with a minimum of \$50,000 coverage, medical evacuation, and repatriation. Please upload proof of your international insurance benefits by uploading a letter from your insurance company stating the coverage and dates of coverage. *

Sin archivos seleccionados

On the “Academic Documents” page an essay and your official transcript should be uploaded –Also, please pay attention to the parameters of the files – JPEG or PDF with a maximum size of 4 MB.

- **The Letter of Recommendation is only for students that choose to participate in the LOERI program**

Academic Documents.

Please upload all documents in PDF format except for the photo file. File size must not exceed 4MB. Multiple page documents should be saved in one file.



Personal Essay (300-500 words): • Describe how you will benefit both academically and personally from this program, including the connection between your interests and the program's academic content•

Seleccionar archivo Sin archivos seleccionados



Official Transcript*

Seleccionar archivo Sin archivos seleccionados



Letter of Recommendation: • Please upload a letter of recommendation from a professor at your home institution in the discipline of your intended research project. This letter should specifically address your participation in the LOERI program. •

Seleccionar archivo Sin archivos seleccionados

On the last page of the online application, please read carefully the Terms and Conditions and put a tick in the box at the bottom. Click on “Save”.



UNIVERSIDAD
SAN FRANCISCO

Campus Cumbayá - Diego de Robles y Vía Interoceánica
PBX (593) 2-297-1700 Fax (593) 2-289-0070 PO.BOX 17-1200-841,
Quito - Ecuador
www.usfq.edu.ec

Dear **Victoria Pankina**,

You have successfully completed and submitted your online application for the **Cumbayá Program (Main Campus)**, and it will be reviewed shortly. You will be notified of your acceptance status by Email. In the meantime, you can contact us at opi@usfq.edu.ec if you have any questions. Thank you for applying to the program.

Sincerely,

USFQ Office of International Programs

