ACADEMIC CALENDAR

FALL 2020

Dates: August 7th – December 5th
Application extended deadline: July 6th 2020

Friday, August 7	Arrival date
Monday, August 10	Campus Tour/Distribution of SIM card for cell phone
Monday, August 10 to August 14	Spanish class 2pm – 5pm
Tuesday, August 11	Galápagos Semester Program Orientation
Wednesday, August 12	Tiputini Orientation
Thursday, August 13	Quito City Tour *
Friday, August 14	International Students Orientation*
Monday, August 17	**Module 1 starts**
Tuesday, August 25	Last day of course change (modules 2, 3, 4) with no fees
Monday, September 7	**Module 2 starts**
Sunday, September 13	All students travel to Galápagos
Monday, September 28	**Module 3 starts**
Monday, October 19 to October 25	Mid-semester break
Monday, October 26	**Module 4 starts**
Friday, November 13	All students travel to Quito
Monday, November 16	**Module 5 starts**
Friday, December 4	Last day of class
Saturday, December 5	End of the Program, farewell lunch and recommended Departure date

*Subject to change

ACADEMIC CALENDAR

SPRING 2021

Dates: January 8th - May 8th 2020
Application deadline: October 25th 2020

Friday, November 27	Last day of class registration with no fees
Monday, November 30	Late registration fee $50 (first time registration)
Friday, January 8	Arrival date
Monday, January 11	Campus Tour/Distribution of SIM card for cell phone
Monday, January 11 to Friday, January 15	Spanish class
Tuesday, January 12	Galápagos Semester Program orientation
Wednesday, January 13	Tiputini orientation*
Thursday, January 14	Quito City Tour*
Friday, January 15	International Students Orientation*
Monday, January 18	**Module 1 starts**
Thursday, January 21	Last day of course change (modules 2, 3, 4) with no fees
Monday, February 8	**Module 2 starts**
Sunday, February 14	All students travel to Galápagos
Monday, March 1st	**Module 3 starts**
Monday, March 22 to Friday, 26	Mid-semester break
Monday, March 29	**Module 4 starts**
Friday, April 16	All students travel to Quito
Monday, April 19	**Module 5 starts**
Friday, May 7	Last day of class
Saturday, May 8	End of the Program, farewell lunch and recommended departure date

*Subject to change

Galápagos Application Guidelines

[Online application](#)

[Program Information](#)

On the "Personal Information" page all boxes with **a red *** must be filled out. However, the first 6 boxes are mandatory to fill out in order to proceed with the application process – First Name, Last Name, Full Name, University & Personal Emails and Date of Birth. Otherwise, none of the information you enter on any of the pages of the application will be stored, and when you log in next time, you will find an empty page. Don't forget to click on "Save". Don´t write any special characters like commas, apostrophes or even an empty space after your name and last name when filling out the online application. If your last name includes an apostrophe, for example O'Connell, you should write OConnell. This will help avoid problems with the system.

On the "Academic Information" page, in the "Academic Background" box, please indicate <u>any campus involvement activities</u>.
In the "Type of Applicant" drop-down menu, choose <u>Exchange</u> if your home university has a reciprocal agreement with USFQ, <u>Independent</u> if there's no agreement between your university and USFQ and you will be paying fees directly to USFQ, or <u>Program</u> if you come through a specific provider/agency.

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".

On the "Personal Documents" page you will need to upload– a photograph (just face/ passport size), 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)**. A scan copy of your yellow fever vaccine certification. 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. You can send the letter to Verónica Castelo (for the Cumbayá campus applications) or to Priscila Baez (for the Galápagos Program applications) and they will upload the letter to each of your students' applications.

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.

[Browse...]

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

[Browse...]

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. *

[Browse...]

On the "Academic Documents" page the following files should be uploaded – an essay and your transcript (official or unofficial).
TOEFL, IELTS scores only if the applicant does not have English as native language.
If the student is applying to the Marine track and has the open water certificate and DAN diving insurance, these documents should be uploaded after the student click on the box.

Galápagos Semester Program

Save

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

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
Choose File | No file chosen

✎ Official Transcript*
Choose File | No file chosen

✎ TOEFL, IELTS scores
Choose File | No file chosen

Check the box if you going to be diving during your stay in Ecuador ☑

✎ Diving Certificate: All students who are planning on diving MUST have a diving certificate. If you do not have a diving certificate, you will NOT be able to partake in USFQ diving excursions (applies to Marine Ecology students only)*
Choose File | No file chosen

✎ Diving Insurance: All students who are planning on diving MUST have a diving insurance. If you do not have a diving insurance, you will NOT be able to partake in USFQ diving excursions (applies to Marine Ecology students only)*
Choose File | No file chosen

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

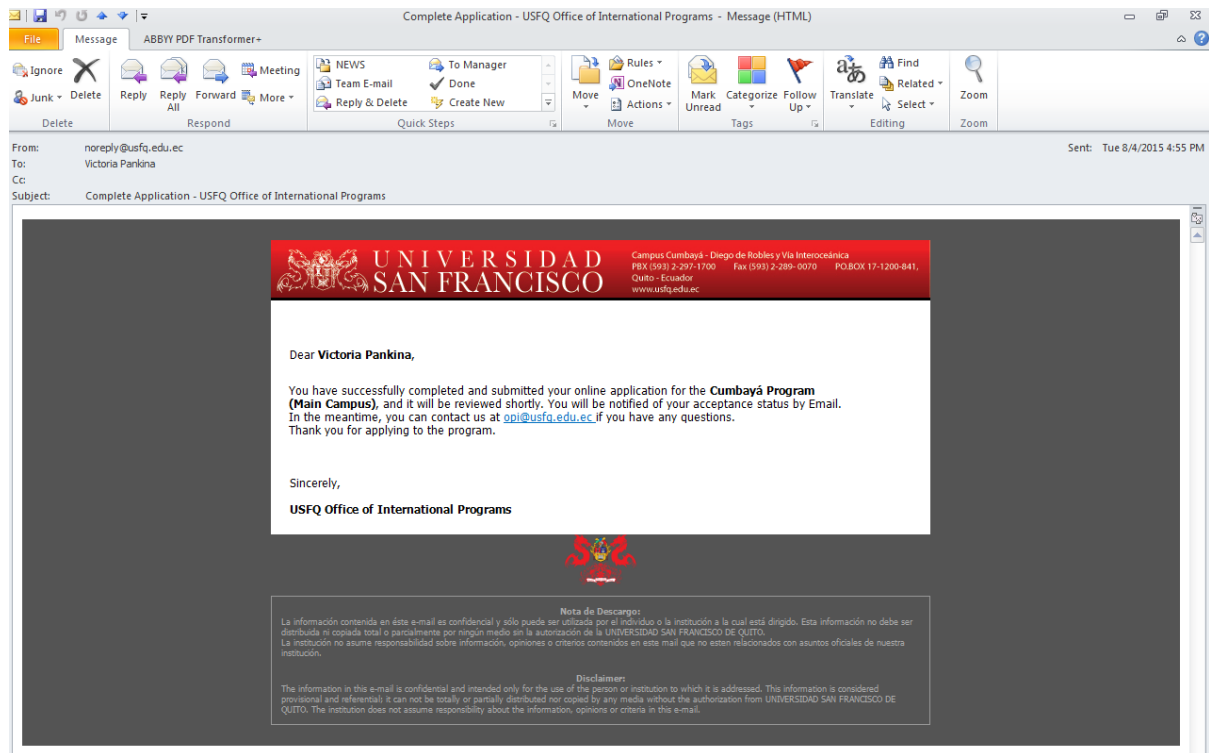### INTERNATIONAL PARTICIPANT AGREEMENT & DISCLAIMER

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 the 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.