Frequently Asked Questions

UTSA College of Business • International Immersion Programs

Application Questions

1. If I have previously traveled on an immersion with financial support from the College of Business, may I travel again? Yes! Students may now apply to participate a second-time in an immersion.

2. If I am not accepted can I pay to travel with the College of Business? No, but there are numerous other study abroad opportunities available through the Office of International Programs and the Honors College International Programs. Please visit our office to learn more about on-campus resources for study abroad opportunities.

3. If I am graduating in May, can I still attend a College of Business Immersion Program? Yes. You can choose to walk the stage in May, yet apply to graduate in August. You should speak with your advisor about your options for participation in an international immersion, as well as graduation policies.

4. Can I apply to more than one College of Business Immersion Program using the same application? Yes, you will be given the opportunity to select your first and second choice programs.

5. How do I obtain my Cumulative and College of Business GPA? Check with your College of Business Advisor to ensure accuracy.

6. How do I obtain my UTSA Official Transcript?
   - (Online) Login into ASAP, then go to Student Services – Student Records – Request Official Transcript and then have it sent to by mail or email it directly to cobi@utsa.edu.
   - (In Person) Contact Enrollment Services

7. Does my recommendation form have to be completed by a faculty member? Not necessarily. However, it is strongly recommended that you use a COB faculty member.

8. Do I need to save my essay questions for the application? Yes, if selected you will have to register with UTSA Office of International Programs and will need those questions to complete the process.

9. Prior to selection, will there be an interview process? Yes, the COBi office will contact you by e-mail in early November if you have been selected for an interview with the faculty on the selection committee.

10. When will I be notified if I've been selected for the immersion program? Students will know if they have been selected for an immersion in early December, prior to finals.

Program Questions

1. What courses does the College of Business Immersion Programs satisfy? The courses apply towards a Special Studies in GBA 4953 for undergraduates and GBA 6973 for graduate students. Please confirm with your College of Business Advisor how these programs will fit into your degree plan.

2. How much will the program cost? If accepted for the College of Business Immersion Programs, you will be responsible for a $400 travel cost deposit, the cost of tuition and fees for a three hour course, health insurance, passport/visa fees, and spending money.

3. When will I have to pay this fee? The $400 travel cost is normally due in mid-February. If accepted, you will be notified of the exact due date.

4. I do not have a passport. When should I apply for my passport? You should apply for your passport as soon as you receive your acceptance notification in the fall. Passport processing time can take up to 8 weeks.

5. When is my passport copy due? The office requires a copy of your passport when your $400 program cost is due.

6. If accepted, what arrangements are made by the College of Business? The College of Business will arrange all travel including: roundtrip airfare, hotel accommodations, in country transportation, day to day itinerary and 2 meals per day.

7. Can my financial aid be used toward the College of Business Immersion Programs? Yes, please check with the UTSA Financial Aid Office for further information.
How to obtain your passport?
UTSA College of Business • International Immersion Programs

Passport Processing Locations

Post office locations Near UTSA 1604 Campus:

<table>
<thead>
<tr>
<th>Station</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedar Elm Station</td>
<td>5837 De Zavala Rd, San Antonio, TX 78249</td>
<td>(210) 641-0248</td>
</tr>
<tr>
<td>Lockhill Station</td>
<td>12951 Huebner Road, San Antonio, TX 78230</td>
<td>(210) 493-4076</td>
</tr>
<tr>
<td>S. Texas Medical Center Station</td>
<td>4835 Medical Drive, San Antonio, TX 78229</td>
<td>(210) 949-1327</td>
</tr>
<tr>
<td>Cresthaven Station</td>
<td>3731 West Ave, San Antonio, TX 78213</td>
<td>(210) 979-0567</td>
</tr>
<tr>
<td>Leon Valley Station</td>
<td>6825 Huebner Rd, San Antonio, TX 78238</td>
<td>(210) 520-3041</td>
</tr>
</tbody>
</table>

Municipal City locations Near UTSA Downtown Campus:

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bexar County District Clerk</td>
<td>300 Dolorosa, San Antonio, TX 78205</td>
<td>(210) 335-2617</td>
</tr>
<tr>
<td>Downtown Station Window Service</td>
<td>615 E. Houston Street, San Antonio, TX 78205</td>
<td>(210) 212-8066</td>
</tr>
<tr>
<td>Office of the Clerk-Municipal Archives &amp; Records</td>
<td>719 S. Santa Rosa, San Antonio, TX 78204</td>
<td>(210) 207-4214</td>
</tr>
</tbody>
</table>

Passport Fees

First-Time Adult Passport Book: $110 (Application Fee) + $25 (Execution Fee)
Renewal Adult Passport Book: $110 (Renewal Fee)

Application Process

You Must Apply in Person If:
- You are applying for your first U.S. passport
- Your previous U.S. passport was issued when you were under age 16
- Your previous U.S. passport was lost, stolen, or damaged
- Your previous U.S. passport was issued more than 15 years ago
- Your name has changed since your U.S. passport was issued and you are unable to legally document your name change

Application Procedures:
2. Fill out Form DS-11: Application For A U.S. Passport
3. Submit Completed Form DS-11 In Person
4. Submit Evidence of U.S. Citizenship (Certified birth certificate issued by the county or state, Naturalization Certificate)
5. Present Identification (Valid Driver’s License, Current Government ID, Current Military ID)
6. Submit a Photocopy of the Identification Document(s) Presented (Step 4)
7. Pay the Applicable Fee
8. Provide Two Passport Photos

To Renew a Passport:
- Go to Travel.State.Gov  [http://travel.state.gov/passport/renew/renew_833.html]