



Programas Internacionales

G U A D A L A J A R A

Dear applicant student,

Greetings from Tecnológico de Monterrey, Campus Guadalajara!

We are pleased that you are interested in our programs!

We have prepared this booklet to let you know the application process and some important information in preparation for your stay in our City and Campus.

It is very important that you read carefully all the information and follow the steps described in the next pages; this way you can be confident that your application will follow the right course and that you will receive a confirmation in a short period of time.

Should you have any questions, please do not hesitate to contact us.

We look forward to seeing you soon!

International Programs Office

APPLYING TO TECNOLÓGICO DE MONTERREY, CAMPUS GUADALAJARA

Students applying through an existing exchange agreement between the student's home university and Tecnológico de Monterrey must be nominated by their International Programs Office or similar. In most of the cases, the students are required to pay tuition to their home university.

Please read carefully and complete the following steps for an appropriate application:

- 1. Enter the "Students" section at the Study in Mexico website www.studyinmexico.com.mx (bottom right-hand corner).**
- 2. Sign up to create and activate your account.**
 - Please write down your name exactly as it is in your passport, this is the way it shall appear in all your official documents;
- 3. Choose the program you would like to apply to.**
 - Exchange
 - Independent
 - Exchange Clerkship
 - Independent Clerkship
- 4. Fill in the 4 sections of the "General information" menu.**
 - Application Data
 - In the field "Academic Level" select "Undergraduate";
 - In the field "Campus" select "Campus Guadalajara";
 - In the field "Term(s)" select "Aug – Dec 2016"; if you are coming for more than one academic period, please select all the terms that apply.
 - Personal Information
 - Permanent Address
 - Emergency Contacts
- 5. Upload the documents required for the program you chose at the "Documents" menu.**
 - Passport
 - Transcript, with a minimum Grade Point Average of 2.5 USA System, or 80 Mexican System or equivalent. Cases of GPA between 2.0 – 2.5 or 70 – 79 will be considered at length. (Independent Students).
 - Résumé (only if you are going to participate in an internship program)
 - Recommendation letter (only for independent students)
 - Vaccination record (only for Clerkship)
- 6. Pay the application fee online.**
 - Only for independent students
- 7. After 3 days, log in again to check at the "Requirements" section (under the "Status" menu) if your documents are "Complete".**
 - If a document was rejected, upload the correct one and wait until all your documents have the "Approved" status.
- 8. Send your application.**
 - Once you have completed the previous steps and your documents have been approved, the "Send application" button will be unlocked; click on it.
- 9. Consult your Student Number and download your Acceptance Letter.**
 - You should have completed all previous steps. Nomination from your university through the Study in Mexico website is required.
 - Please consider the following dates:

After completing these steps, we will issue and send your acceptance letter to your home university four weeks after you being admitted.

The original Transcript must be handed in to the International Programs Office once you're in Campus Guadalajara.

APPLICATION DEADLINE FALL SEMESTER (AUGUST – DECEMBER 2016):

- **March 18th 2016, for advanced course selection**, which will reserve a place for you in the courses you choose.
- **April 22nd 2016, for regular course selection**, which will not reserve a place for you in the courses you choose.

COURSE OFFERING AND REGISTRATION

Tecnológico de Monterrey, Campus Guadalajara offers you courses both in English and Spanish in the following academic areas:

- Business Administration and Finance
- Humanities and Social Sciences
- Engineering and Architecture
- Information Technologies and Electronics (limited courses in English)
- Health Sciences (only basic and intermediate level, courses in Spanish)

However, being in a Spanish spoken country you can expect a wider offer of courses taught in this language.

Please note that even though a course is taught in Spanish, it may have some learning material in English, such as text book, articles, cases and even some tests.

We do not publish our course offering in any website, not even at the SIM website.

The only way you can check the course offering for next session, access the description of those courses, know the credits (in ITESM units) each course is worth, identify the language in which the course will be taught, and select the ones you are willing to take, is through our own Course Registration System.

To have access to this system, you must first:

- Successfully complete the **application process**.
- Send to aleguzman@itesm.mx a copy of an official English test, with a score equivalent to a **B2 level** in the Common European Framework of Reference (**CEFR**). The recognized exams are TOEFL IBT (80 points), TOEFL PBT / ITP (550 points), IELTS (6.5 points), FCE (A), CAE (C), partner universities English tests (B2 CEFR).
- Successfully complete the 2 steps of the **Spanish Evaluation** (instructions lines below).

If you have complied with these requirements by **March 18th 2016 (for advanced course selection) or April 22nd 2016 (for regular course selection)**, you will receive an e-mail with the instructions to access the Course Registration System a couple of weeks later.

You and your home institution authorities need to be aware that this course selection will be **final** and must be previously approved by your academic coordinator, since **no changes will be possible** once it's submitted (not even upon arrival at Campus Guadalajara).

IMPORTANT

If you do not provide the English proficiency proof on time, you will not have access to the English taught course offering; furthermore, it will not be possible to give you access to it later.

Exceptions:

- If you are an English native speaker and hold a passport from an English speaking country.
- If you are enrolled in an institution and/or program whose mainly language of instruction is English; however, you need to send us a letter from your school confirming this.
- If you are not going to register courses taught in English.

If you do not complete the 2 steps of the Spanish Evaluation, you will not have access to the Spanish taught course offering, including the courses of Spanish as a second language. Furthermore, it will not be possible to give you access to it later.

Exceptions:

- If you are a Spanish native speaker and hold a passport from a Spanish speaking country.
- If you are enrolled in an institution and/or program whose mainly language of instruction is Spanish; however, you need to send us a letter from your school confirming this.
- If you are not going to register courses taught in Spanish, not even courses of Spanish as a second language; however, you need to inform us about this.

Spanish Evaluation

All students willing to register courses taught in Spanish and/or courses of Spanish as a Foreign Language must complete the 2 steps of the Spanish evaluation (the Spanish online test, and the skype interview).

Remember that in order to take regular courses in Spanish you must obtain an “Advanced I” level at least.

This evaluation has a cost of \$10.00 USD and must be paid in Mexican pesos upon arrival at Campus Guadalajara.

To complete the Spanish Evaluation you need to follow the next 2 steps:

1. Take the Spanish Online Test *

- When: **By March 18th 2016 (for advanced course selection) or April 22nd 2016 (for regular course selection)**, preferably after completing the Application Process; you can take this exam ONLY ONCE).
- How: Once you have completed the first 5 steps of the Application Process, you will receive an e-mail with your username, password, and link to access the test.

2. Spanish Interview *

- When: Once you have completed the previous step.
- How: You have to book an appointment with a Spanish professor. Please enter to the following links, check their availability and select the date and hour that fits the most.
 - [Professor Mildred ARCE ZUNO](#)
 - [Professor Roxana CRUZ NOGUEZ](#)
 - [Professor Ana MEZA VILLEGAS](#)
- On the chosen date and hour, you have to call the Spanish professor via Skype and to be prepared to talk with the teacher for about 10 minutes.

*** Failing to complete these two steps on time will prevent you from taking courses in Spanish or courses of Spanish as a Second Language.**

Internship and Social Community Work

The internship program gives you the chance to combine your language and academic skills with a practical business experience. Nevertheless, due to Mexican immigration laws, international students are not financially compensated for this internship.

The Campus Social Formation and Community Support Department also offers you the opportunity to participate in our Volunteer Social Community Work Program, in which you can develop your personal and professional competences at the same time as you serve and act as an agent of social transformation.

Both programs are part of the academic load; therefore, you can credit 16 ITESM units (6 USA credits / 10 ECTS) for 280 hours of part time professional or social experience.

If you choose to participate in any of these programs you have to select the course “*EP3001 Práctica profesional B*” at the Course Registration System. However, both programs are in Spanish, thus, an advanced Spanish level is required.

Also, you are requested to submit your CV and a Motivation Letter via e-mail to dflores@itesm.mx by **April 22nd 2016** at the latest.

ACADEMIC CREDITS

The full load for a regular student at Tecnológico de Monterrey is 48 ITESM units, either at undergraduate or graduate level.

At the undergraduate level most of the courses are 8 units. Some exceptions are, for instance, Basic, Intermediate and Advanced Spanish, which are double-credited (16 units). This means that generally: 8 ITESM units = 3 USA credits = 5 ECTS

However, you should always check this with your home university, since they are the ones who will credit the courses you take with us.

INSURANCE

It is MANDATORY for all international students to be covered by an International Insurance Plan that complies at least with the following requisites:

- Insurance company's name
- Policy number
- Complete name of the policy holder
- Date of birth of the policy holder
- Worldwide coverage
- Coverage dates from July 30th 2016 to December 10th 2016
- Policy must have been paid in full
- International assistance service included
- Hotel expenses for convalescence: \$1,000 USD (\$100 USD per day)
- Displacement expenses for a companion: \$3,000 USD
- Lodging expenses for one companion of the insured: \$1,000 USD (100 USD per day)
- Indemnity for trip cancellation: \$2,500 USD
- Indemnity for trip interruption: \$2,500 USD
- Indemnity for lost luggage: \$1,000 USD
- Medical expenses (sick and accident): \$120,000 USD
- Emergency evacuation expenses (sick and accident): \$120,000 USD
- Indemnity for total and permanent disability caused by an accident: \$60,000 USD
- Indemnity for accidental death: \$60,000 USD
- Dismemberment: \$60,000 USD
- Repatriation of remains: \$15,000 USD
- Personal liability while traveling: \$500,000 USD

For your convenience and safety, all international students will be covered by the Insurance Plan offered by our institution, **unless** they properly comply with the procedure established to prove they have a valid policy.

If you do not comply accurately with the procedure, we will consider this as a certification that you have read, understood, and agreed with the policy of the International Insurance Plan offered by the insurance company Royal & Sun Alliance to all temporary foreign students at Tecnológico de Monterrey.

Moreover, we will also understand that you are aware of the cost, coverage, benefits, limitations, exclusions, cancellation policies and deductibles that pertain to this policy; and that you are willing to acquire this Insurance Plan, accepting the policy and all the terms in its contract.

The Royal & Sun Alliance International Insurance Plan Policy is published in the following link www.gda.itesm.mx/pi/general.pdf

International students covered by the Insurance Plan offered by our institution will be insured as a group by the International Programs Office.

The approximate cost for this period is **\$395.00 US dollars**. Students covered by the Insurance Plan offered by our institution will have to make this payment in Mexican pesos during the first weeks of classes

If you decide to obtain an International Insurance Plan on your own, you **must** provide an original letter, issued by the insurance company or your home university, in headed paper, in English, clearly stating the amount of coverage on each of the above-mentioned points to aleguzman@itesm.mx

A sample letter can be found in the following link www.gda.itesm.mx/pi/insurance.pdf

If the letter does not fulfil these requirements, or you do not provide a scanned copy of the letter by July 01st 2016 and the original one upon arrival, you will be automatically charged and covered by the Insurance Plan offered by our institution, WITHOUT EXCEPTION and regardless you can later prove that you already had a valid policy.

Please be advised that travel insurance is not regarded as sufficient health insurance.

Due to the fact that most of the foreign insurance companies are unknown to us and Mexican health institutions, the help that Tecnológico de Monterrey could provide if you choose this option would be limited.

Also for the same reason, you need to be aware that most of the Mexican health institutions will ask you to pay in full for the medical attention you received, and then ask for the reimbursement to your insurance company. Therefore, we strongly recommend you to have a worldwide valid credit card (Visa or Master Card) with at least \$1,000.00 USD available during the length of your stay in Mexico.

VISA

Please verify your visa requirements with the Mexican Consulate or Embassy in your country and on the following link, since the National Immigration Institute (INM) could modify those requirements without previous notice and because regulations might vary per country: <http://www.inm.gob.mx/index.php>

You can search for the closest Consulate or the Embassy in the site of the Ministry of Foreign Affairs (Secretaría de Relaciones Exteriores) at: <http://www.sre.gob.mx/>

When you contact the Consulate or Embassy, please ask if it is possible to have a **STUDENT** visa even if you're coming for less than 180 days. This will facilitate the extension of your stay in case you decide to study another semester with us; otherwise, you'll have to leave the country and come back again.

If you're coming for more than 180 days you absolutely need a Student Visa. Don't forget to bring the payment receipt if you were charged for the Visa.

The Mexican Consulates and Embassies around the world are the only immigration authorities that can issue this kind of visas; you cannot obtain the student status once you're in Mexico.

The Mexican government requires that all international students have a valid FMM (Forma Migratoria Múltiple / Multiple Immigration Form), while studying in Mexico.

This is the document you will get in the airport at the immigration point regardless you already have a visa or not. The law states that you must retain this document and present it at your departure from the country.

After receiving this document, if you have a Student Visa or were admitted for less than 180 days, you have 30 natural days to change it for a Temporary Resident Card at the National Immigration Institute. We'll give you some advice on this matter during the Orientation Week.

All students must provide the International Programs Office with a photocopy of a valid migratory document (FMM/FM3/Tarjeta de Residente Temporal) in order to receive a transcript.

HOUSING OPTIONS

1. Home Stay. *

- You get to live in a Mexican home, getting a closer approach to the Mexican culture.
- Meals are included from Monday to Friday.
- To apply you first have to read the "Home Stay General Rules and Regulations", then send the document "Home Stay Application Form" to ismael.ramirez@itesm.mx
- Fall Semester Fees, from July 30th to Dec 10th 2016: \$26,600.00 pesos (per guest, shared room), \$29,925.00 pesos (single room).

2. Residence Hall. *

- One building on-Campus and another one in front of the Campus. Information and registration at www.gda.itesm.mx/residencias/
- To apply you have to follow the steps of the "Admission Process" listed under the "Inscripciones" tab as soon as possible, since they are highly demanded.
- If you do not receive a room confirmation from the following e-mail address: residencias.gdl@servicios.itesm.mx it means you are NOT yet assigned and you should contact the residences administration directly.

3. Independent.

- You arrange your own lodging.
- We do not have a directory of accommodation providers; however, **we strongly recommend you NOT to live near downtown nor the Chapultepec area**, since the ride can last around 1 hour. Consider classes may start as early as 7:00 am and finish as late as 10:00 pm.
- Some recommended areas are: Minerva, Providencia, Chapalita, Zapopan, Andares, Jardín Real, and Valle Real.

* **IMPORTANT** notice about the Home Stay and Residence Hall (limited places):

The fact that you send the respective Application Form does not guarantee that you will be assigned to your choice, since the offer is very limited. Applications are assigned on a "first-come, first-served" basis.

VIRTUAL TOUR AND HANDBOOK

Finally, we would like to invite you to take a Virtual Tour of Campus Guadalajara by clicking on the following link: www.gda.itesm.mx/virtualtour/

We have also prepared a handbook where you can find very useful information about the city of Guadalajara, our Campus, recommendations on what to bring, official issues, communications in Mexico, and more.

You can find it at our web site <http://www.gda.itesm.mx/pi/studyinmexico> in the FAQ section under the About Us tab, or in the following link www.gda.itesm.mx/pi/handbooken.pdf

We strongly recommend you to take a look at it prior your departure to Mexico!

INTERNATIONAL PROGRAMS OFFICE

For further information, please contact the Incoming Students Advisors:

- ✓ **Ismael Ramírez** ismael.ramirez@itesm.mx
Promotion, communication, and students services (VISA process, housing options)
- ✓ **Alejandra Guzmán** aleguzman@itesm.mx
Admission process, academic administration, and students services (Health insurance).
- ✓ **Luis Alain Aguilar** alain.aguilar@itesm.mx
International Students coordinator