



## CAMPUS GUADALAJARA

### Fact Sheet – Fall 2014 – Undergraduate

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<u>E-mail for Incoming Students</u>	<a href="mailto:ip.gdl@servicios.itesm.mx">ip.gdl@servicios.itesm.mx</a>
<u>E-mail for Outgoing Students</u>	<a href="mailto:pi.gdl@servicios.itesm.mx">pi.gdl@servicios.itesm.mx</a>
<u>Incoming Students Website</u>	<a href="http://www.gda.itesm.mx/pi/studyinmexico/">www.gda.itesm.mx/pi/studyinmexico/</a>
<u>Incoming Students Facebook</u>	<a href="http://www.facebook.com/internationalofficegdl">http://www.facebook.com/internationalofficegdl</a>

## ***Undergraduate Exchange Program Information***

<u>Academic System</u>	Fall Semester: August- December Spring Semester: January-May Summer Session: June-July
<u>Academic Dates (exams included)</u> <u>Year 2014 – 2015</u>	Fall Semester: August 11, 2014 – December 09, 2014 Spring Semester: January 12, 2015 – May 19, 2015 Summer Session: June 02, 2015 – July 08, 2015
<u>Orientation week (compulsory)</u> <u>Year 2014 – 2015</u>	Fall Semester: August 04 – 08, 2014 Spring Semester: January 05 – 09, 2015 Summer Session: May 28, 2015
<u>Insurance Coverage (mandatory)</u> <u>Year 2014 - 2015</u>	Fall Semester: August 02 – December 13, 2014 Spring Semester: January 03 – May 23, 2015 Summer Session: May 27 – July 11, 2015
<u>Application Deadlines</u> <u>Year 2014 – 2015</u>	Fall Semester: April 25, 2014 Spring Semester: October 01, 2014 Summer Session: April 24, 2015
<u>Documents Required for Application</u>	<p>Students must submit:</p> <ul style="list-style-type: none"> <li>✓ Study in Mexico Online Application Form (<a href="http://sim.itesm.mx">sim.itesm.mx</a>)</li> <li>✓ Nomination letter from the students' study abroad coordinator, <u>naming them as exchange students</u>. Must include students': Name as in passport, Gender, Citizenship, Date of birth, E-mail, Academic area, Level (undergraduate/graduate), Academic exchange period.</li> <li>✓ The students' most recent school transcript with a minimum grade point average (GPA) 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.</li> <li>✓ Copy of passport (photo ID page only)</li> <li>✓ Proof of English proficiency (please check the language requirements section)</li> </ul> <p>Documents have to be scanned and sent to: <a href="mailto:ip.gdl@servicios.itesm.mx">ip.gdl@servicios.itesm.mx</a></p> <p><b>The original documents (Nomination letter, Transcript, and Copy of passport) must be handed in to the International Programs Office by the students once they are in Campus Guadalajara.</b></p>
<u>Language of Instruction</u>	Spanish 75% English 25%
<u>Do you offer any preparatory language courses?</u>	No

<u>Do you offer regular Spanish language courses?</u>	<p>Yes: Basic Spanish I Basic Spanish II Intermediate Spanish I Intermediate Spanish II Advanced Spanish I Advanced Spanish II Business Spanish</p>
<u>Compulsory Language Requirements for Exchange Students</u>	<p>TOEFL IBT: 80 points minimum TOEFL PBT: 550 points minimum IELTS: 6.5 points minimum</p> <p>The students who do not provide the English proficiency proof on time will not have access to the English taught course offering; furthermore, it will not be possible to give them access to it later.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>✓ International students who are English native speakers and hold a passport from an English speaking country.</li> <li>✓ International students enrolled in an institution and/or program whose mainly language of instruction is English; however, they need to send us a letter from their school confirming this.</li> <li>✓ International students who are not going to register courses taught in English.</li> </ul> <p>The students who do not complete the 3 steps of the Spanish Evaluation 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 them access to it later.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>✓ International students who are Spanish native speakers and hold a passport from a Spanish speaking country.</li> <li>✓ International students enrolled in an institution and/or program whose mainly language of instruction is Spanish; however, they need to send us a letter from their school confirming this.</li> <li>✓ International students, who are not going to register courses taught in Spanish, not even courses of Spanish as a second language.</li> </ul>
<u>Course Offering</u>	<p>Tecnológico de Monterrey, Campus Guadalajara offers courses both in English and Spanish in the following academic areas:</p> <ul style="list-style-type: none"> <li>✓ Business Administration and Finance</li> <li>✓ Humanities and Social Sciences</li> <li>✓ Engineering and Architecture</li> <li>✓ Information Technologies and Electronics (limited courses in English)</li> <li>✓ Health Sciences (only basic and intermediate level, courses in Spanish)</li> </ul> <p>However, being in a Spanish spoken country the students can expect a wider offer of courses taught in this language.</p> <p>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.</p> <p><b><u>We do not publish our course offering in any website, not even at the SIM system.</u></b></p>

<u>Do you offer Internship or Social Community Work for International Students?</u>	<p>Yes.</p> <p>It is considered as part of the academic load; thus, it will credit 16 ITESM units.</p> <p>Interested students must choose the course “EP3001 Práctica Profesional B”</p>
<u>Course Registration</u>	<p>The <b>only</b> way the students 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 they are willing to take, is <b>through our own Course Registration System</b>.</p> <p>To have access to this system, students must first:</p> <ul style="list-style-type: none"> <li>✓ Successfully complete the 3 steps of the <b>application process</b>.</li> <li>✓ Provide a copy of a <b>TOEFL</b> score of at least 550 points (PBT) or 80 points (IBT), or a copy of an <b>IELTS</b> score of at least 6.5 points; via e-mail to ip.gdl@servicios.itesm.mx</li> <li>✓ Successfully complete the 3 steps of the <b>Spanish Evaluation</b> (instructions lines below).</li> </ul> <p>Students that have complied with these requirements will receive an e-mail with the instructions to access the Course Registration System after the application period is over.</p> <p>Students and partner institutions need to be aware that this course selection will be <b>final</b> and <u>must be previously approved by the students' home institution</u>, since <b>no changes will be possible</b> once it's submitted (not even upon arrival at Campus Guadalajara).</p>
<u>Full Time Credit Load per Semester</u>	48 ITESM units = 18 USA credits = 30 ECTS
<u>Typical Credit Load Value per Subject</u>	8 ITESM units = 3 USA credits = 5 ECTS (with few exceptions)
<u>Grading System</u>	<p>The grading scale at Tecnológico de Monterrey is 1 – 100, and the minimum passing grade is 70.</p> <p>Attendance to classes is mandatory. If the students surpass the absence limit in a given course they'll lose the right to sit the final exam. Since the final exam is a requisite to get a final grade, they will automatically fail the course.</p> <p>There are not resit examinations. If the students fail a course, they will have to repeat the entire course and pass the exams to get credits.</p>

<p><u>Spanish Evaluation</u></p>	<p>To assess the students' Spanish level it is absolutely necessary that they complete the Spanish Evaluation. In order to take regular courses in Spanish at least an "<u>Advanced I</u>" level must be obtained.</p> <p>If the students have <b>never</b> studied Spanish as a second language, they do not have to complete this evaluation; however, <u>they must inform us about this</u> so we can give them access to the most basic Spanish course we have.</p> <p>This evaluation has a cost of \$10.00 USD and must be paid in Mexican pesos upon arrival at Campus Guadalajara.</p> <p>To complete the Spanish Evaluation the students need to follow the next 3 steps:</p> <p><b>1. Take the Online Spanish Test *</b></p> <ul style="list-style-type: none"> <li>• <u>When:</u> Right after completing the 3 steps of the Application Process. Students can take this exam <b>ONLY ONCE</b>.</li> <li>• <u>How:</u> Through the <a href="http://webcape.byuhtsc.org/?acct=guadalajara">http://webcape.byuhtsc.org/?acct=guadalajara</a> link</li> <li>• <u>Password:</u> itesm1 (ends with the digit one "1").</li> </ul> <p><b>2. Write a Short Essay in Spanish (100 words) *</b></p> <ul style="list-style-type: none"> <li>• <u>Suggested topics:</u></li> <li>• El uso del internet.</li> <li>• La experiencia de un intercambio académico.</li> <li>• Las ventajas y desventajas de la globalización.</li> <li>• La importancia de cuidar los recursos naturales.</li> <li>• <u>When:</u> Just after taking the online test.</li> <li>• <u>How:</u> It must be sent by e-mail to Professor Ana Meza <a href="mailto:ana.meza@itesm.mx">ana.meza@itesm.mx</a></li> </ul> <p><b>3. Spanish Interview *</b></p> <ul style="list-style-type: none"> <li>• <u>When:</u> The International Programs Office will inform the students that have completed the two previous steps and obtained at least an Intermediate level, the date and hour on which they have to call the professors.</li> <li>• <u>How:</u> The students have to call one of the Spanish professors via Skype on the given date and hour, and need to be prepared to talk with the teacher for about 10 minutes.</li> </ul> <p><b>* Failing to complete these three steps on time will prevent the students from taking courses in Spanish or courses of Spanish as a Second Language.</b></p>
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<p><u>Insurance Requirements</u></p>	<p>It is <b>MANDATORY</b> for all international students to be covered by an International Insurance Plan that complies at least with the following requisites:</p> <ul style="list-style-type: none"> <li>• Insurance company's name</li> <li>• Policy number</li> <li>• Complete name of the policy holder</li> <li>• Date of birth of the policy holder</li> <li>• Worldwide coverage</li> <li>• Coverage dates as stated in the Insurance Coverage section lines above</li> <li>• Policy must have been paid in full</li> <li>• International assistance service included</li> <li>• Hotel expenses for convalescence: \$1,000 USD (\$100 USD per day)</li> <li>• Displacement expenses for a companion: \$3,000 USD</li> <li>• Lodging expenses for one companion of the insured: \$1,000 USD (100 USD per day)</li> <li>• Indemnity for trip cancellation: \$2,500 USD</li> <li>• Indemnity for trip interruption: \$2,500 USD</li> <li>• Indemnity for lost luggage: \$1,000 USD</li> <li>• Medical expenses (sick and accident): \$120,000 USD</li> <li>• Emergency evacuation expenses (sick and accident): \$120,000 USD</li> <li>• Indemnity for total and permanent disability caused by an accident: \$60,000 USD</li> <li>• Indemnity for accidental death: \$60,000 USD</li> <li>• Dismemberment: \$60,000 USD</li> <li>• Repatriation of remains: \$15,000 USD</li> <li>• Personal liability while traveling: \$500,000 USD</li> </ul> <p>For the international students' convenience and safety, all of them will be covered by the Insurance Plan offered by our institution, <b>unless</b> they properly comply with the procedure established to prove they have a valid policy.</p> <p>If the students do not comply accurately with the procedure, we will consider this as a certification that they have read, understood, and agreed with the policy of the International Insurance Plan offered by the insurance company Royal &amp; Sun Alliance to all temporary foreign students at Tecnológico de Monterrey.</p> <p>Moreover, we will also understand that they are aware of the cost, coverage, benefits, limitations, exclusions, cancellation policies and deductibles that pertain to this policy; and that they are willing to acquire this Insurance Plan, accepting the policy and all the terms in its contract.</p> <p>The Royal &amp; Sun Alliance International Insurance Plan Policy is published in our website <a href="http://www.gda.itesm.mx/pi/studyinmexico/health.php">http://www.gda.itesm.mx/pi/studyinmexico/health.php</a>.</p> <p>International students covered by the Insurance Plan offered by our institution will be insured as a group by the International Programs Office.</p>
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<p><u>Procedure to prove that the students hold a valid International Insurance Plan.</u></p>	<p>If the students decide to obtain an International Insurance Plan on their own, they <b>must</b> provide an original letter, issued by the insurance company or the students' home university, in headed paper, in English, clearly stating the amount of coverage on each of the above mentioned points.</p> <p>A sample letter can be found in our website <a href="http://www.gda.itesm.mx/pi/studyinmexico/health.php">http://www.gda.itesm.mx/pi/studyinmexico/health.php</a> as well.</p> <p><b>If the letter does not fulfils these requirements, or the students do not provide a scanned copy of the letter <u>by July 2<sup>nd</sup> 2014</u> and the original one upon arrival, they will automatically be charged and covered by the Insurance Plan offered by our institution, WITHOUT EXCEPTION and regardless they can later prove that they already had a valid policy.</b></p> <p>Please be advised that travel insurance is not regarded as sufficient health insurance.</p> <p>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 to the students choosing this option would be limited.</p> <p>Also for the same reason, these students need to be aware that most of the Mexican health institutions will ask them to pay in full for the medical attention they received, and then ask for the reimbursement to their insurance companies. Therefore, we strongly recommend them to have a worldwide valid credit card (Visa or Master Card) with at least \$1,000.00 USD available during the length of their stay in Mexico.</p>
<p><u>Fees</u></p>	<p>Insurance: The approximate cost for this period is \$390.00 USD. 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</p> <p>Spanish Evaluation: \$10.00 USD must be paid in Mexican pesos upon arrival at Campus Guadalajara.</p>
<p><u>Do you have scholarships for international students?</u></p>	<p>No</p>

<b><i>Student Life</i></b>	
<p><u>Student Handbook</u></p>	<p>Please check the Student Handbook at the following link: <a href="http://www.gda.itesm.mx/pi/studyinmexico/Handbook.pdf">http://www.gda.itesm.mx/pi/studyinmexico/Handbook.pdf</a></p>
<p><u>Sports and Cultural Activities</u></p>	<p>Most of the sports and cultural activities on campus are free of charge. To find more about these activities and our facilities please visit our website.</p>
<p><u>Trips and Visits</u></p>	<p>The International Programs Office organizes trips and visits to both cultural and tourist sites like: Puerto Vallarta beach, Mexico city, Guanajuato, Huasteca Potosina and the village of Tequila.</p>

***Approximate Monthly Costs (in US Dollars, unless other currency is indicated)***

<p><u>Accommodation</u></p>	<p><b>1. Home Stay. *</b></p> <ul style="list-style-type: none"> <li>▪ The students get to live in a Mexican home, getting a closer approach to the Mexican culture.</li> <li>▪ Meals are included from Monday to Friday.</li> <li>▪ To apply they first have to read the “Home Stay General Rules and Regulations”, and then send the document “Home Stay Application Form” to <a href="mailto:ip.gdl@servicios.itesm.mx">ip.gdl@servicios.itesm.mx</a></li> <li>▪ Fall Semester Fees, from August 2<sup>nd</sup> to December 13<sup>th</sup> 2014: \$25,270.00 pesos (per guest, shared room), \$28,595.00 pesos (single room)</li> </ul> <p><b>2. Residence Hall. *</b></p> <ul style="list-style-type: none"> <li>▪ One building on-Campus and another one in front of the Campus. Information and registration at <a href="http://www.gda.itesm.mx/residencias/">www.gda.itesm.mx/residencias/</a></li> <li>▪ To apply the students have to follow the steps of the “Admission Process” listed under the “Inscripciones” tab as soon as possible, since they are highly demanded.</li> <li>▪ If the students do not receive a room confirmation from the following e-mail address: <a href="mailto:residencias.gdl@servicios.itesm.mx">residencias.gdl@servicios.itesm.mx</a>, it means they are NOT yet assigned and they should contact the residences administration directly.</li> </ul> <p><b>3. Independent.</b></p> <ul style="list-style-type: none"> <li>▪ The students arrange their own lodging.</li> <li>▪ We do not have a directory of accommodation providers.</li> </ul> <p><b>* IMPORTANT</b> notice about the Home Stay and Residence Hall (limited places): The fact that the students send the respective Application Form does not guarantee that they will be assigned to their choice, since the offer is very limited. Applications are assigned on a “first-come, first-served” basis.</p>
<p><u>Study Material</u></p>	<p>All courses have text books; it is recommended that the students acquire them since there might not be enough copies at the library.</p> <p>Our faculty is encouraged to use the most recent and updated bibliography; which sometimes results in imported books with prices higher than the ones international students are used to.</p> <p>Most of the professors upload their material to the courses platform (Blackboard). However, some may ask the students to buy printed notes at the copy centre; price will depend on the number of copies.</p> <p>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.</p>



<u>Food</u>	<p>The Campus cafeteria, independently administrated, opens from 7:00 to 21:00 and offers convenient meal plans to all students.</p> <p>Regular costs are as follows:</p> <ul style="list-style-type: none"> <li>• Breakfast \$3.25</li> <li>• Lunch \$3.75</li> <li>• Dinner \$3.10</li> </ul> <p>With the meal plans the students can save up to 10% per meal.</p> <p>By preparing their own meals, the students would spend approximately \$250.00 per month.</p> <p>A dinner at a regular (non-deluxe) restaurant would be around \$30.00. However, dinning typical Mexican tacos would cost around \$8.00</p>
<u>City Transportation</u>	<p>City Bus. The cost for one way ride is approximately \$0.60. This price remains the same regardless the distance. There is no transfer system.</p> <p>Taxi. The price should be agreed before boarding the car. Prices will vary depending on the distance, the traffic, and whether it is at day or night when one takes the cab.</p>

## ***Immigration Process***

### Student VISA

The students must verify their visa requirements with the Mexican Consulate or Embassy in their 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>

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

If they're coming for more than 180 days they absolutely need a Student Visa. The students shall not forget to bring the payment receipt if they 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; the students cannot obtain the student status once they'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 they will get in the airport at the immigration point regardless they already have a visa or not. The law states that they must retain this document and present it at their departure from the country.

After receiving this document, the students in possession of a Student Visa will have to change it for a Temporary Resident Card at the National Immigration Institute.

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.