

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.

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"/>		<input type="text"/>
Ethnicity*		
<input type="checkbox"/> Asian	<input type="checkbox"/> Black	
<input type="checkbox"/> Indigenous/Aborigine	<input type="checkbox"/> Latin/Hispanic	

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

Cumbayá Program (Main Campus)

Save **Aceptar**

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

Personal Information.

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

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

The screenshot shows a web browser window with the URL `hubi.usfq.edu.ec/opi/main/frameMain.php`. The page header includes the USQ - OPI logo and the text "Office of International Programs Versión 1.0" on the left, and "Welcome, Gabriel Yopez | Log out" on the right. The main content area is titled "Cumbayá Program (Main Campus)". A left-hand sidebar menu is visible, with "Existing Applications" highlighted in blue. The main content area has a "Save" button and a navigation bar with tabs: "Personal Information", "Academic Information" (highlighted in red), "Health & Housing", "Personal Documents", "Academic Documents", and "Disclaimer". Below the "Academic Information" tab, there is a red header "Academic Information." and a form field labeled "Name of your University*" with a dropdown menu showing "Seleccione...". The Windows taskbar at the bottom shows the date and time as 12:03 on 22/05/2023.

And click on your passport number.

The screenshot shows the USFQ - OPI web application interface. The header includes the USFQ logo and 'Office of International Programs Versión 1.0' on the left, and 'Welcome, Gabriel Yepez | Log out' on the right. A red navigation bar contains 'Menu' and 'Applications'. The 'Applications' section features a status filter set to '[ALL]' and a search bar. Below this is a table with the following data:

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

The 'Passport' cell for the first row is highlighted with a blue box. The left sidebar lists various menu items under 'Applications List' and 'Post Acceptance Steps'. The Windows taskbar at the bottom shows the date as 22/05/2023 and the time as 12:04.

Then click on Academic Information and on Aceptar.

USFQ - OPI
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Versión 1.0

hubi.usfq.edu.ec dice

Welcome, **Gabriel Yépez** | 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.

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

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

Cumbayá Program (Main Campus)

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	fgyepez@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

Aceptar Cancelar

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 * ▼

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. *

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*

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

Allergies*

- None Dogs Cats
- Nuts Dust Other...

Interests

- Photography Dancing Climbing
- Diving Hiking 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*

Sin archivos seleccionados

 **Official Transcript***

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.*

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”.

SEND APPLICATION

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

Disclaimer

INTERNATIONAL PARTICIPANT AGREEMENT & DISCLAIMER

This agreement applies to all international students or participants that are part of a program sponsored by Universidad San Francisco de Quito USFQ (USFQ), the Office of International Programs (OPI), and/or any affiliated institutions. **As an international student at USFQ, or participant in a USFQ sponsored program, I agree to abide by and I am aware of the following terms & conditions:**

1. I agree and understand that I am bound by all policies, rules, and regulations set forth by USFQ and/or its affiliates. I further understand that I am bound by Ecuadorean law as long as I remain in Ecuador.
2. I agree to follow USFQ's Honor Code, USFQ's dismissal policy, and program specific guidelines as stated in OPI's website, or as communicated by OPI's program coordinator.
3. I agree to follow all of USFQ's policies and timelines to keep my migratory status in Ecuador in compliance with applicable law, and I will assume any and all responsibility of failing to abide by Ecuadorean immigration laws. Further, I understand that USFQ reserves the right to cancel visa sponsorship in Ecuador at any time. I release USFQ of any consequences that may occur from failure to comply with these policies.
4. As part of the program orientation, USFQ will provide detailed guidelines on how to have a safe program experience, in particular to issues relating to safety, health, security, and sexual assault whilst in Ecuador. I understand and agree to follow all USFQ security precautions, and I accept any and all consequences of any failure to follow USFQ guidelines.
5. Consumption of illegal drugs (including, but not limited to cannabis) is strictly forbidden by USFQ, it will result in dismissal from the program without any refund, and could be punished with a sanction of up to 13 years of imprisonment. I agree to carry my doctor's prescription at all times in case I need to carry medication with me. I understand that there is no bail for illegal drug-related crimes, and that neither USFQ nor the U.S.

Accept Terms and Conditions?*

Once the student has all the pages with the green check the “send application” button will appear.

After your application has been filled out completely and you have saved all the changes, you will receive an email confirming that your application has been submitted for further consideration.



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

