

UDLAP[®]

Oficina Internacional

[INTERNATIONAL STUDENT]
[GUIDEBOOK]

[IN THIS GUIDE YOU WILL FIND INFORMATION ON:]
[HOW TO **GET TO UDLAP**] [THE ONLINE
ORIENTATION PROGRAM] [THE **COURSE
REGISTRATION** PROCESS] [COURSES] [**HOUSING**]
[OTHER **USEFUL TIPS** THAT WILL HELP YOU FURTHER
ENJOY YOUR **STUDY ABROAD EXPERIENCE**]

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[WELCOME]

Studying abroad is a wonderful experience that will help you discover more about yourself and others. We hope that you will take advantage of the many opportunities that the Universidad de las Americas, Puebla, the city of Cholula, and Mexico have to offer.



THE INTERNATIONAL TEAM

Contact information

Front desk (repcion.oi@udlap.mx)

Building HU Office 216

Phone: + 52 222 2292000 ext. 3160

Email address for International Students coming to UDLAP:

Exchange and Visiting: incoming.udlap@udlap.mx

Dual degree: dual.programs@udlap.mx

| | | |
|------------------|--|--|
| Diego Lastiri | udla.internacional@udlap.mx | Manager, International Affairs Office |
| Steffani Belatti | steffani.belatti@udlap.mx repcion.oi@udlap.mx | Head of Mobility Programs (Academic Mobility for Exchange and Visiting Students) |
| Eduardo González | incoming.udlap@udlap.mx | Incoming Coordinator |
| Máximo Duez | dual.programs@udlap.mx summer.programs@udlap.mx | Dual Degree Programs Coordinator (Incoming and Outgoing Bachelor and Master Students) and Summer programs Coordinator |
| Tania Luna | outgoing.udlap@udlap.mx | Outgoing UDLAP student exchange |
| Dulce Meza | certificaciones.internacionales@udlap.mx internship.abroad@udlap.mx | International Certifications and Internships Coordinator |
| Edit Maupome | migratory.services@udlap.mx | Immigration Services Coordinator |

[GETTING TO UDLAP]

AIRPORT

The two nearest airports to UDLAP are:

- “*Hermanos Serdán*” Airport in Puebla. This is a small airport located in Huejotzingo, only 30 minutes away from UDLAP (Cholula), by taxi. The trip fare is approximately \$400 pesos.

<http://aeropuerto-puebla.es.tl/>

- *Benito Juárez International Airport* in Mexico City (CDMX). Located two hours away from Puebla, by bus.

<http://www.aicm.com.mx/>

Please note that this Airport has two terminals (Terminal 1 and Terminal 2).

HOW TO GET FROM THE CDMX AIRPORT TO PUEBLA

If you arrive at the Benito Juárez International Airport in Mexico City (CDMX), we recommend you purchase a SIM card at a Seven Eleven or OXXO (convenient store).

Coming out of the Customs area, you will be in the main airport terminal. (The Mexico City Airport is one very long straight corridor). Follow the signs hanging down from the ceiling for *Ground Transportation*.

The bus company *Estrella Roja* offers direct and safe transportation between the airport and Puebla, make sure you get your ticket to the bus terminal in Puebla, **Paseo Destino**. The last bus from the Airport in Mexico City to Puebla departs at 2:30 am, so plan your itinerary accordingly. The approximate cost for the bus ticket is \$396.00 pesos. For more information about *Estrella Roja* buses please visit the following web site: <https://www.estrellaraja.com.mx/>



TAXI SERVICE FROM THE BUS TERMINAL

From *Paseo Destino* bus terminal, Estrella Roja offers a taxi service. You should **buy a ticket from one of the authorized taxi booths** (*taxis autorizados*) or you may take an UBER. From *Paseo Destino* to UDLAP it could not exceed \$350.00 pesos. The taxi or UBER driver should take you directly to your housing arrangement. Make sure you take all the necessary precautions as you get settled in Cholula, Pue. If you were not able to buy a SIM card at the airport, look for the OXXO or Seven Eleven convenient store around town and get one.

WHAT TO **PACK**

We recommend that you bring the following articles:

- Clothes for rainy weather (rain jacket, umbrella, and waterproof shoes). This is especially important for students coming during the spring semester. The weather in Cholula around August-September fluctuates between 23-9°C.
- Clothes for cold weather (warm coat, jeans, warm PJ's);
- Clothes for warm weather;
- Formal Clothes for presentations and exams;
- First aid kit (including any personal medication, thermometer)
- Face masks, hand sanitizer.

Students who have chosen to live in the residential colleges or in off-campus apartments may wish to bring bed sheets, blankets, and pillows. At the end of the semester, these articles may be donated to local orphanages. Please note that the residential colleges also rent these items out, but they are not always available during the first night.

The electrical current used in Mexico is 110 volts, 60 cycles. The sockets are American-style, but often do not have a place for a grounding prong. We do not recommend that you bring electronic devices that use a different voltage since adaptors are expensive and hard to find. However, you may wish to bring your own adaptors from home.

WHAT **NOT** TO **PACK**

Although Cholula is a small city, it has grocery stores, pharmacies, banks, clothing stores, laundry mats, travel agencies and much more. Puebla, only 15 minutes from Cholula, has several shopping malls and plazas where you can find Sears, Wal-Mart, Zara, C&A, Mango, Springfield, Radio Shack, Sam's Club, Costco Wholesale, etc.



TUITION AND FEES

Prices are subject to change.

*All prices shown are in Mexican pesos

| | |
|--|--|
| Course unit cost per semester (trimester in Master level) | |
| Undergraduate | \$ 3,410 (per unit) |
| Master | \$ 4,210 (per unit) |
| <i>Undergraduate exchange students can take up to 30 units per semester and graduate students can take 12 units per trimester, as part of the agreement among institutions. Any additional units or workshops must be paid by the student directly to UDLAP.</i> | |
| Visiting students | |
| Application fee (we cannot process apps without this fee) | 2 units (<i>non refundable</i>) |
| Minimum course load (we cannot issue an acceptance letter without proof of payment) | 18 units per semester 12 units per trimester |
| Once you have access to campus, you will be able to pay additional courses. | |
| Housing (semester) | |
| Residential Colleges (on-Campus) | \$ 28,740/ semester (meals not included) + \$4,880 (one-time only admission fee) |
| Residences off-campus apartment (per month) | Between \$6,000 and \$8,000 |
| Meals (approx. \$4,500 in on-campus cafeterias) | |
| Breakfast | Between \$40 and \$70 |
| Lunch | Between \$70 and \$90 |
| Dinner | Between \$70 and \$90 |
| 500 ml bottle of water | \$12 to \$15 |
| Soda | \$14 |
| Local transportation | |
| UDLAP buses | \$10 per trip |
| Public buses | Between \$8 and \$13 per trip |
| Taxi | Minimum charge of \$40 |
| Books (per course) | Between \$400 and \$1,000 |
| UDLAP Health Insurance (optional) | \$4,000 per semester |

Mexican money (**Pesos**)

We have noticed that many foreigners initially find it difficult to differentiate between Mexican money. We hope that the following images can help you familiarize yourself with the currency system before you arrive.

COINS

In the pictures below you can see from the left to the right the following Mexican coins: 50 cents, 1 peso, 2 pesos, 5 pesos, 10 pesos. As you can see there is very little difference between a 1-peso coin and a 2-pesos' coin, even locals sometimes have to look closely to distinguish between the two.



BILLS

In the picture below you can see the most important Mexican bills: 20 pesos (blue), 50 pesos (purple on top), 100 pesos (red), 200 pesos (green), 500 pesos (there are two different kinds, as you can see: blue or purple), 1000 pesos (light purple). Some of the bills have various designs, but practically the same color.



At **UDLAP** and in Mexico, there are many ATM services. We recommend that you bring more than one debit card (interact cards), and a credit card. You will find that there are many ATM's that accept various international debit cards (VISA, MASTERCARD, VISA ELECTRON, etc.). There are also several ATM's on campus for your safety and convenience.

SIM CARDS AND CELL PHONES

You can get a SIM card and/or a cell phone at a Mobile Service Center of one of the phone companies in Mexico: Telcel, Movistar, AT&T. You can also purchase them at a convenient store: OXXO, Seven Eleven.

INTERNET SERVICE

If you are interested in setting up an internet service, you can contact one of the following companies: TELMEX, Megacable, Total Play. This service usually includes landline and cable TV.

PHONE CALLS

| Type of call | Actual Code |
|--|------------------------------|
| National Long Distance call from a landline to a mobile phone from México City | 10 digits (i.e. 55 12345678) |
| Long distance call from a cell phone to a cell phone in Mexico | + 52, 10 digits |
| From the United States and Canada landline to a cell phone number in Mexico | 001, 52, 10 digits |
| Calling from the rest of the World landline to a cell phone in Mexico | 00,52, 10 digits |

How to dial international calls

001 for long distances calls to The United States and Canada.

00 for international long distance calls.

| Call | How to dial |
|---|------------------------------------|
| Automatic National Long Distance | 01 + area code + Local Number |
| Automatic National Long Distance with operator assistance. | 02 + area code + Local Number |
| Automatic Long Distance to USA and Canada. | 001 + area code + Local Number |
| Automatic Long Distance to USA and Canada with operator assistance. | 09 + 1 + area code + Local Number |
| Automatic International Long Distance. | 00 + CC + area code + Local Number |
| Automatic International Long Distance with operator assistance. | 09 + CC + area code + Local Number |

RESIDENTIAL COLLEGES

There are four residential colleges in UDLAP. The common area is shared with up to 10 other flat mates. Suites are equipped with a kitchen, living area, toilet/shower facilities, and a washer/dryer. There is a television with cable and all suites have wireless Internet. Also, you have the option to rent linen upon your arrival, but it is not always available on the first night. Please note that kitchen utensils will not be provided.

You will be receiving your housing confirmation by e-mail on the third week of July (Fall entry) or mid-December (Spring entry). Once you have been assigned a room, there will be no cancellations. Please note that the housing deposits are non-refundable.



Cain Murray
Tel. +52 (222) 229 2117



Ray Lindley
Tel. +52 (222) 229 2114



Ignacio Bernal
Tel. +52 (222) 229 2500



José Gaos
Tel. +52 (222) 229 2143

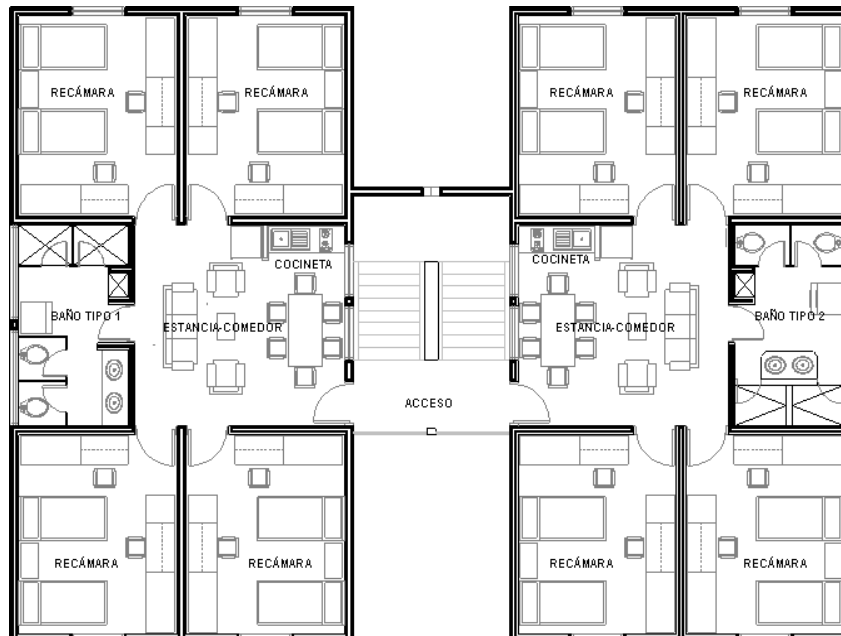


For further information please consult:
<https://www.udlap.mx/colegios/?idioma=2>

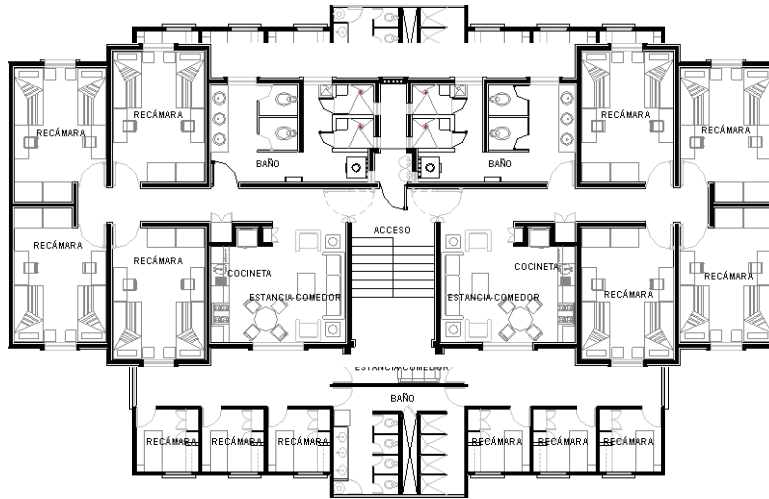
Suites: 3 shared rooms and 1 single room.



Suites : 4 shared rooms



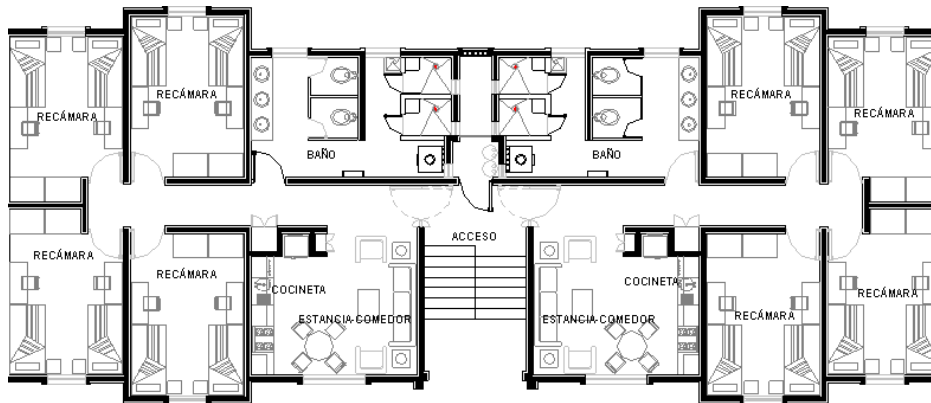
Buildings A B, C D; Suites: 12 single rooms
 Buildings E F, G H, I J, Suites: 4 shared rooms



Buildings K L; Suites: 11 single rooms



Buildings A B, C D; Suites: 4 shared rooms



Buildings E F, G H; Suites: 8 and 10 single rooms



Buildings I, J; Suites: 11 single rooms



HOUSING RESERVATION

If your agreement includes housing, and you submitted your housing form on time, you will **automatically be assigned** to a room. Please e-mail your coordinator in case you have any doubts.

If the agreement between UDLAP and your home university does not include housing, or if you are coming as a visiting student, a housing deposit is required in order to reserve your housing.

1. Once you have your ID number, you will need to send an e-mail to: incoming.udlap@udlap.mx
2. Wait for the housing confirmation from the Residential College coordination.
3. Pay the full cost of housing via international transfer to confirm your room.

CANCELLATION POLICY

Once you have submitted your housing form and made the deposit, there will be no reimbursement for cancellation. **No exceptions.**

Please consider you must read, understand and comply with the Colegios Residenciales policies.

OFF-CAMPUS APARTMENTS

If you prefer to live off-campus, finding an apartment or house is your responsibility. In internet, you will find many apartments and houses for rent options. Signing a lease in Cholula is a common practice, thus facilitating the search for apartments.

SOME HOTELS NEAR THE UNIVERSITY

| | |
|--|---|
| Hotel las Américas 14 Oriente #6 San Andrés Cholula, Pue. Tel: +52 222 247- 2275 +52 222 2470991 | Hotel Posada Señorial Av. 5 de Mayo 1400 San Andrés Cholula, Pue. Tel: +52 222 2476677 http://www.posadasenorial.com/ |
| Hotel Plaza Santa Rosa Portal Guerrero # 5 San Pedro Cholula, Pue. Tel: +52 222 247 7719 + 52 222 247 0341 http://www.plazasantarosa.com/hospedaje | Piki Hotel y Hostal Calle 14 Pte. 103, Centro San Andrés Cholula, Pue. Tel: +52 222 882 6718 http://www.fiestamericana.com/ |
| Hotel Villas Arqueológicas 2 Poniente No. 601 Cholula, Pue. Tel: +52 222 273 7900 https://www.villasarqueologicas.com.mx/cholula-puebla.html | Fiesta Inn Express Puebla Explanada Calle Alejandra, Junta Auxiliar Santiago Momoxpan, Pedro Cholula, Pue. Tel: +52 222 273 4050 https://fiestainnexpresspueblaexplanada.com-hotel.com/es/ |

[GENERAL INFORMATION ABOUT PUEBLA]

PUEBLA (THE CITY)

Located 136 km away from Mexico City, Puebla is the capital of Puebla's state and has a population of nearly 1.6 million people. Puebla's weather is mild, with semi-humid and rain filled summer days that continue up until the beginning of autumn. Its average annual temperature is 18°C.

Known as "Puebla of the Angels", Puebla has developed a reputation for its abundance of cultural heritage. The history of the city can be seen in its architecture as well as its cuisine. Puebla's gastronomy perfectly blends its pre-Hispanic heritage with Arabic, French and Spanish influences. This unique combination of styles is reflected in its most famous dishes, such as "Chiles en nogada" and "Mole poblano", which have acquired worldwide fame. Similarly, Puebla's wide arrays of handmade arts and crafts have also developed a worldwide reputation. Crockery of talavera poblana, paper paintings of *amate* and whimsical marble and onyx sculpted designs are examples of some of the locally and unique novelties available to tourists in the city's traditional markets and plazas.



Some of the more worthwhile tourist attractions in Puebla include the Chapel of the Rosary, the Zócalo (the central city plaza), and the District of Artists: a district where various painters and craftsmen come to exhibit their art. Students can also take a guided double-decker tour-bus to the historic city center.

No one should leave Puebla without having properly visited the city of Cholula. One of the oldest cities of North America, Cholula is home to the site of the largest man-made pyramid in the world. Another region of interest in Puebla is the region of Chipilo, home to Puebla's Italian immigrant population. With less than 5 thousand habitants, Chipilo has managed to preserve the culture, language, customs and architecture of the Veneto region of Northern Italy. The city is truly an outpost of Northern Italian Culture in the middle of Mexico, and also definitely worthy to a visit.

| Facts City of Puebla | |
|----------------------|-----------------------|
| Nickname | Puebla de los Angeles |
| Surface area | 546 km ² |
| Population | 1.692.00 inhabitants |
| State Capital | H. Puebla de Zaragoza |
| Latitude | 19°03' North |
| Longitude | 98°12' west |
| Altitude: | 2 175 |



A LITTLE BIT ABOUT CHOLULA

Cholula is a site rich in cultural history located only 7 kilometers to the west of the city of Puebla, the capital city of the state of Puebla. Located between the towns of San Andrés and San Pedro Cholula are many archeological sites of interest that reflect the town's status as one of the oldest in North America.

Cholula derives its name from the Náhuatl word Cholollan, which means *water that falls in the place of escape*. The town is one of the oldest settlements of Mexico, and has been continually inhabited since the later pre-classic period. The city was founded in 1557, but before the Spanish conquest it acted as a religious centre where pilgrims gathered from all over the region of Anáhuac, and where Aztecs worshiped the god Quetzalcóatl. Today Cholula has around 130 thousand inhabitants.



Cholula's principle tourist attractions are centered on the city's impressive and long history; its art, and its various religious monuments. The city is littered with churches from a wide array of time periods that dates far back as the Aztecs.



The Great Pyramid of Cholula, the city's most impressive and renowned monument, is a temple dedicated to the Aztec deity Quetzalcóatl. The structure was constructed over a period of generations, starting from 2nd century BC until the early 16th century. It is in fact the largest pyramid in the world in terms of overall size. The pyramid's restoration began in 1967 and today the pyramid has had more than 8 kilometers of tunnels excavated for archeological purposes. These tunnels also allow tourists to visit the interior of the pyramid and see the artifacts inside. Today the pyramid is covered with an artificial hill that is surmounted by a Catholic Church: the "Church of Our Lady of the Remedies", built by the Spanish in 1594. Other than the Great Pyramid of Cholula. There are many other temples that have been covered or replaced by churches as a result of the 16th century Spanish conquest of Mesoamérica.



[GENERAL INFORMATION ABOUT UDLAP]

ONLINE ORIENTATION PROGRAM

During the Online Orientation Program you will receive a lot of important information about the university on topics such as courses' modality and registration, immigration, health measures. Also, you will meet the "*Amigos internacionales*" who will help you to adapt yourself to your new surroundings before you start classes.

IMMIGRATION PROCESS AT "*SERVICIOS ESCOLARES*"

During your first week at UDLAP you will be required to register your visa with Immigration Services at UDLAP and sign your school agreement and letter of intent, among other things.

PREVENTIVE HEALTH MEASURES

For the Spring 2024 term, the master bachelor and doctorate programs begin on January 08. All academic courses will be offered on-campus for bachelor and in a hybrid system for master programs.

Besides attending classes, the student will carry out additional activities (i.e. homework, projects) at other times. Make sure to fulfill all the academic and administrative requirements that each professor will indicate in the syllabus for the course, which will count towards your grade (i.e. attendance, participation, homework, reports, exams, etc.).

INTERNATIONAL STUDENTS ARRIVAL TO MEXICO

Before traveling to Mexico for the Spring 2024 term, you need to consider the following requirements:

1. Students who will stay at UDLAP for more than 1 semester need to process a student VISA
2. You must complete and return by email to your UDLAP coordinator (before you travel to Mexico) the **Mexico entry format** with the proof of the means of transportation to our country (air, bus, car) and declare all stops/layovers made on your way to Cholula, Puebla (Mexico).
3. As soon as you arrive in Puebla, it is mandatory to email us a copy of your **stamped passport** showing your date of arrival and the number of authorized days granted by the immigration officer (must be 180 days).

ACCESS TO CAMPUS



Áreas Deportivas

- Alberca
- Campo de béisbol
- Campos deportivos
- Cancha de fútbol rápido
- Canchas de basquetbol
- Canchas de tenis
- Gimnasio Morris «Mike» Williams
- Gimnasio Aztecas
- Gimnasio Luis «Luisito» Gómez López
- Pista de atletismo
- Templo del Dolor

Colegios Residenciales

- Colegio Calin-Murray
- Colegio Ray Lindley
- Colegio Ignacio Bernal
- Colegio José Casas

Jardines y Plazas

- Plaza de las Banderas
- Jardín de la Fogata
- Jardín de la Meditación
- Jardín de la Pareja
- Lago
- Jardín Central

Servicios

- Centro Integral de Rehabilitación
- Acceso peatonal
- Acceso vehicular
- Alimentos
- Análisis clínicos
- Cajeros automáticos
- Caseta de cobro estacionamiento
- Estacionamiento
- Hostal San Andrés
- Seguridad
- Servicios Médicos
- Sorteo UDLAP
- Sucursal bancaria
- Minisuper
- Tienda Universitaria
- Unicaja

Áreas Académicas, Administrativas y de usos Múltiples

- Ágora
- Ciencias de la Salud
- Ciencias Sociales
- Asuntos Internacionales
- Auditorio Guillermo y Sofía Jenkins
- Biblioteca
- Centro Estudiantil
- Ciencias A
- Ciencias B / laboratorios
- IOS Development Lab
- Laboratorio B
- Laboratorio A
- Negocios
- Planta Física
- Rectoría
- Recursos Humanos
- Tecnologías de Información
- UDLAP Consultores

UDLAP®

- Admisiones
- Servicios Escolares
- Posgrados
- Egresados

Universidad de las Américas Puebla

Depending on your Spanish proficiency, you may take Spanish courses as a second language offered by the Language Department, content courses offered in English, or content courses offered in Spanish.

SPANISH COURSES AS A SECOND LANGUAGE

Spanish Proficiency Exam

A proficiency test will take place as part of the *Online Orientation Program*, to confirm the correct level. If you want to enroll in courses taught in Spanish, you must comply with a high intermediate level of proficiency in this language.

UNDERGRADUATE LEVEL

If you obtained a **basic rating**, you may take content courses offered in English, and/or Spanish as a Second Language only. We highly recommend you to take all the Spanish as a second language courses.

The beginner Spanish courses offered by the Language Department are:

If you obtained an **intermediate rating A or B**, you are allowed to take content courses offered in English, and/or Spanish as a Second Language.

The courses offered by the Language Department for this level are:

- EPE0211 Español II Lengua y comunicación (A1 Novice High)
- EPE0231 Cultura mexicana (A1 Novice High)

If you obtained an **advanced (A or B) or superior rating** you have three options. You may take:

- content courses offered in English
- content courses offered in Spanish and/or
- Spanish as a second language courses

The courses offered by the Language Department for this level are:

- EPE0311 Español III Lengua y comunicación (A2 Lower Intermediate, Intermediate Mid)
- EPE0321 Manifestaciones culturales del mundo hispano (A2 Lower Intermediate, Intermediate Mid)

The Upper level Spanish course offered by the Language Department is:

- EPE0411 Español IV Lengua y comunicación (B1 Intermediate Mid, Intermediate High)

There are no Spanish as a foreign language courses offered at the graduate level for trimester students. Graduate students will unfortunately not be able to take these courses.

CONTENT COURSES IN ENGLISH

UNDERGRADUATE LEVEL

All the international students at the undergraduate level who speak English are eligible to take content courses offered in English from levels 100-499.

GRADUATE LEVEL

Some courses in the Graduate level programs are offered in English. Only the Master in International Management is completely taught in English.

CONTENT COURSES IN SPANISH

UNDERGRADUATE LEVEL

If you obtained a **basic or intermediate rating** on your Spanish proficiency exam, you will not be permitted to take content courses offered in Spanish during the first semester unless you obtain special permission from the professor.

If you obtained an **advanced or superior rating** on your Spanish proficiency exam, you may take content courses offered in Spanish from levels 100-499. You will probably find the content courses in Spanish quite challenging due to the language level. Please keep this in mind when you are doing your final course selection.

The course codes at the undergraduate level are the following:

| | |
|---------|-----------------------------------|
| 100-199 | Equivalent to first year studies |
| 200-299 | Equivalent to second year studies |
| 300-399 | Equivalent to third year studies |
| 400-499 | Equivalent to fourth year studies |

GRADUATE LEVEL

Graduate level students need to obtain a **superior rating** prior to arrival in order to take graduate level courses given in Spanish. Master courses use course codes beginning at **level 500**.

COURSE PRE-REQUISITES

Some courses have pre-requisites. The students interested in one of these courses, should have taken in their home university one course equivalent to the pre-requisite. To obtain information about the equivalence of the courses, please contact the corresponding academic department at [UDLAP](#) before your arrival:

<https://www.udlap.mx/ofertaacademica/mapaoferta.aspx?idioma=2>

COURSE DESCRIPTIONS

In order to ensure that the courses you take at [UDLAP](#) will be accepted by your home university, you may check the course descriptions before your arrival.

If you require the course descriptions, please send an email to your coordinator:

- regular exchange (incoming.udlap@udlap.mx) or dual programs (dual.programs@udlap.mx).

COURSE REGISTRATION

EXCHANGE & VISITING STUDENTS

UNDERGRADUATE STUDENTS: You will receive the course catalogue where you will find the academic offer for the Spring 2024 semester, you can only choose 100-499 level courses. Undergraduate student courses are offered in a semester period (16 weeks).

You must fill in the “*Course selection form*” in the application platform, to identify your options. The International Office will register your selected courses. You will receive the confirmation of your registered courses.

GRADUATE STUDENTS: You will receive the course catalogue where you will find the academic offer for the Spring II 2024 trimester, you can only choose 500 level courses. Graduate student courses are offered in a trimester period (10 weeks). You must fill in the “*Course selection form*” in the application platform, to identify your options. The International Office will register your selected courses. You will receive the confirmation of your registered courses.

You can find the graduate and undergraduate courses codes consulting the academic program of your interest in the following link: <https://www.udlap.mx/ofertaacademica/mapaoferta.aspx?idioma=2>

Once you know the courses you want to take at UDLAP and they have been authorized by your home university, using the course codes (clave) as a reference, look them up in the course catalogue in <https://online.udlap.mx/inscripciones/default.aspx#catalogoCursos>

- Undergraduate students: please look for the “Primavera semestral 2024” catalogue
- Graduate students: please look for the “Primavera I trimestral 2024” catalogue

Here you will find the programmed schedule, language, modality and credits for each course.

This is how the course catalogue looks like:

| | | |
|-----------------------|----------------------------------|---------------------------------------|
| Clave de la Materia: | <input type="text" value="LII"/> | <input type="button" value="Buscar"/> |
| Nombre de la Materia: | <input type="text"/> | |
| Nombre del Profesor: | <input type="text"/> | |

The number (200) in the code indicates de level of the course. The last number (1) indicates the number of groups available

II2031-INGENIERÍA ECONÓMICA Y FINANCIERA - **Curso On line**

Profesor: JUAN JOSE ROJAS VILLEGAS

Horario: Martes y Jueves 10:00 a.m. a 11:15 a.m.

Salón: Por asignar **Plazas:** 15 **Inscritos:** 0 **Sección:** 1

Unidades: 6 **Idioma:** Español

The number (300) in the code indicates de level of the course. The last number (1) indicates the number of groups available

LII3041-DISEÑO DE INSTALACIONES -

Profesor: CARMEN XOCHITL FLORES MENDOZA

Horario: Martes 10:00 a.m. a 11:40 a.m.

Salón: Por asignar **Plazas:** 7 **Inscritos:** 0 **Sección:** 1

Unidades: 4 **Tipo de Curso:** Presencial **Idioma:** Inglés

Here you can see the number of credits (ECTS), modality and language

DUAL DEGREE PROGRAM

UNDERGRADUATE STUDENTS: You will receive your schedule from the UDLAP Dual programs coordinator.

GRADUATE STUDENTS: You will receive your schedule from the UDLAP Dual programs coordinator.

ADD AND/OR DROP COURSES

You will receive the confirmation of your schedule in December for undergraduate and graduate program. After this date you will have until January 11 to add or drop a class in this time, fill out the form and email it to incoming.udlap@udlap.mx if you are an exchange or visiting student. Dual program students cannot modify their academic schedule.

CONFIRMING YOUR CLASS SCHEDULE

UDLAP requires you to handle in the confirmation of your final class schedule and your personal contact information during your stay in Mexico January 13.

Please send the following documents by email to incoming.udlap@udlap.mx (exchange and visiting students) or dual_programs@udlap.mx (dual degree programs):

- **Personal information form**
- A **printed and signed schedule** with your final courses.

[GRADING SYSTEM]

A passing grade at the **undergraduate** level at UDLAP is **7.5**, with a maximum of 10.0.

At the **master** level, a passing grade is **8.0** with a maximum of 10.0.

At the end of your stay, the International Office will send one official transcript to the program coordinator at your home university.

[CREDIT SYSTEM]

The credit system at UDLAP varies from that of other universities. It is important that you confirm the minimum number of units you are eligible to take. When studying at 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.

At the undergraduate level, most courses are equal to 6 units, which include 3 hours of in-class studies per week for the duration of the 16-week semester.

At the master's level you may take a maximum of 12 units per trimester, courses are equal to 6 units and you may take a maximum of 2 courses per trimester.

[INFORMATION FOR FRIENDS AND FAMILY]

MAILBOX / MAIL SERVICES

During your semester abroad your family and friends may want to keep in touch with you. At the International Affairs Office, there is a mailbox for international students. You should provide your family and friends with the following mailing address:

Universidad de las Américas, Puebla
<YOUR NAME>
International Affairs Office
Ex Hacienda Santa Catarina Mártir, s/n
San Andrés Cholula, Puebla
72810 México

Tel: 52 222 229 3160

Once your mail arrives, **you will be notified by email to pick it up** at the Mailing booth of UDLAP, on the first floor of the *Centro Estudiantil* building.

Please note: we recommend that all your important packages should be sent by courier. There are some restrictions on what can be shipped. Before sending a package, please contact the shipping company and enquire, so that the goods are not held at customs.

IMPORTANT TELEPHONE NUMBERS

Before leaving your country, you should leave these important telephone numbers with your parent / guardian:

UDLAP's Office Hours (8:30 am – 6:30 pm Central Standard Time):

| | |
|--|-------------------------|
| International Affairs Office (Front Desk) | +52 222 229 3160 |
| Security on campus (24 hours a day) | +52 222 229 2222 |
| UDLAP Health Services | +52 222 229 3269 |
| EMERGENCY MOBILE (calls and whatsapp) | +52 222 160 4194 |

TOURIST VISA

If you have friends or family wanting to visit you, they should double check if their country of origin requires a visa to enter Mexico. Please consider that due to a variety of concerns, government policies are changing rather rapidly. We recommend that you contact the Mexican Embassy/Consulate in your country and confirm what requirements must be fulfilled in order to legally visit Mexico <https://www.inm.gob.mx/gobmx/word/index.php/paises-requieren-visa-para-mexico/>

[UDLAP WEBSITE AND OTHER IMPORTANT LINKS]

UDLAP home page

<https://www.udlap.mx/web/en/>

International Affairs Office official website

<https://www.udlap.mx/international/>

Facebook

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

Instagram

https://www.instagram.com/udlap_internacional/

Immigration Services

<https://www.udlap.mx/international/exchange-students.aspx>

Residential Colleges (on campus housing)

<https://www.udlap.mx/colegios/?idioma=2>

Can't find the info you are looking for?

You are always welcome to send a question to:

For exchange and visiting: incoming.udlap@udlap.mx

For Dual Degrees: dual.programs@udlap.mx

You may schedule an online or onsite appointment

www.udlap.mx/agendatucita

Updated: October 2023