

## Fact Sheet

This information is primarily for international administrators and exchange or visiting students who enter UDLAP through the International Office. This information is subject to change and may vary depending on period, time and any unexpected circumstances.

**The Universidad de las Américas Puebla (UDLAP) is one of the most prestigious private universities in Mexico with unquestionable international recognition. As a space in which different cultural contexts merge, UDLAP provides students a rich framework for free thinking and the best resources available, so that students can successfully develop their professional aptitude in their area of interest.**

### UDLAP AT A GLANCE

- Excellence and prestige
- Internationally accredited degrees
- Diverse student community
- International students from more than 30 countries
- On-campus housing
- Ideal location, close to archeological sites and a metropolitan city
- Great variety of cultural and sport activities

### UDLAP MISSION

“To educate well informed, critical, creative and innovative professionals that are also highly skilled in technology, but above all, aware of their great social responsibility to ensure a fair distribution of the benefits of globalization.

Location	San Andrés Cholula, Puebla - México <a href="http://www.sanandrescholula.gob.mx">http://www.sanandrescholula.gob.mx</a>
City Population	120,459
Student Population	9,500
Number of students from overseas	500 per year

### CONTACT INFORMATION

Juan Carlos Ley	carlos.ley@udlap.mx	Director, International Affairs Office
Viridiana Ulloa Bobadilla	elfega.ulloa@udlap.mx	Department Head (Academic Mobility for Exchange, Dual Degrees and Visiting Students)
Silvana Corres Zenteno	dual.programs@udlap.mx	Dual Degree Programs Coordinator (Incoming and Outgoing Bachelor and Master Students)
Erika Barba Salce	outgoing.udlap@udlap.mx	Outgoing UDLAP student exchange Coordinator (Bachelor and Master Students)
Alejandro M. Cantón	incoming.udlap@udlap.mx	Incoming student exchange Coordinator (Bachelor and Master Students)
Esmeralda Galicia	internship.abroad@udlap.mx	Internship and Summer Programs Coordinator
Ana Claudia Cadena	ana.cadena@udlap.mx	Financial Coordinator
Carlos Pérez	migratory.services@udlap.mx	Immigration Services Coordinator

### FRONT DESK

TEL: + 52 222 229 3160

E-MAIL: [recepcion.oi@udlap.mx](mailto:recepcion.oi@udlap.mx)

UDLAP home page: [www.udlap.mx](http://www.udlap.mx)

International Office web page: [www.udlap.mx/internacional](http://www.udlap.mx/internacional)

Facebook:

<https://www.facebook.com/udlapinternationalstudents>

### MAILING ADDRESS

**Universidad de las Américas Puebla - UDLAP**

*(Contact person's full name)*

International Affairs Office

Humanities Building: (HU) 216

Ex hacienda Sta. Catarina Mártir

San Andrés Cholula

72820 Puebla, México

## ACADEMIC INFORMATION AND REQUIREMENTS FOR EXCHANGE STUDENTS

<i>Application Deadline</i>	<b>May 1<sup>st</sup></b> for the Fall semester and Full Year 2017-2018 <b>October 1<sup>st</sup></b> for the Spring semester and Full Year 2018
<i>Required supporting documents with application</i>	Please follow this link to download up to date forms and instructions: <a href="http://www.udlap.mx/internacional">http://www.udlap.mx/internacional</a>
<i>Spanish test</i>	<b>Students interested in taking Spanish Courses (for nonnative speakers) need to take the Spanish proficiency test by contacting Dr. Magdalena Mejia.</b> <i>During orientation week, before registering courses, each student will be interviewed by the Spanish Language Coordinator to confirm the level the student will be placed in.</i>
<i>Language instruction</i>	Spanish as a second language is taught through the Language Department. For more information about the course offering please contact:  <b>Dr. Magdalena Mejia</b> <b>Spanish Coordinator</b> <b>Phone number: +52 (222) 229-3185</b> <b>e-mail: <a href="mailto:magdalena.mejia@udlap.mx">magdalena.mejia@udlap.mx</a></b> <b>Office location: Humanities Building, 303</b>  For those who speak fluent Spanish already, you can study English, French and German. <i>Please note there are a few courses taught in English available for exchange and visiting students.</i>
<i>Courses available to exchange students</i>	All undergraduate courses are available, as long as course prerequisites are met (except Medicine and Culinary Arts).  <b>IMPORTANT:</b> <i>Course availability is subject to course demand. Therefore, the International Affairs Office cannot guarantee a spot in the student preferred course.</i>
<i>Courses description/ Course system</i>	Please check the academic programs at: <a href="http://www.udlap.mx/ofertaacademica/mapaoferta.aspx#licenciaturas">http://www.udlap.mx/ofertaacademica/mapaoferta.aspx#licenciaturas</a> (undergraduate level) <a href="http://www.udlap.mx/ofertaacademica/mapaoferta.aspx#maestrias">http://www.udlap.mx/ofertaacademica/mapaoferta.aspx#maestrias</a> (graduate level)
<i>Credit system</i>	When studying at the UDLAP at the undergraduate level, you are expected to take a minimum of 4 courses (24 units) and a maximum of 5 courses (30 units) per semester, most courses are 6 units, which includes 3 hours of in-class studies per week for the duration of the 16-week semester.  At the Master level (graduate level) you may take a maximum of 12 units per trimester. In the trimester system, each course is 6 units and the student may take a maximum of 2 courses per trimester.
<i>Grading system</i>	A passing grade at the <b>undergraduate</b> level at the UDLAP is <b>7.5</b> , with a maximum of 10.0. At the <b>Master (graduate)</b> level, a passing grade is <b>8.0</b> with a maximum of 10.0. At the end of the student's stay, the International Office will send <b>one</b> official transcript to the program coordinator at the student's home university.
<i>Academic Calendar</i>	<a href="http://www.udlap.mx/calendario/files/calendarioGrafico2017.pdf">http://www.udlap.mx/calendario/files/calendarioGrafico2017.pdf</a>
<i>Arrival at UDLAP</i>	<i>Amigos Internacionales</i> , a group of volunteer students, will be waiting for international students at the Benito Juarez International Airport in Mexico City on the first day of Orientation Week (students will be notified of orientation week dates via e-mail upon being accepted at UDLAP).
<i>Orientation Week</i>	During the Orientation Week students will have a welcoming session to inform them about the exchange program, life at UDLAP, services, cultural shock, payments, visas, internship and course enrollment, among others.
<i>Accommodation</i>	UDLAP residential colleges <a href="http://www.udlap.mx/colegios/?idioma=2">http://www.udlap.mx/colegios/?idioma=2</a>
<i>Workshops</i>	UDLAP offers a variety of cultural, sports and artistic workshops, please check the following link for more information: <a href="http://www.udlap.mx/talleres/">http://www.udlap.mx/talleres/</a>
<i>Weekend trips</i>	Explore Mexico through these exciting and enriching travel opportunities: <a href="http://www.udlap.mx/internas/viajes.aspx">http://www.udlap.mx/internas/viajes.aspx</a>
<i>Student Associations</i>	Being a part of an organization offers international students the possibility to develop new skills and an increased social awareness. At UDLAP there are organizations created and directed by students: <a href="http://www.udlap.mx/internas/organizaciones.aspx">http://www.udlap.mx/internas/organizaciones.aspx</a>

## VISAS

International students wishing to study in Mexico must take into account the following information according to their nationality and duration of their studies in Mexico.

### FOR 1 SEMESTER OF STUDY ONLY "VISITORS WITHOUT PERMISSION TO PERFORM PAID ACTIVITIES"

To pursue an academic program at the UDLAP with duration less than or equal to 180 days and if you are a citizen of a country without visa restrictions in Mexico, you can travel to Mexico as a visitor (known as *tourist* previously). This condition of stay authorizes you to stay in Mexican national territory uninterrupted for no more than 180 days from the date of entry, without permission to carry out activities subject to remuneration in the country. Foreigners, who are in Mexico under this condition as visitors without permission to perform paid activities, may not change their migratory status and will have to leave the country by the end of the authorized period of stay.

EXCEPTION: If you are a citizen of a country with visa restriction in Mexico, you will need to process a *Temporary Resident Visa- Student* at your nearest Consulate of Mexico, as you will not be able to enter the country as a visitor.

### FOR 2 OR MORE SEMESTERS OF STUDY "TEMPORARY RESIDENT VISA- STUDENT"

To pursue an academic program at UDLAP for longer than 180 days, it is necessary to have a *Temporary Resident Visa- Student*, and you will need to complete a 3-step process:

1. Process your visa at a Consulate of Mexico close to you. The visa is issued for one hundred eighty calendar days, valid for a single entry to Mexico during this period.
2. When you enter Mexico at the Airport, you will be given a "*Forma Migratoria Múltiple (FMM)*" which you will need to present to the INM once you are in Mexico to get the *Temporary Residence Permit*.
3. Once you are in Mexico, a *Temporary Residence Permit* must be requested from the INM within the first thirty calendar days from the date of entry into the national territory. This card will be valid for one year and allows multiple entries in and out of Mexico. If this procedure is not completed within the 30 designated days, the student will be subject to pay a fine from the INM.

The International Office provides information to all students about this process, but it is the student's responsibility to fulfill the INM's requirements.

Foreigners coming from countries that require a visa to travel to Mexico must process it before traveling to Mexico. The UDLAP International Office will send an Acceptance Letter in order for students to process a student visa, if necessary.

To see if your country requires a visa or not to travel to Mexico, you can check it in the following web sites:

- Countries and regions that require a VISA to travel to MEXICO: [http://www.inm.gob.mx/index.php/page/Paises\\_Visa](http://www.inm.gob.mx/index.php/page/Paises_Visa)
- Countries and regions that do not require a VISA to travel to MEXICO: [http://www.inm.gob.mx/index.php/page/Paises\\_No\\_Visa](http://www.inm.gob.mx/index.php/page/Paises_No_Visa)

Visas "Visitor without permission to perform paid activities" and "temporary resident, student" are issued in your country of origin by an Embassy or Consulate of Mexico, you should check their location in the following web sites:

- EMBASSIES: <https://directorio.sre.gob.mx/index.php/embajadas-de-mexico-en-el-exterior>
- CONSULATES: <https://directorio.sre.gob.mx/index.php/consulados-de-mexico-en-el-exterior>

Once you're in Mexico, you must register yourself with the Migration Services office at the UDLAP International Office.

## MEDICAL INSURANCE COVERAGE

### Medical insurance is mandatory

All International students at UDLAP, without exception, are required to have health insurance coverage at their own expense that meets all the international coverage requirements (must include repatriation and emergency evacuation) necessary to cover them during the entire duration of their stay in Mexico. The students must provide a copy of their medical insurance policy to the International Affairs Office at UDLAP as a requirement to complete their registration process. This policy has to contain the following information:

Student Name  
 Student signature  
 Insurance Company Name  
 Insurance Policy Number  
 Insurance Company's emergency telephone  
 Insurance coverage dates  
 Main coverage details (repatriation + emergency evacuation)

### Medical Services

There is a campus clinic which all students have access to. Tel: + 52 222 229 2111

## COSTS

Study Level	Cost per unit
Undergraduate	\$ 2,580.00
Trimester Master	\$ 3,180.00

\*Costs may change

## ESTIMATED EXPENSES

Estimated Costs of On-Campus Housing:	\$22,100 - \$27,000 pesos per semester depending on room selection (meals not included) <i>When housing is <b>not</b> included in the exchange agreement, the student must pay the full amount before their arrival at UDLAP.</i>
Meals (per month)	Around \$6,000 pesos per month
Local Transportation (one way)	\$ 7 pesos public bus – UDLAP bus \$8 pesos
Academic	\$2,000 pesos per semester. Textbooks run about \$400 pesos each.
Visiting Students	Visiting students need to pay a 2 unit processing fee, and 18 unit tuition deposit before their arrival at UDLAP
Personal	Movies cost about \$75 pesos. A night at the club can cost up to \$350 pesos.
Bank Information	Students should bring an international credit or debit card. There are various ATM's located on campus and in the cities.
Banks Accounts	We do not recommend you to open a bank account if you can handle your finances through your home bank.

Last updated: January, 2017