

## 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	137,290
Student Population	9,500
Number of students International Students per year	500

### 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	outgoing.udlap@udlap.mx	Outgoing UDLAP student exchange Coordinator (Bachelor and Master Students)
Fernanda Martínez Santamaría	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
Ma. Fernanda Loranca	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 2018-2019 <b>October 1<sup>st</sup></b> for the Spring semester and Full Year 2019
<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/international/">http://www.udlap.mx/international/</a>
<i>Spanish Proficiency Test</i>	<b>Students interested in taking Spanish Courses for non-native speakers are required to take a Spanish Proficiency Test.</b> During orientation week, before registering courses, each student will be interviewed by the Spanish Language Coordinator to confirm their level of Spanish proficiency and be enrolled in the adequate Spanish course. The Courses of Spanish as a Second Language are managed by the Language Department. For more information about the course offering, please contact the Spanish Language Coordinator.
<i>Language instruction</i>	<b>Dr. Magdalena Mejia Gomez</b> <b>Spanish Language 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>
<i>Courses available to exchange students</i>	Students with a fluent Spanish Proficiency are entitled to enroll in English, French, and/or German language courses. <i>Please note there are a few courses taught in English available for exchange and visiting students.</i> All undergraduate courses are available, as long as course pre-requisites are met (except Medicine and Culinary Arts).  <b>IMPORTANT:</b> The Courses' availability is subject to demand. Therefore, the International Affairs Office cannot guarantee a spot in the student's selected courses.
<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, students are expected to take between 4 and 5 courses per semester . At Graduate level (Master), students are expected to take 2 courses per trimester.
<i>Grading system</i>	Most courses have 6 Academic units, which include weekly guided instruction and independent study hours for the entire duration of the 16-week semester or 10-week trimester. The total duration of each course is 48 hours. The passing grade at the <b>undergraduate (Bachelor)</b> level at UDLAP is 7.5 on a 0.0-10 scale At the <b>graduate (Master)</b> level, a passing grade in 8.0 on a 0.0-10.0 scale. At the end of the student's stay, the International Affairs Office will send one official transcript to the student's home university.
<i>Academic Calendar</i>	<a href="http://www.udlap.mx/calendario/files/calendarioSemestralGrafico2018.pdf?318">http://www.udlap.mx/calendario/files/calendarioSemestralGrafico2018.pdf?318</a>
<i>Arrival at UDLAP</i>	The <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 their exchange program, living in Puebla and UDLAP, institutional services, cultural shock, payments, visas, internship and course enrollment, among others.
<i>Accommodation</i>	Accommodation at UDLAP Residential Colleges may be consulted at <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/vidaenelcampus/aprovechatutiempo.aspx?idioma=2">http://www.udlap.mx/vidaenelcampus/aprovechatutiempo.aspx?idioma=2</a>
<i>Student Associations</i>	Being 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. Organizations may be consulted at: <a href="http://www.udlap.mx/vidaenelcampus/organizacionesestudiantiles.aspx?idioma=2">http://www.udlap.mx/vidaenelcampus/organizacionesestudiantiles.aspx?idioma=2</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 participate in an academic program at UDLAP with duration of up to 180 days, students can travel to our country as a **Visitor** (previously known as *Tourist*) if they are citizens of a country without visa restrictions in Mexico. This condition of stay authorizes students to remain in Mexican national territory uninterruptedly for no more than 180 days from the date of entry, **without permission to engage in remunerated activities**. Foreigners who come to Mexico as **Visitors** without permission to perform remunerated activities cannot change their migratory status and will have to leave the country by the end of the authorized period of stay.

EXCEPTION: If the student come from a country with visoa restrictions in Mexico, he/she will need to request a **Temporary Resident Visa-Student** at the nearest Embassy or Consulate of Mexico, as he/she will not be able to enter the country as a visitor.

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

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

1. Request for a visa at the nearest Embassy or Consulate of Mexico. The visa is issued for 180 calendar days, valid for a single entry to Mexico during this period.
2. When students enter Mexico at the Airport, they will be given a "*Forma Migratoria Múltiple (FMM)*" which they will need to present to the "*Instituto Nacional de Migración (INM)*" once they are in Mexico to get the *Temporary Residence Permit*.
3. Once in Mexico, a *Temporary Residence Permit* must be requested from the INM within the first 30 calendar days from the date of entry into the national territory. This card will be valid for one year and allows multiple entries to Mexico. If this procedure is not completed within the 30 designated days, the student will be subject to pay a fine to 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.

Students coming from countries that require a visa to travel to Mexico must request 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

Without exception, all International students at UDLAP, 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's Name  
 Student's signature  
 Insurance Company Name  
 Insurance Policy Number  
 Insurance Company's emergency telephone  
 Insurance coverage dates  
 Main coverage details (repatriation + emergency evacuation)

### Medical Services

There are Medical Services in campus to which all students have access. Phone: + 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 may cost around \$500 pesos each (depending on the discipline).
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 are advised to 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 students to open a bank account if you can handle your finances through your home bank.
Cell Phone	Students are required to get a Mexican phone number and provide it to the International Affairs Office in order to be easily contacted in case of any emergencies.

Last updated: January, 2017