# **Completing your Studies**



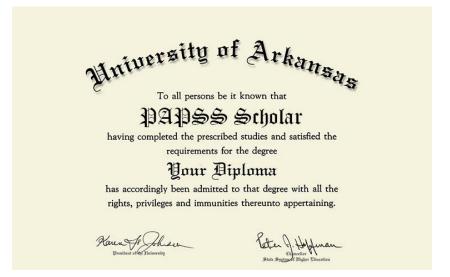
Graduate School & International Education PAPSS Program

The SENACYT & IFARHU Requirements for students graduating from the UofA To report the completion of studies from the University of Arkansas, the scholarship holder has 4 additional months after finishing their studies to appear at SENACYT and IFARHU to report the culmination of studies.

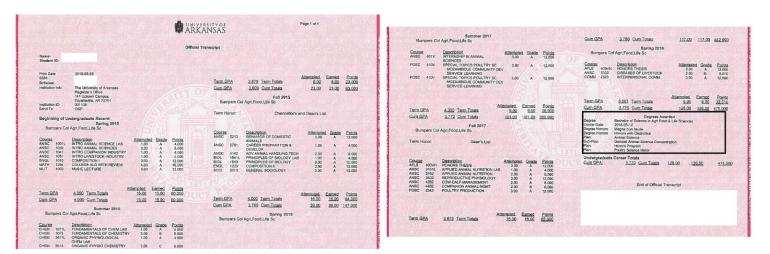
The documents that must be submitted to both institutions upon graduation are:

#### 1. A Certified Copy of your Diploma.

• Diplomas will not be available until 2-4 weeks after your graduation date.



- 2. Official Transcript Certified.
  - Request a final transcript with degree clearance. If you order transcripts before graduation, make sure to select the 'degree confer date' option. The transcript will then have the actual degree printed on your transcript.
  - Instructions to request a transcript are at <u>http://registrar.uark.edu/student-records/transcript-request.php</u>)
  - Official transcripts cost \$7.50.
  - It is advised to purchase **5** official transcripts, minimum (yourself, SENACYT, IFARHU, Job application and one in case you decide to pursue additional studies in the future).
  - Transcripts will be mailed after final grades and degrees are posted.



#### **Receiving your Official Documents:**

Your diploma and transcripts will be sent regular U.S. mail, unless you request special delivery from the Registrar's Office and pay the additional charges (International students can go to the Registrar's Office in person and request a diploma if your degree has been posted)

- If you do not have or know a valid mailing address after graduation, you can request to have your diploma sent to the Office of Special Programs and have a friend pick them up or we can mail them to SENACYT for you to collect there.
  - You must be sure that the address specifically says PAPSS Office (or ATTN: Michael/Mayra)
  - PAPSS Office, 340 N. Campus Drive, 213 Gearhart Hall, 1 University of Arkansas, Fayetteville, AR 72701

#### Certification, your diplomas and transcripts need to be certified:

• Send your diploma, transcripts and a cover letter with your name and contact information to the Consulate of Panama in Houston.

Consulate General of Panamá, 24 Greenway Plaza, Suite 710, Houston, Texas 77046

- For the return of your documents you will need to provide a pre-paid return envelope. The diploma and transcripts with the certification will be returned within a week to 10 days.
- After receiving back your diploma with certification a notary needs to certify two copies (a copy for SENACYT and one for IFARHU). There may be a fee (\$10.00) to have each copy notarized. Notorization can be done in Panama or Michael can notorize them free of charge.
- Documents are processed for free for 6 months from the date of graduation, otherwise a money order of \$60 (\$30 for diploma & \$30 for transcripts) will need to be sent with the documents.

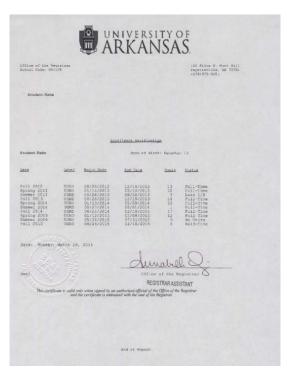


- 3. Original Letter of completion stamped by the University with start date and exact name of the degree you completed.
  - The office of Special Programs will provide this letter by email once your university accounts have been closed.

			Graduate School & International Education
Date			
Secretaria Instituto p Aprovech	orias de Becas Internacionales Nacional de Ciencias, Tecnolo ara la Formación y amiento de los Recursos Huma al Saber, Edif 205	-	t/ IFARHU
	nts Full Name of Birth:		
To Whom	It May Concern:		
This letter of in	serves to verify that Mr./Mrs. which was awarded on	began his/her career on .	and completed all requirements for the degree
Should yo	u have any questions or need a	dditional information, please	e contact me.
Sincerely,			

#### 4. Official Enrollment Verification

• Students should request 2 copies of *Enrollment Verification* for all the semesters you were enrolled from the Office of the Registrar.



#### 5. Official Statement of Standing (Degree Awarded)

• Students should request 2 copies of the *Statement of Standing* from the Office of the Registrar. (You can request this letter in advance, indicate that you need it to show degree completion)

	e of the Registrar of Code: 001108		Siles H Horn Hal
ACHIOC	a code: 001106		(479) 575-585
	it Name 123455789		
		Statement of Standing	
fo W	Whom This May Concern:		
his	is to certify that		
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3	is a student in th	# College of	
	is in good scatter its sta	anding with the University of Arkamus, Poye	steville
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	in not eligible for read	mission until	
$\boxtimes$	Wes awarded the degr	cc BS in Mochanical Engineering on 12/19/2015	
	Has completed all req the degree will be awa	uirements for the degreer	
X	Other: Major- Mechaeica	d Engineering.	
This of th	certification is valid only be Registrar and the certif	when signed below by an authorized officia facte is embossed with the seul of the Registr	l of the Office ar.
Date	e: March 28, 2016	Signed: Sumabile X Title: REGISTRAR ASSISTAN	

- 6. Printed copy of Research Thesis, Projects and/or Publications signed by the scholar and the Advisor
  - If a thesis was done as part of your degree you will need to submit copies. Since your thesis will be in English, you need to present the abstract in Spanish; the "Resumen Ejecutivo". The rest of the thesis must still be included, but it doesn't need to be translated.
  - If the student didn't have to present a thesis, project or publication a letter detailing that the career did not require it needs to be submitted
- 7. Updated Resume (in Spanish)
- 8. Copy of passport showing all entries and exits from the country.



9. A letter of employment, when you have a job in Panama.

# Final Step:

Personally, present one set of all the documents in a presentation folder to SENACYT and another set to IFARHU within 4 months of graduation.

SENACYT will grant a formal letter of completion to the scholarship holder, indicating the name of the fellow, the Scholarship Program to which he belonged, the course he studied, the university where he studied, the duration of the scholarship. (repayment of any repeated/withdrawn classes needs to be made before this letter will be issued)

# After SENACYT...

There may be additional documents you need for verifying your degree in Panama. This is going to be determined by the institution that you are going to use for the verification and are not needed by SENACYT/IFARU. In most cases this information can be found on their websites.

Here are some of the most common that we are aware of...

#### 1. Apostille of your diploma and transcripts

- It is REQUIRED that the diploma and the transcripts be notarized by the Registrar's Office before apostilling. Notarization needs to be requested at the time the documents are requested.
- Diploma, transcripts and the Apostille/Certificate of Authentication Request Form (https://www.sos.arkansas.gov/uploads/bcs/ApostilleRequestForm.pdf) need to be sent to the Arkansas Secretary of State in Little Rock.
- Documents are processed for \$10 each and payment will need to be sent with the documents.
- Additional diplomas will need to be requested, the apostille cannot be copied.



2. Letter of Completion from your Program/Advisor



#### 3. Program/Degree Plan or Courses of Study



Graduate School & International Education

The computer engineering degree has required sequences of courses in both hardware and software aspects of computer applications and design. Since almost all of totaly's complex systems encompass hardware and software elements, computer engineering graduates must captive the sills required to design, build, and test complex digital systems. At the advanced level, students are exposed to hands-on experience with open-ended problems with opportunities for research and design.

Students must meet all requirements of their degree programs and are expected to keep informed concerning current regulations, policies, and program requirements in their fields of study. Changes made in the curriculum at a level beyond that at which a student is enrolled might become graduation requirements for that student. Changes made in the curriculum at a level lower than the one at which a student is enrolled are not required of that student. Students should consult their departmental adviser for additional information.

540 N. Campus Drive, 213 Gearlant Hall • Expetiteville, AR 72701 • Dear's Office: 479-575-4401 • Fac: 479-575-5908 Graduate & International Recruitment and Admissions & Sponsored Student Programs: 479-575-5246 • Fac: 479-575-5246 • gead.auke.edu The University of charace are are compared assessment and the strange areas expression and the strange areas expression.

First Year GNEG 1111 Introduction to Engineering I MATH 2554 Calculus I PHY5 2034 University Physics I CHEM 1103 University Physics I CHEM 1103 University Physics II GNEG 1121 Introduction to Engineering II MATH 2564 Calculus II Hittory/Government Elective PhyS 2074 University Physics II ENGL 1023 Composition II Year Tota: 30

Second Year CSCE 2004 Programming Foundations I CSCE 2014 Digital Design MATH 2574 Calculus III MATH 2620 Discrete Mathematics CSCE 2014 Programming Foundations II MATH 254 Elementary Differential Equations Two Social Science Electives Year Total: 33

Third Year CSCE 3193 Programming Paradigms CSCE 3613 Operating Systems CSCE 3953 System Synthesis and Modeling INEG 2313 Applied Probability and Statistics for INEG 23.3 Applied Probability and Sta Engineers1 Basic Science Elective With Lab\* (SCE 35.13 Software Engineering CSCE Elective ELEG 3933 Circuits & Electronics PHIL 3103 Ethics and the Professions Free Elective Year Total: 31

Fourth Year CSCE 4561 Capstone I CSCE 4114 Embedded Systems Two CSCE Electives Fine Arts Elective COMM 1313 Public Speaking CSCE 4213 Computer Architectu CSCE 4953 Capstone II CSCE Elective Free elective Social Science Elective cial Science Elective Year Total: 32

ARKANSAS

**Course Program** 

Biology (BIOL)



PHIL 2103. Introduction to Ethics.

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Basic concepts of moral philosophy, including historical and contemporary literature concerned with such issues as ethical relativism vs. objectivism, duty, happiness, freedom of the will and responsibility, facts and values, individual liberty and society. Application of theories to substantive questions.

#### MATH 2554, Calculus I.

Derivative of functions of one variable, applications of the derivative, introduction of the integral, and applications.

STAT 2303. Principles of Statistics. A problem-oriented course with applications from many fields. Emphasis on understanding the nature of statistical orderfiness implied by probability laws. Statistical analysis is treated as a means of decision making in the face of uncertainty.

#### CHEM 1101L. University Chemistry I Laboratory.

Laboratory exercises involving density, types of chemical reactions separations and chromatography, solubility, waters of hydration, freezing point depression, gas laws, and data interpretation.

#### CHEM 1103. University Chemistry I.

Survey of basic chemical principles designed as an introductory course for science, engineering or agriculture majors. CHEM 1121L. University Chemistry II Laboratory.

Quantitative laboratory with data interpretation and exercises covering the topics of stoichiometry, thermodynamics, kinetics, chemical equilibrium, pH, and descriptive inorgan anic chemistry

#### CHEM 1123. University Chemistry II.

Presents the topics of periodicity, bonding, stoichiometry, thermodynamics, kinetics, and chemical equilibrium in detail.

#### CHEM 3601L. Organic Chemistry I Laboratory.

Introduction to basic techniques for separation, purification, and identification of organic compounds. Laboratory exercises in organic chemistry.

340 N. Campus Drive, 213 Genthart Hall • Fayetteville, AR 72701 • Dean's Office: 479-575-4401 • Fac: 479-575-5908 Graduate & International Recontinuent and Admissions & Sponsored Student Programs 479-575-4240 • Fac: 479-575-5240 • <u>pred-uark-cdu</u> *The University of Admass ia an quad opercontrol/diffusion extension internation*.



#### 4. Statement of University Accreditation Status (https://provost.uark.edu/accreditation.php)

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UNIVERSITY OF Control: Public Graduate School & International Education Degree programs (number in each category): Bachelors (75), Masters (77), Specialist (2), Doctoral (37) Statement of Accreditation Status as of March 30, 2018 Certificate programs (number offered): 27 University of Arkansas, Fayetteville Administration Bldg. 425 Fayetteville, AR 72701 (479) 575-2000 http://www.uark.edu Off-Campus Activities (This listing was last updated: 03/27/2018; the information may not be current.) The institution's accreditation includes courses and programs at: The information on this page describes the accreditation relationship between this institution and the Higher Learning Commission. General information about the Commission and the accreditation process is provided at the end of this document. In addition, links to definitions are provided for many of the terms used. In-State: Campuses: None. Accreditation Information Current status: Accredited Accreditation granted: 01/01/1924 UA at Fort Smith - Fort Smith, AR; Little Rock Air Force Additional Locations: Most recent reaffirmation of accreditation: 2016 - 2017 • Action Letter (PDF) Next reaffirmation of accreditation: 2026 - 2027 Base - Little Rock , AR; Northwest Arkansas Community College - Rogers, AR; UA Rogers - Rogers, AR; Upcoming or In-Progress Reviews Date Event Descriptio Out-of-State: Campuses: None. 08/01/2020: Assurance Review 2026 - 2027: Comprehensive Evaluation Hurlburt Field (Air Force Installation) - Hurlburt Field, FL; Additional Locations: Most Recent History with the Commission Date Event Description Naval Support Activity Mid-South - Millington, TN; 06/12/2017: Comprehensive Evaluation Continue Accreditation 09/10/2007: Comprehensive Evaluations - Continued Accreditation Out-of-U.S.: Campuses: None. General Institutional Information This section provides brief, general information about the institution's organization and scope. The information is self-reported by the institution through the annual Institutional Update to the Commission. Additional Information can be found at ness-ed.gov/collegenavigator/ or on the institution's web site noted above. Additional Locations: None.

340 N. Campas Drive, 213 Gradiant Hall + Fayatteville, AR 72701 + Dear's O'lisse 479 575 4401 + Fax 479 575 5008 Graduate & International Regraduates and Advinsions & Sponsored Stathus, Progenos, 479-575-5240 + Pax 479-575-5246 + grad and scale of the state of the

#### Repayment of Repeated/Withdrawn Classes:

- Reimbursement to IFARHU must be made within 4 months of the expiration of their contract.
- Your refund payment must be for the total amount in cash or certified bank check.
- Once the reimbursement is made, you must present to SENACYT the cash receipt that certifies that you made the refund.

The Office of Special Programs will send SENACYT a final financial statement that includes all the payments made to the University, total of tuition and fees paid, and the balance of funds being returned.

When requested by SENACYT the Office of Special Programs will send documents that indicate any repeated or withdrawn classes and the costs paid for them. At the time the document is received stating the amount to be returned to SENACYT, the scholarship holder is informed of the amount that must be reimbursed, after the scholarship holder has knowledge of it, a note is sent to IFARHU informing them of the amount to be returned by the scholarship holder. it lets the intern know that he can now transfer to IFARHU to make the reimbursement. \*NOTE: This process needs to happen before you can make a payment.

A copy of this document is provided to the scholar prior to graduation and it is their responsibility to review and make any corrections with their advisor. The Office of Special Programs needs to be notified of the changes to update the information sent to SENACYT

UAI	D	Cla	ass Title	r	Class Number	Se	emester		Grade		Hours	Co	llege		
010		Р	re-Calc	MA	ATH1284C		1149		С		4	Д	RSC	PRE	0
010		Line	ar Algebra	Μ	ATH3083		1169		D		3	А	RSC		\$ 1,168.7
010		Princ o	f MacroEcon	EC	CON2013		1183		F		3	W	COB		\$ 1,572.5
<u> </u>			1139		1149		1159		1169		1179	1	189	1	
			1143		1153		1163		1173		1183	1	193	I 1	
			1146		1156		1166		1176		1186	1	196	1	
Tuition Credit pe	er Hour	\$	287.00	Ś	308.04	Ś	322.95	\$	335.72	\$	347.76	\$ 3	53.04		
ARSC/AGRI Fees		\$	48.33	Ś	46.17	Ś		Ś	53.86	Ś	55.95		58.18		
# of Hours									3						
		\$		\$	-	\$	-	\$	1,168.74	\$	-	\$	-	I 1	
AGRI Credit per	Hour	\$	287.00	\$	308.04	\$	322.95	\$	335.72	\$	347.76	\$ 3	53.04		
AGRI Fees per H	our	\$	56.82	\$	56.17	\$	61.03	\$	65.99	\$	67.75	\$	69.76		
# of Hours															
		\$	-	\$	-	\$	-	\$	-	\$	-				
ENGR Credit per	Hour	\$	287.00	\$	308.04	\$	322.95	\$	335.72	\$	399.92	\$ 4	06.00		
ENGR Fees per H	lour	\$	68.49	\$	66.35	\$	69.69	\$	74.43	\$	77.03	\$	79.63		
# of Hours															
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WCOB Credit pe	r Hour	\$	339.00	\$	354.75	1.0	394.01	\$	425.93	\$	458.12		65.20	L	
WCOB Fees per	Hour	\$	57.82	\$	55.67	\$	59.53	\$	64.29	\$	66.05	\$	67.96		
# of Hours						-					3	15			
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Total Costs		\$	- 2	\$	-	\$	-	\$	1,168.74	\$	1,572.51	\$	1-1		
\$	2,741.25														
												9/5	5/2018		

# "Congratulations on your **graduation** and best wishes for your next adventure!"



# Pre-departure things to consider:

### Verify your 'Diploma' address

- This the address you submitted with your application for graduation and where your diploma will be sent. It is different from the 'Mailing' address.
- Your Permanent Address on UAConnect should always stay as the PAPSS office address. **Do** not change this address.

### Ensure that your resume is up-to-date

- Including internships, references, and academic or other awards, etc.
- The UA Career Development Center can help you to create/review your resume.

### Request letters of recommendation

• Discuss this with your professors here at the UA. These are useful if you need to look for a job or if you plan on pursuing another degree.

### Keep all syllabi from all courses you completed

• These are valuable sources of information for your graduate studies in the future and are more detailed than course descriptions.

## Inform your US bank of the closing date for your bank account.

- Ask them their procedure and what is required to close the account.
- If you have deposits or payments coming back to you before you leave, you should be sure to leave your account open long enough to cash the check and get the funds before you leave town or to complete any necessary transactions.

#### Give sufficient notice to your landlord

- At least one month before you will move out make arrangements to remove your name from any lease and make arrangements for receiving any deposits you may have coming to you.
  - If you live on campus, complete all requirements for UA Housing.

## Inform all utility providers, credit card companies and any other services

• Make sure you follow their procedures for closing, transferring the billing and to receive any deposit you may have coming to you.

## Make sure all outstanding debts are paid in full

- Both in the community and U of A debts
- If there is an outstanding balance on your UAConnect account, your transcript, diploma, etc., will not be released.

#### Taking items home and extra baggage

- Be sure you check with your airline for baggage limits, rates and fees. These costs can be very expensive.
- Also consider selling or donating any items that are too expensive or too large to carry home with you.
- You may also check for rates with U.S. Postal Service, UPS, DHL, and Fed Ex

## Graduating students receive a free one year membership in the UA Alumni Association.

• We encourage you to join the Alumni Association and be active. Paid up members are eligible for alumni benefits and they offer some scholarships for family members of alumni

#### The Catalog of Studies is available on-line

- You may access academic program information for your academic year start dates.
- You may also access the Catalog for course descriptions and other information. http://catalog.uark.edu

#### Provide the PAPSS Office with your personal email/contact information

• Your UA email will expire from non-enrollment and we want to stay connected.