

## Student Guidebook

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

- Founded in 1940.
- Excellence and prestige.
- Internationally accredited degrees.
- Diverse student community.
- International students from more than 30 countries.
- Beautiful 130-acres Campus.
- 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">www.sanandrescholula.gob.mx</a>
City Population	50,000
Student Population	10,000 (aprox.)
Number of students overseas	500 per year

### CONTACT INFORMATION

TEL: + 52 222 229 3165  
UDLAP home page: [www.udlap.mx](http://www.udlap.mx)  
Facebook: @universidaddelasamericaspuebla

<b>Application Deadline</b>	<b>June 04th</b> for the Autumn semester and Full Year 2021 - 2022
<b>Required supporting documents with application</b>	Please follow this link to download up to date forms and instructions: <a href="https://www.udlap.mx/estudiantesinternacionales/">https://www.udlap.mx/estudiantesinternacionales/</a>
<b>New admission test</b>	Verbal and mathematical reasoning test, applied online. Previous registration: <a href="https://inscripciones.udlap.mx/RegistroCandidato/">https://inscripciones.udlap.mx/RegistroCandidato/</a>
<b>Spanish test</b>	<b>Students need to take the Spanish proficiency test online before submitting documents to our office. The score the student gets as well as the test reference number should be indicated on the application form:</b> <a href="http://www.udlap.mx/examenespanol/">www.udlap.mx/examenespanol/</a> <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>
<b>Language instruction</b>	Spanish as a second language is taught through the Language Department. For more information about the course offering please contact: <b>Dr. Magdalena Mejía, Spanish Coordinator</b> <b>Telephone: +52 (222) 229-3185</b> <b>E-mail: <a href="mailto:magdalenamejia@udlap.mx">magdalena.mejia@udlap.mx</a></b> <b>Office location: Humanities Building, 202</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>
<b>Courses available for Exchange international students</b>	All undergraduate courses are available, as long as course prerequisites are met (except Medicine, Dental Surgeon, Culinary Arts and Dance). Every course taught in Spanish Language, except International Business Administration. <b>IMPORTANT:</b> <i>Course availability is subject to course demand. Therefore, Student Recruitment Department cannot guarantee a spot in the student preferred course.</i>

***Courses description/  
Course system***

Please check Undergraduate and Graduate academic programs at:  
<https://www.udlap.mx/ofertaacademica/mapaoferta.aspx>

***Credit system***

When studying at the UDLAP at the undergraduate level, you are expected to take a minimum of 5 courses (30 units) per semester, most courses are 6 units, which include 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 24 units during the semester. At this level, there are two study plans. One is based on a semester system and the other on a trimester system. In the semester system, each course is 6 units and you may take 4 classes per semester (according to the agreement). In the trimester system, each course is 4 units and you may take a maximum of 3 courses per trimester.

***Grading system***

A passing grade at the undergraduate level at the UDLAP is 7.5, with a maximum of 10.0. If the student does not obtain a passing grade during his/her first semester, s/he will not be permitted to continue on to the second semester. At the Master (graduate) level, a passing grade is 8.0 with a maximum of 10.0. If the student does not obtain a passing grade during her/his first semester/trimester s/he will not be permitted to continue on to the second semester/trimester. At the end of the student's stay, the International Office will send one official transcript to the program coordinator at the student's home university.

***Academic Calendar***

Please follow this link to the Academic Calendar:  
<https://www.udlap.mx/web/comunidad/calendario-escolar.aspx>

***Orientation Week for  
Exchange Programs***

During the Orientation Week students will have a welcoming session to inform them about the facilities and inner systems, life at UDLAP, services, cultural shock, payments, visas, internship and course enrollment, among others.

## CONTACT INFORMATION

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## STUDY ABROAD PROGRAMS

### ***Spanish Immersion Program (SIP)***

A complete summer program to study and improve Spanish language. It is a perfect combination of high – quality academic coursework and recreational activities that provide students with a total immersion experience into Mexican culture.

### ***Summer Academic Program (SAP)***

An all-inclusive short term academic program. We offer interdisciplinary and specialized programs, allowing students to choose from a wide range of courses to meet their interests, ranging from Business and Economics, Social Sciences to Art and Humanities.

### ***Business Internship Program (BIP)***

Students can experience business in Mexico and develop a project in a Mexican company. A great combination to understand how to do business in Mexico, made up of one month with Business classes and one month in an internship. Students will apply the acquired knowledge in a working environment.

### ***Community Oriented Program (COP)***

Visit and help rural communities, teach classes in public schools to elementary students, visit orphan homes or support the preservation of the flora and fauna environment at Cholula. Students can join and work in activities to help and contribute to the social environment in Puebla.

### ***Tailor Made Programs***

Made to fit the specifications required by coordinators or professors.

## CONTACT INFORMATION

TEL: + 52 222 229 5222  
E-MAIL: [abroad@udlap.mx](mailto:abroad@udlap.mx)  
UDLAP home page: [www.udlap.mx](http://www.udlap.mx)  
TEL: + 52 222 229 3165

## GENERAL INFORMATION

<b>Accommodation</b>	Please follow this link to UDLAP residential colleges <a href="https://www.udlap.mx/colegios/vivirencolegios.aspx?">https://www.udlap.mx/colegios/vivirencolegios.aspx?</a>
<b>Workshops</b>	UDLAP offers a variety of cultural, sports and artistic workshops, please check the following link for more information: <a href="https://talleres.udlap.mx/">https://talleres.udlap.mx/</a>
<b>Weekend trips</b>	Explore Mexico through these exciting and enriching travel opportunities: <a href="https://www.udlap.mx/web/vidaestudiantil/cineclub.aspx">https://www.udlap.mx/web/vidaestudiantil/cineclub.aspx</a>
<b>Student Associations</b>	International students have the possibility to develop new skills and an increased social awareness by joining the student associations. Please follow this link to know more about the organizations created and directed by students at UDLAP: <a href="https://www.udlap.mx/web/vidaestudiantil/organizacionesestudiantiles.aspx">https://www.udlap.mx/web/vidaestudiantil/organizacionesestudiantiles.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.

Migratory Services at UDLAP ([migratory.services@udlap.mx](mailto:migratory.services@udlap.mx)) 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 Scholar Services will send an Acceptance Letter for students to process a student visa, after they cover the Unique Admission Fee.

**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: [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: [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: [directorio.sre.gob.mx/index.php/embajadas-de-mexico-en-el-exterior](http://directorio.sre.gob.mx/index.php/embajadas-de-mexico-en-el-exterior)
- CONSULATES: [directorio.sre.gob.mx/index.php/consulados-de-mexico-en-el-exterior](http://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 Coordinator at the UDLAP Scholar Services Department.

\*Cost may change.

### **MEDICAL INSURANCE COVERAGE Medical (insurance is mandatory under any circumstance)**

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 24/7 – 365 days. Tel: + 52 222 229 2111

### **COSTS**

<b>Study level</b>	<b>Cost per Unit</b>
Undergraduate	\$3,050.00
Master program	\$3,600.00
Study Abroad	Starting from \$1,939 USD

### **ESTIMATED EXPENSES**

**Estimated Costs of On-Campus Housing:** \$24,590 - \$36,840 Mexican pesos per semester depending on room selection (meals not included), When housing is **not** included in the exchange agreement, the student must pay the full amount before their arrival at UDLAP.

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<b>Meals (per month)</b>	Around \$5,000 Mexican pesos per month.
<b>Local Transportation (one way)</b>	\$ 9 Mexican pesos public bus – UDLAP bus \$10 Mexican pesos
<b>Academic</b>	\$5,000 Mexican pesos per semester. Textbooks run about \$1,000 Mexican pesos each.
<b>Personal</b>	Movies cost about \$80 Mexican pesos. A night at the club can cost up to \$500 Mexican pesos.
<b>Bank Information</b>	Students should bring an international credit or debit card. There are various ATM's located on campus and in the cities.
<b>Banks Accounts</b>	We don't recommend you open a bank account if you can handle your finances through your home bank.