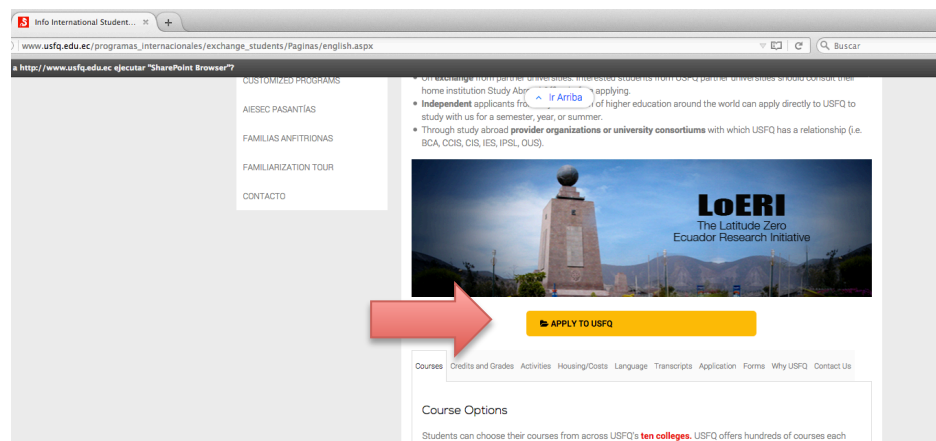


USFQ CUSTOMIZED PROGRAMS ONLINE APPLICATION GUIDELINE

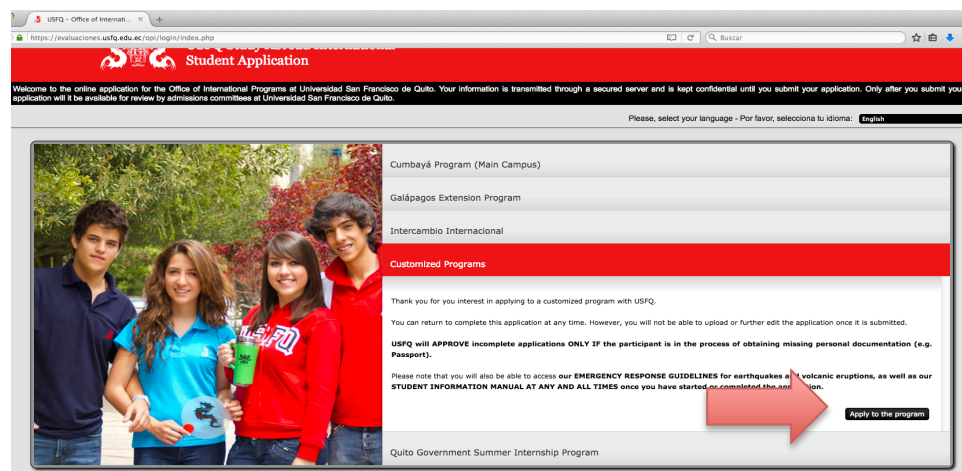
Thank you for your interest in applying to a customized program with USFQ. Please follow the instructions bellow in order to apply through our online application platform. **The application should take ten minutes to complete and you will need a copy of your passport and international insurance policy.** If you have any questions or problems with the application, please get in touch with us at opi@usfq.edu.ec

1 – Go to the **Info for international students** section on the USFQ website and click on **Apply to USFQ**.

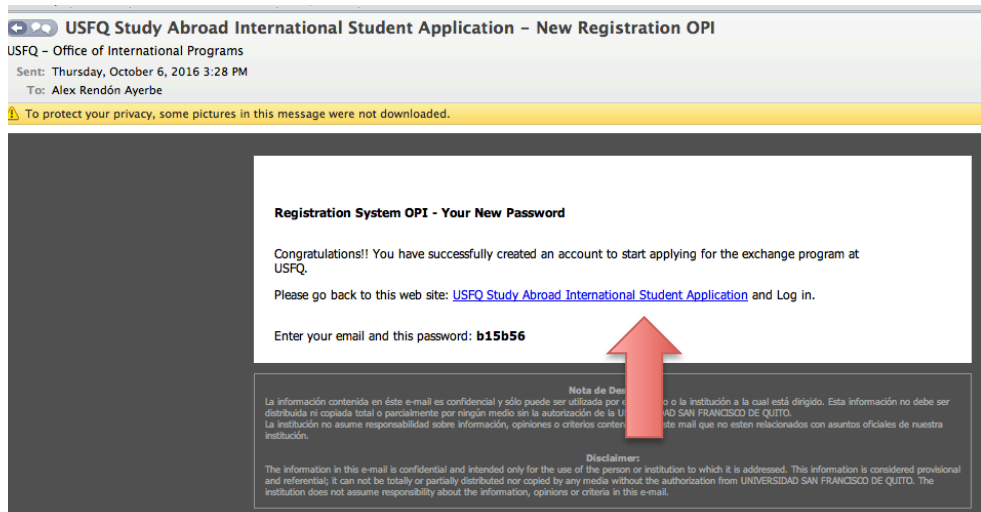
http://www.usfq.edu.ec/programas_internacionales/exchange_students/Paginas/english.aspx



2 – Click on the **Customized Programs** option and click on apply



3 – Click on **Register** to create an account on our online platform. Once you fill in your name and personal email address you will receive an email confirming your registration and **password**. Follow the link sent in the email, select **Customized Programs** on the drop down menu, and put in your personal email address and password. You will be prompted to change your password the first time you log in.



4 – Once you log in, you will find the main application menu. Click on **New Application** and begin filling out all the relevant fields. Please note, you can always find our **Emergency Protocol Guidelines** for earthquakes and volcanic eruptions as well as our **Student Information Manual** by logging onto our platform through the main [USFQ website](https://www.usfq.edu.ec) at all times.

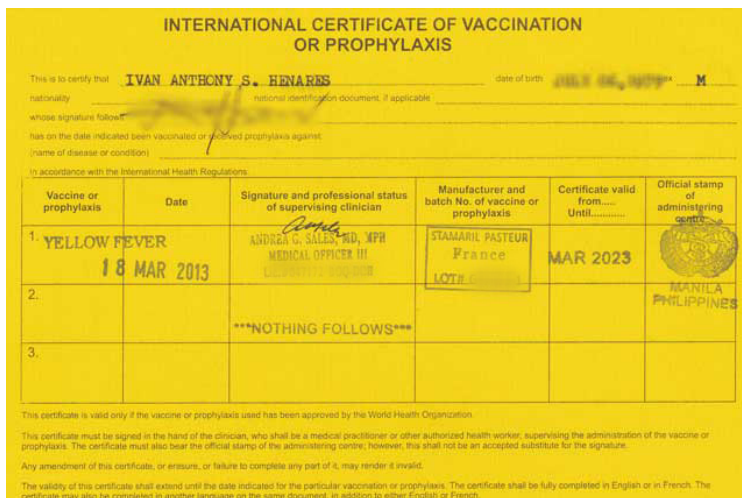


5 – There are six parts to our online application. In order to advance to the next section, please fill out **ALL THE FIELDS** in the **Personal Information** and **Emergency Contact Information** selections and click on Save.

6 – After completing this first section, you can come back and **edit your application at all times** until you submit the application. Fill out each section and remember to **SAVE YOUR PROGRESS**.

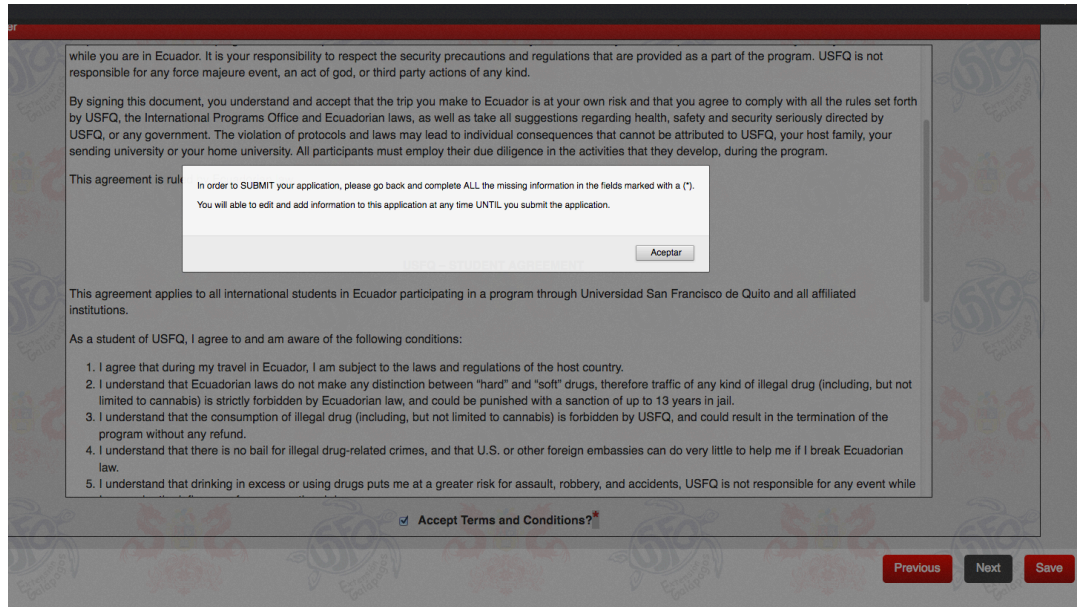
In Section 5, **Personal Documents**, please note that the copy of the front page of your passport and international insurance policy must each be uploaded in a **single PDF file size under 4 MB**.

If you are traveling to our **Tiputini Biodiversity Station (TBS)** as part of your program to USFQ, you must also upload a copy of your **yellow fever vaccination card**. The image **MUST include**: your name, the date, the stamp of the institution administering the vaccine, and the peeled off sticker from the vaccine that confirms that the right vaccine has in fact been administered. **An image of the yellow fever vaccination card with just your name and date are NOT sufficient.**



7 – Once you have completed all the sections, click on **Submit**. You will then be directed to the main page on our platform and will not be able to edit your application further.

If the submit button does not appear, it means that you still need to complete some of the information in the required fields in previous sections. **Please go back to the previous sections and complete all fields marked with an ***.



while you are in Ecuador. It is your responsibility to respect the security precautions and regulations that are provided as a part of the program. USFQ is not responsible for any force majeure event, an act of god, or third party actions of any kind.

By signing this document, you understand and accept that the trip you make to Ecuador is at your own risk and that you agree to comply with all the rules set forth by USFQ, the International Programs Office and Ecuadorian laws, as well as take all suggestions regarding health, safety and security seriously directed by USFQ, or any government. The violation of protocols and laws may lead to individual consequences that cannot be attributed to USFQ, your host family, your sending university or your home university. All participants must employ their due diligence in the activities that they develop, during the program.

This agreement is ruled by the following conditions:

In order to SUBMIT your application, please go back and complete ALL the missing information in the fields marked with a (*). You will be able to edit and add information to this application at any time UNTIL you submit the application.

Acceptar

This agreement applies to all international students in Ecuador participating in a program through Universidad San Francisco de Quito and all affiliated institutions.

As a student of USFQ, I agree to and am aware of the following conditions:

1. I agree that during my travel in Ecuador, I am subject to the laws and regulations of the host country.
2. I understand that Ecuadorian laws do not make any distinction between "hard" and "soft" drugs, therefore traffic of any kind of illegal drug (including, but not limited to cannabis) is strictly forbidden by Ecuadorian law, and could be punished with a sanction of up to 13 years in jail.
3. I understand that the consumption of illegal drug (including, but not limited to cannabis) is forbidden by USFQ, and could result in the termination of the program without any refund.
4. I understand that there is no bail for illegal drug-related crimes, and that U.S. or other foreign embassies can do very little to help me if I break Ecuadorian law.
5. I understand that drinking in excess or using drugs puts me at a greater risk for assault, robbery, and accidents, USFQ is not responsible for any event while

Accept Terms and Conditions? *

Previous Next Save

8 – Once we have reviewed and approved your application, you will receive an email indicating you to log back into our online platform.

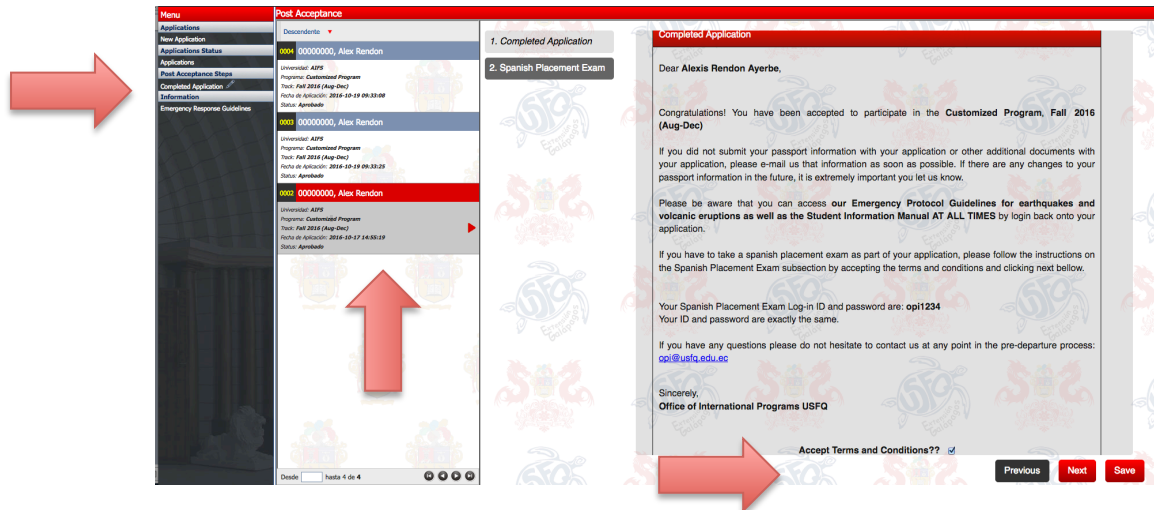
If you **DO NOT** have to take a Spanish Placement Exam, you will just see a message indicating that you have completed the application and reminding you that you can always find our **Emergency Protocol Guidelines** for earthquakes and volcanic eruptions as well as our **Student Information Manual** by logging onto our platform through the main [USFQ website](http://www.usfq.edu.ec) at **all times**, as described in steps 1 & 2 of this application.

At this stage, you have completed the application and no further action is required from you UNLESS you need to send us an updated copy of your passport or yellow fever vaccination card. Please get in touch with us at opi@usfq.edu.ec

***** SPANISH PLACEMENT EXAM ONLY *****

9 – Once you log back onto your application, please click on the **Post Acceptance** tab on the right hand side of the application and click on you extant application.

Click on accept terms and conditions and click on **Save, and then Next.**



10 – Follow the instructions on the final section of the application to take the online Spanish Placement Exam.

Once you have completed the exam, return to the application, check the box indicating that you have completed the exam, **insert your score**, and click on **finish**.

