ACADEMIC YEAR 2014-2015
BORDER COUNTY PROGRAM APPLICATION
(First-time applicants)

Instruction Guide

This instruction guide is intended to provide step-by-step assistance with how to complete the Border County Program Application form. Follow this guide in order to accurately complete the application.

General Guidelines

- Do not leave any blank spaces on the application form. Always insert “N/A” if a question does not apply to you, or if you do not have any information to provide.
- Enter “$0.00” in sections that ask you for financial amounts if the question does not apply to you or if you do not have any information to provide.

SECTION 1: Applicant’s General Information

A. NAME
   Spell out your full name as it appears on your passport.

B. UTSA Banner ID Number:
   This number can be found on your UTSA Admission Letter. (For example: @12121212)

C. Gender:
   Check the appropriate box.

D. Date of Birth:
   Enter in MM/DD/YYYY format. If your birthday is January 1, 1980, then enter 01/01/1980.

E. Citizenship:
   Check the appropriate box.

F. Degree Level:
   Check the appropriate box

G. Home Address:
   Include the address where you and your family reside in Mexico. Also, attach a supporting document in the form of a household utility bill such as an electricity bill. The support document should have the name of the applicant's parent/sponsor listed on the bill.

H. Email Address:
   Include the email address where you would like to receive the notification from our office. This email will be the official notification to you about your eligibility for the program.

SECTION 2: Applicant’s Parents’ Information:

A. Parents' Home Country:
   Include the city and country where your father and mother currently reside.

B. Father's Name:
   Spell out your father’s full name.

C. Mother’s Name:
   Spell out your mother’s full name.

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D. **Other Sponsor:**
If you do not have surviving parents, or if you do not live with your parents and you receive financial support from another person, include that person's full name. If you live with your parents, but someone else is going to provide additional financial assistance to you for your college expenses, include the name of that person. This question may not apply to all applicants, so if it does not apply to you, write “N/A” in this question.

E. **Relationship:**
If you entered a name of a financial sponsor who is not your parent, include how this person is related to you.

F. **Self-Employment:**
If you or your parents are self-employed and own their own business, check the appropriate box. If they are self-employed, their business would be the primary income to support the family.

G. **Business Name:**
If you or your parents are self-employed and own a business, include the name of the business here. Also, attach a notarized letter from an accountant to state income received and the net worth of the business during the year 2013-2014.

H. **Employer Name:**
If your parent’s are NOT self-employed, include the name of place of employment. This would be the name of the company or business your parents work for and earn an income to financially support your family. Attach the most recent three months’ check stubs.

**SECTION 3: Household Family Members**

A. **Family Member:**
You, the applicant, will include your name and age in the first space. Also, include information for all the members of your immediate family who live in the same household. For example, if you live with your father, mother and older sister, include information for all these people. List the person’s full name, age and their relationship to you. Their relationship to you could be different.

B. **College Students:**
In the last column of the family member information section, check “yes” and include the name of college/institution if the person listed in this section is currently a college student.

**SECTION 4: Family Financial Assets**
Include ALL the different financial accounts that your family uses to support the family, such as checking, savings and investment accounts. Specify if the account balance is in **pesos or dollars**. If your family has accounts in the U.S. indicate the current balance in U.S. dollars (For example, $10,000 US dollars).

Attach a support document for each account you list on the application. The financial support document can be:

- A bank statement
- A formal letter from the bank that lists the bank name, date, account type, account number, name of the account holder, and the current balance of available funds in the account.

**SECTION 5: Family’s Annual Income**
Include ALL the income sources for yourself and for your parents. Several categories of income are provided on the application. However, not all the categories apply to all applicants. Enter the income your family
receives from each category that applies to you. Do not leave the space blank. Enter “$0.00” on the application if your family receives no income from this category.

An explanation of each category:

**#1 Annual Wages**: The income that is paid to you or your family from a job.

**#2 Annual Savings Fund**: Any additional funds that are paid to you or your family as part of a retirement plan.

**#3 Annual Christmas Bonus**: The additional income that is paid to you or your family at the end of the year. This is usually separate from regular yearly income.

**#4 Rental Property**: Any income that your family earns from property they own by leasing the property to other people. Attach a formal letter from an accountant indicating the income you receive.

**#5 Business Net Worth**: This includes a business owned by you/your parent(s). Attach a formal letter from an accountant indicating the company's net worth.

**#6 Wages Received From Business**: Income received by you/your parents from business.

**#7 Pension or Retirement**: Any income you or your family receives from employment pension or retirement.

**#8 Government Economic Aid**: Any financial assistance your family receives from a state or federal government.

**#9 Academic Scholarship**: Any scholarships or other financial aid you have been awarded. This award can come from public or private sources.

**#10 Other Income**: Any other type of income your family receives that does not fall into the other categories. Write the type of income in #10.

**NOTE**: Attach a current document for each category that supports the amount you write on the application.

### SECTION 6: General Declaration and Signing of the Application

The applicant, the applicant’s father and mother should write their full names and also sign in the appropriate space. By signing the application, you are affirming that the information and support documents you have submitted with your application are true and correct. False statements will disqualify your application, so be sure to provide accurate information on the application. If you have a different sponsor than your parents, the sponsor must write their full name and also sign the application in the space provided.

The Border County Program Application must be officially notarized in Mexico before you submit it to the Office of International Programs (OIP).

Once your application is complete and it has been notarized, you may personally deliver the application along with all support documentation to the Office of International Programs/International Student Services, or you can mail it to:

**The University of Texas at San Antonio**  
**Office of International Programs/International Student Services**  
**One UTSA Circle, Main Building 1.210**  
**San Antonio, TX 78249**

*No faxed or emailed applications will be accepted.*

You will be contacted by email after your application has been reviewed and a decision has been made based on the information you have provided.