

# Study Abroad in MEXICO

## ACADEMIC INFORMATION

Total Student Enrollment: 16,000

Language of instruction:  
Spanish and some courses  
in English

### ACADEMIC COURSES

UPAEP also offers:

- ✓ Service Learning
- ✓ Internship
- ✓ Research
- ✓ Spanish language classes.

Spanish as a Second Language classes are offered in addition to regular classes during the semester and academic year at multiple levels. Language classes are offered at different levels from A1 to C1.

### PROGRAM DATES

Semester 1: August to mid – December

Semester 2: January to mid – May

Academic Year: Middle of August to middle of May

[www.upaep.mx](http://www.upaep.mx)

<http://www.upaep.mx/exchangestudents>



**UPAEP** is located just two blocks from the touristic Juarez Avenue and a few blocks from Puebla's historic downtown which is considered an UNESCO World Heritage Site, being comprised of buildings of colonial architecture. Our Campus has a very attractive location; we could say that it is an urban campus; it is located in the middle of the city, just a few blocks from the historic downtown. This is ideal for the student who wants to know the real and daily Mexican life. Also, the UPAEP campus is perfectly aligned with the public transportation and towards different points of the city. There are many shopping centers, movie theaters, and night clubs nearby. **Read more:** <http://www.upaep.mx/exchangestudents>

[UPAEP campus map](#)

### LOCATION OF PUEBLA CITY

Puebla is located in the heart of Mexico, in the country's central zone, just 127 kms (70 miles) Southeast of Mexico City, near Veracruz, Acapulco, The Mayan Riviera and other cities.

Puebla is the fourth largest metropolitan city in Mexico, with a population of nearly two million people, and is considered "College Town", and one of the most important, beautiful and peaceful cities in the country, due to its history and the industrial development, Puebla is a good place to acquaint oneself to Mexican traditions and culture.

[UPAEP's Video](#)

Address: 21 Sur, 1103 Barrio de Santiago CP 72160 Puebla, Pue. Mexico  
Office of International Affairs, Building "T" First Floor



# Academic and Enrollment Information

## COURSE INFORMATION

### **Choose your courses in UPAEP**

The students may take classes from different undergraduate programs and make their own course list for the exchange semester. Mix and match any courses from any undergraduate program and from any semester.

- For the fall semester (August-December) are the classes from odd numbered semesters.
- For the spring semester (January-May), are courses from even numbered semesters.

See the [CLASS OPTIONS](#)  
See the [English Course Option](#)

### **About the credits:**

All the courses in UPAEP have academic credits (Regular courses in Spanish, regular courses in English and the Spanish language courses).

Most of the courses have 6 credits and 1 UPAEP credit is equal to 1 ECTS credits or 2 US credits.

You can see the number of the credits of each course in our web site (next to the name is the number of the credit).

<b>Number of classes typically taken per term</b>	<b>4 or 5</b>
<b>Number of hours per week typical student spends in class</b>	<b>15</b>
<b>Number of weeks per term</b>	<b>16</b>

- In each course, the student will have four partial evaluations, where those will be averaged according to the academic criteria of the course teacher (All the academic activities like exams, homework, the final project, research, readings, participation, etc., will be averaged to obtain the final score). These academic criteria will be explained by each teacher at the beginning of the course and you will be able to ask to the teachers the syllabus of each course.
- **A 75% of attendance in each class is mandatory for the student to present the last partial examination and pass the course. If the student passes all partial exams but does not have the required assistance percentage, will fail the course for absences.**

## LANGUAGE REQUIREMENTS

**Option 1:** Exchange-Regular University Courses: In order to attend the regular classes in Spanish and understand the courses in Spanish language with the Mexican students; we require the level of B2 or at least level of B1 as a minimum level.

- In case the student has level of B1, we require the student take the Spanish language course during the semester to increase the knowledge and to develop the student's language skills.

**Option 2:** Exchange-Spanish as a Foreign Language Courses and Regular University Courses Taught in English Language Requirement: No prior Spanish is required to enroll in this option. Student with 0 to 2 semesters of university-level Spanish or equivalent may only participate in this option.

- Spanish as a second language courses are offered at a variety of different levels, this could take in addition with courses offered in English.

## APPLICATION

All students who already have been nominated by the International Office from their Home University, will need to do the pre-registered by their self in our web [Online PRE-REGISTER](#), after that, the students will receive an email with the UPAEP application form.

Please note that we will accept the application forms via e-mail in one PDF file, if they are sent directly from the International Office from their Home University.

The application includes:

- UPAEP application form
- An official transcript of records
- A passport copy
- Recommendation letter (academic reference)
- A cover letter.

**All these documents have to be scanned in one PFD file and send to [intercam@upaep.mx](mailto:intercam@upaep.mx)**

**Application Requirements for Exchange Students: Same as requirements of each student's home university.**





## Student Services Fee

All students accepted for an exchange program, should pay an administrative fee of \$120usd once arrived to UPAEP University.

### ACADEMIC CALENDAR

Activity / Event	Fall Semester 2017	Spring Semester 2018
<b>Application Deadline</b> <i>We would appreciate receiving the application form before the deadline.</i>	June 15 <sup>th</sup> , 2017	November 15 <sup>th</sup> , 2017
<b>Registration/Date for enroll the classes by UNISOFT</b>	July 31 <sup>st</sup> , 2017	January 4 <sup>th</sup> , 2018
<b>Prep-Languaje Program</b> (Limited spaces, just with RSVP)	August 1 <sup>st</sup> to 4 <sup>th</sup> , 2017	
<b>Orientation Session (It is mandatory)</b>	August 8 <sup>th</sup> to 10 <sup>th</sup>	January 8 <sup>th</sup> to 11 <sup>th</sup>
During the orientation session, we will provided the following informaton: <ul style="list-style-type: none"> <li>• Lectures about Puebla and the cultural shock</li> <li>• UPAEP's Academic topics &amp; Migration procedures workshop</li> <li>• Meeting with the International Students Club, Tandem program &amp; Campus Tour</li> <li>• Puebla 's Downtown Tour.</li> <li>• Mexican Welcome Party</li> </ul>		
<b>Classes Start</b>	August 14 <sup>th</sup>	January 15 <sup>th</sup>
<b>Easter holiday</b>	-----	March 25 <sup>th</sup> to April 1 <sup>st</sup>
<b>Last week of Semester/ Final Exam Period</b>	December 11 to 15th	May 14 <sup>th</sup> to 18th
<b>Classes End</b>	December 16th	May 18 <sup>th</sup>
<b>Preferred Departure Date</b>	December 17th	May 29 <sup>th</sup>

#### TRANSCRIPT DETAILS:

The transcripts will send to the home university in mid of January for semester 1 (fall semester) and in mid of June for semester 2 (Spring semester) and Full Year.

**The transcripts are released to the student's home institution only if the student(s) has no outstanding financial obligations in UPAEP.**

#### Medical Coverage Type of required insurance

It is a mandatory requirement for each exchange student has international medical insurance with abroad coverage before leaving their home country. The students must be insured from the moment they leave their country till the moment they return.

The students can buy travel insurance from any company or get use of their existing insurance if it provides international coverage.

The students are responsible to know how their insurance works, to know which are the hospitals in Mexico/Puebla that they will be able to use and how to contact the insurance company from Mexico.



# UPAEP Housing

As an exchange student, you must keep in mind that the department or bedroom rental is of at least 5 months, because the rent agreements are paid per full month and not by partial times of the month.

- For the spring semester is January to May
- For the fall semester is August to December

## **The UPAEP offers 2 options of lodging: UPAEP's Dorms or Host Family**

- Otherwise the students can choose to find by their own housing search to find rooms or apartments to rent near UPAEP. This option is ideal for students who are looking to save costs in housing and meals; because the rent of a room with access to a kitchen can help reduce costs of the students by cooking their own food.
- The students can easily find economical apartments near to UPAEP campus. the International Affairs Office will be able to send some information regarding rooms in rent that last international students recommended.

## **UPAEP DORMS**

**[UPAEP DORMS WEB SITE](#)**

### **FEATURES**

- The UPAEP dorm are located 4 blocks from Main Campus, the walking distance is close.
- Usually the rooms are shared (two students per room). It includes internet, lighth, gas, water. There are not available bed linens and blankets.
- The bathroom is shared by floor (5 rooms approximately per floor).
- There are limited cooking facilities available in residence hall (microwaves and small stoves) in cooking lounge shared areas.
- There is no laundry facilities in the UPAEP dorms, but around the campus there are several laundries.
- There is a common area where men and women coexist. (cafeteria, tv room and study rooms.)
- The building of men only living men and women only women. Cannot be mixed men and women in the buildings.

### **RULES**

The UPAEP dorms agreement is per semester. Once you make your reservation by email and make the check-in the dorms, it won't be possible to cancel the service. \*Note: In case of cancellation for any reason it is necessary to pay the months requested in the UPAEP Dorms\*

### **BOOKING**

The spaces in the UPAEP dorms are limited so if you decide to live in the UPAEP's residences you must apply for admission to the bedroom as soon as you receive the UPAEP student number, ID and acceptance letter. [Admission application](#)

**In the following link you can review the up-date information regarding the price of the next semester: [Cost](#)**

### **EXAMPLE:**

Type	Shared room	Individual room
Cost per month(*)	\$ 2,850.00	\$ 3,950.00
Deposit for dorms (**)	\$ 1,300.00	\$ 1,300.00

(\*) Total anticipated pay for the time period 5% discount or 5 differed payments.

(\*\*) The residence housing (dorms) deposit is only one nonrefundable contribution. Only first time participants of residence housing (dorms) have to make this deposit. This deposit is used to improve the infrastructure and equipment of the dorms.

## **HOMESTAY**

Approximate cost: \$6,800 pesos per month (includes bed linens and blankets, breakfast and dinner). All utilities are included like, wireless internet, light, gas, water and laundry facilities. All our Host Families are 20 min by public transportation from UPAEP campus.

If a student would like to live with a host family, it will be necessary to fill up the Homestay Form, which is included in the UPAEP application form. Then the International Affairs Office will match your request with the profile of one of UPAEP host families.

The student will have to pay the homestay service directly to the host family at the beginning of the semester.



UPAEP Study Abroad Coordinator

[intercam@upaep.mx](mailto:intercam@upaep.mx)

[www.upaep.mx/internationalaffairs](http://www.upaep.mx/internationalaffairs)

## LANGUAGE INFORMATION

Once the student arrives at UPAEP, during the orientation week, he/she will make an oral and written Spanish-level exam in order to assign the student to the appropriate Spanish class. The students will be able to combine their academic classes with their language classes perfectly, if the schedules allow it. The Spanish classes are part of the benefits offered to non Spanish-speaker exchange students, whether it be for improving their Spanish or for learning at a basic level.

*\*\* The levels available are Beginner, Intermediate and Advanced. 6 hours of contact hours per course per week. Credit is awarded for this class (10 US credits/ 10 ECTS), and appears on the regular university transcript with other academic courses.*

## PREP-LANGUAGE SCHOLARSHIP

UPAEP is currently offering on August one week of prep-language course prior to the beginning of the semester in which students will practice and learn Spanish before they start classes. The scholarship will include the Spanish course, cultural activities and housing in the UPAEP's dorms during one week (students will have to pay their own meals). After finishing the program, the students will have to participate during all the semester in the Language practice group (TANDEM) for continue to improving the language skills.

This course will allow students to be more adjusted, prepared and confident to take classes in Spanish and to live in Puebla.

### HOW TO APPLY:

Once the students will receive the UPAEP acceptance letter (after they sent their application form), they will receive the welcome-email with the UPAEP acceptance letter and the UPAEP ID number, this information will allow to make the RSVP for the Prep-language program [RSVP online](#).

**UPAEP offers just 30 places for this scholarship.**

*\*\*Please note that the Prep-Language course will not appear on the regular university transcript.*

*In case, that the students don't complete the prep-Language course or TANDEM group, They will pay for the program \$170 usd*



## PASSPORT AND VISA INFORMATION

The Mexican office of "Secretaria de Relaciones Exteriores", regulates this process and the information is shown in the SRE. Please see in the following web page the list of the countries that require a visa to travel to Mexico: <http://www.inm.gob.mx/gobmx/word/index.php/paises-requieren-visa-para-mexico/>

Also, the Student VISA depends upon the length of the stay for studying. All students who will be studying in Mexico for more than 180 days must complete the process to get the Student VISA. The International Affairs office from UPAEP will provide the acceptance letter in order to apply for the Student VISA.

For more information, you can see the [Directory of the Mexican Consulate](#)

If the students will be in México less than 180 days (6 months), they will not need to do the VISA process. The International Affairs office from UPAEP will provide the acceptance letter for each incoming student. The acceptance letter will confirm the reason of the students travel. When the students will arrive to Mexico, They will show the acceptance letter to the Migration officers, then the officers will give the students a migration form (FMM). The students only have to make sure that they give the form with the following sign: "visitante con actividades no lucrativas"





**UPAEP'S ACADEMIC PROGRAMS**

**[Course Information](#)**

**Arts:** architecture, art history, design & advertising, graphic design, film studies and audiovisual production.

**Business:** business administration and logistics, economics, international trade, hospitality management, marketing, finance, accounting, culinary art.

**Health Sciences:** dentistry, medicine, nursing, occupational therapy, nutrition.

**Social Sciences:** communications, law, political science, international relations.

**Humanities:** pedagogy (education), philosophy, psychology, educational psychology, humanities, literature and history.

**Science and Engineering:** agriculture [animal & plant sciences], veterinary medicine, mechatronics, chemical engineering, civil engineering, environmental engineering, biotechnological engineering, industrial engineering, electronic engineering, bionics, auto-parts manufacturing, automotive design, software and computer systems engineering, information Technology.

# Services & Facilities

UPAEP is interested in supporting the international students' academic and professional preparation and development. Due to this fact, we manage a professional internship searching in Puebla City and place the students under UPAEP'S protection. Moreover, we offer a paid lodging week before the beginning of the academic course, so that it can be possible for the student, in the meantime, to get a permanent lodging during the student's exchange time in Mexico.

Furthermore, UPAEP's campus has much to offer to international students including cultural and sports activities.

The international students may participate in several social activities through the International Affairs Department, such as: The Welcome Lunch, Farewell dinner, free Latin dance class, international experience competition, trips to Mexico City and Oaxaca and more activities organized by our UPAEP students (International Student Club) who are committed to integrating international students into the university and are always glad to help the international students with anything and introduce them to Puebla's daily life. Any International student can ask for assigned student "buddies".

[UPAEP Facilities](#)

[UPAEP Sport](#)

[UPAEP Cultural Activities](#)

## EXPENSE ESTIMATE Máximum

<u>Educational Expenses</u>	<u>COST PER MONTH</u>
Housing:	\$ 3,000 Mexican pesos
Meals:	\$ 2,500 Mexican pesos
Books/Supplies:	\$ 400 Mexican pesos
Personal/Miscellaneous:	\$ 1,000 Mexican pesos
Local Transportation:	\$ 1,000 Mexican pesos
Insurance:	\$ 450 Mexican pesos
<b>TOTAL:</b>	<b>\$8,350 Mexican pesos</b>



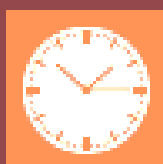
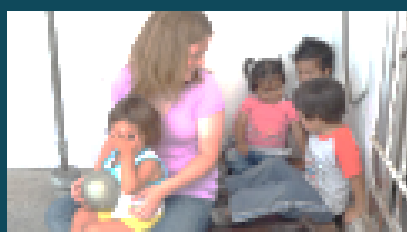
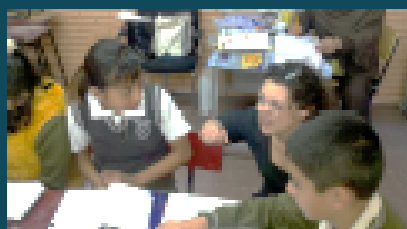
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LIBERAL ARTS PROGRAM  
AND TEACHING PROGRAM  
FOR INTERNATIONAL STUDENTS  
**SERVICE LEARNING**

**HOW DOES  
IT WORK**

The UPAEP Liberal Arts (Service Learning) program has been designed so that international students can understand the social problems in Mexico and Latin-America so that through internships that gives the opportunity to live an authentic experience. Students will also attend lectures and classes regarding relevant issues, as well as doing social service in shelters, NGO 's, schools and underprivileged communities. Students will participate in reflection sessions which will help them better understand and learn from the different experiences that are living. Participants must take part in all activities and will be able to take other content area during the semester.

One of the main objectives of the program is to give international students a complete overview of the Mexican and Latino cultures. Participants will be able to better comprehend relevant aspects of Mexican society, such as important traditions, the role of the family in society, religion, poverty, and gender issues.



**HOURS REQUIRED FOR THE PROGRAM**

76 hours through the semester



**CLASSES**

Participants will be enrolled in regular liberal arts courses. These courses are related to the service learning experience that students will be carrying out their different NGO 's. At the same time they will be



**PRACTICUM**

Participants will actively participate in the daily life activities of their chosen community / NGO 's: take care of children or a special needs person, work in a day care or in a nursing home or teach.



**PRESENTATION**

At the end of the program the students are required to present and explain the experience gained from their program and propose how to improve their community or NGO 's. This will be presented before the NGO 's and academic advisers at the end of the course.



**GRADING SYSTEM AND TRANSCRIPTS**

Students will receive 3 to 6 credit hours for the