

## **GUIDELINES FOR EXCHANGE GRADUATE STUDENTS AT CATIE**

**Effective April 1, 2014**

### **1. DEFINITION OF AN EXCHANGE STUDENT**

An exchange student is one who is enrolled as a regular student in a study program in a higher education institution other than CATIE and carries out: a research project, a graduate study, an internship, in-service training, a specialized study, or takes one or more graduate courses at CATIE. The minimum length of the stay is one month. This kind of student must be admitted by and registered in CATIE Graduate School; be under the supervision of an advisor; comply with the purposes of training; and meet administrative, financial and academic requirements established by the Graduate School and Education Division.

### **2. OBJECTIVE**

The objective of the Graduate Student Exchange Program at CATIE is to provide exchange students with opportunities to carry out research projects, graduate studies, internships, in-service training, or specialized studies; or take graduate courses at CATIE. In addition, undergraduate students who engage in research at CATIE are covered under these guidelines. The exchange program is expected to benefit the students, their institutions, and CATIE.

### **3. EXCHANGE STUDENT CATEGORIES**

Two categories of exchange students are recognized by the CATIE Graduate School. These are as follows:

- a. **Independent Students**: These students come from institutions of higher education that carry out education or education and research in areas of interest to CATIE. However, there are no official links between CATIE and these institutions. These students are often research students requiring administrative services and/or facilities at CATIE to carry out the tasks involved in their research.
- b. **Dependent Students**: These students also come from institutions of higher education that carry out education or education and research in areas of interest to CATIE. These institutions do have formal relations with CATIE through agreements and letters of understanding. In some cases, these agreements and letters of understanding define specific conditions for the exchange; however, they also have to follow this guide and these regulations.

Faculty from higher education institutions who come to CATIE for the same purposes as exchange students are also considered as exchange students and hence are covered under the same conditions and requirements established in these regulations (e.g., required to be registered in a study program).

#### 4. REQUIREMENTS

- a. Identify a contact person in CATIE. As part of the process and of the information required, the exchange student must contact (directly with the person) one of CATIE's specialists, professors, or Academic Coordinators in his/her area of interest and explore the possibility of having technical support/supervision for his/her research project, graduate study, internship, in-service training, specialized study, or graduate courses in which the student is interested. On CATIE's website [www.catie.ac.cr](http://www.catie.ac.cr); **¿En qué trabajamos?** there is a list of the areas CATIE works on as well as a list of CATIE staff according to their area of expertise. Additionally, the student must indicate the name and email address of the supervising professor, researcher, or coordinator of the exchange student activity in the home institution.
- b. Register in the CATIE Graduate School prior to his/her arrival. This means completing and sending the registration form, having international health and life insurance, and meeting visa and immigration requirements. CATIE's Housing Unit will not allocate accommodation to exchange students who are not previously registered. For these purposes, coordination with the Admissions, Exchange Students and Alumni Office in the Graduate School is required.
- c. International insurance. All exchange students must have international health and life insurance through their university or as a personal arrangement. A document indicating detailed coverage (and amounts) of the insurance (medicines, accident, repatriation, etc.) must be submitted to CATIE's Admissions, Exchange Students and Alumni Office. Insurance coverage must begin the same date the student leaves his/her country of origin, study or departure and finish the same date he/she returns. Only students whose documentation had been sent prior to arrival and that meet all the requirements will be registered. If the student is traveling with his/her family (spouse, couple, children, other relatives, etc.), all of them must also have international health and life insurance meeting the same criteria as the student's insurance, or be included in the student's insurance plan. In the case of Costa Rican students, in addition to the insurance by the national security system (CCSS), he/she must have a life insurance policy.
- d. Visa and immigration procedures. Depending on nationality and length of the stay, exchange students may need assistance with immigration procedures; thus, once the student is registered, CATIE's Office of Student Affairs ([posgrado@catie.ac.cr](mailto:posgrado@catie.ac.cr)) will provide the necessary information and assistance with these procedures. Since some of these procedures may take longer than expected, students are encouraged to register as soon as possible to avoid inconveniences. The cost involved per student is indicated in ANNEX 1).
- e. Application form:  
[http://orapro.catie.ac.cr:7778/CATIE\\_SIEP/PJ\\_SIEP/admision\\_intercambio.jsp](http://orapro.catie.ac.cr:7778/CATIE_SIEP/PJ_SIEP/admision_intercambio.jsp)
- f. The exchange student is expected to comply with all the rules and regulations in effect at CATIE during the entire course of his/her stay at CATIE or its research sites in other countries. CATIE Rules and Procedures about Student Living in effect for regular students will also apply to exchange students.

- g. The student must have the financial resources to cover all expenses related to his/her internship (travel, maintenance [accommodation and food], research costs, course tuition, etc.). In some cases, the CATIE project in which the student is participating may pay some of the costs.
- h. The exchange student is charged for the use of services at CATIE including the gymnasium, club, email, etc. if such services are used.
- i. The exchange student, however, has free access to the Orton Memorial Library in full compliance with CATIE's regulations.
- j. Publications resulting from the exchange student's work must acknowledge CATIE's contributions to the project and intellectual property rights that apply to CATIE, in accordance with current legislation in this area.
- k. Any other kind of internship or stay that does not conform to these regulations must be registered with Human Development Management at CATIE, and will comply with the conditions and requirements established by that office.

## 5. ESTIMATED EXPENSES

To be part of the exchange student program at CATIE, the following Education Division costs must be considered (Also see Annex 1):

- a) Registration and administrative follow-up during the internship
- b) Immigration procedures
- c) Tuition for academic credits (in case the student takes graduate courses)
- d) Use of internet and computer support
- e) Advising (for research projects, graduate studies, internships, in-service trainings, and specialized studies). The CATIE specialist, professor, or academic coordinator who would provide the advising/supervision must be contacted to define these costs (if any).
- f) Maintenance costs (accommodation and food)

These costs are reviewed and updated periodically by the Graduate School and the Education Division of CATIE. Updated figures can be requested from the Admissions and Exchange Students Office ([ajimenez@catie.ac.cr](mailto:ajimenez@catie.ac.cr)), or from the Administrative and Financing Office ([bcerdas@catie.ac.cr](mailto:bcerdas@catie.ac.cr)); this information is also available on the CATIE website and as ANNEX 1 of this document.

Additional to the above mentioned costs, exchange students must take into consideration costs related to the international insurance requested (item 4c), travel costs, visa and immigration procedures (when necessary), departure taxes, maintenance (accommodation and food), research equipment and materials, among others. Estimated costs not covered in ANNEX 1 of this document can be requested via the email addresses mentioned in the preceding paragraph.

**ANNEX 1. EXCHANGE STUDENT PROGRAM  
Education Division - Graduate School**

**TABLE OF COSTS (US\$)\***

ITEMS	AMOUNT
Registration and administrative follow-up	
From 1 to 3.0 months of stay	150
From 3.01 to 6 months of stay	250
From 6.01 to 12 months of stay	450
Stay over 12 months	600/year
Immigration procedures (per year)	385**
Tuition (per credit)	250***
Use of internet and computer support (per month)	65
Advising (research project, graduate study, etc.)	Variable (consult the CATIE contact person to determine in each case)
Maintenance costs (accommodation and food)	700/month (one person)

\*Effective as of April 1, 2014

\*\* Students from Europe, United States and Canada; as well as other countries; can enter the country and stay under a category of tourist for 90 days, thus if the length of the internship is for that period (or less) there is no need of immigration procedures and no payment for this purpose is required. Under this same category, students can “renew” their legal status by traveling to a near country for a couple of days and returning to Costa Rica again as tourists, every time their tourist status is about to expire. In the case of students from any other country, whose internship length is shorter than the time indicated in the visa or the period authorized as tourists, they do not have to pay the amount indicated for this purpose.

\*\*\* Most CATIE graduate courses have a value of three credits.