

## SPRING SEMESTER (JANUARY TO MAY)



- Application deadline: November 15th.
- The program starts on: January 16th.
- Orientation session: January 16th to 18th.
- Classes end: May 25th.

## FALL SEMESTER (AUGUST TO DECEMBER)



- Application deadline: June 15th.
- The program starts on: August 14th.
- Orientation session: August 14th to 16th.
- Classes end: December 13th

## APPLICATION PROCESS



- 1** The home university must send an email to the UPAEP International Office to nominate the students for the exchange program.
- 2** The student will need to fill up the online **PRE-REGISTER**, in the UPAEP web page, with the update and valid passport information since the end of the exchange program. Once the students have completed the online pre-register; five minutes later, they'll receive an email with the UPAEP application form.
- 3** The students will have to fill up the UPAEP application form and include a copy of the official transcript of records, a passport copy, recommendation letter, and a cover letter. All the documents have to send in one PDF file to the following email address: [intercam@upaep.mx](mailto:intercam@upaep.mx)

Note: Please, take in mind that the acceptance letter will be sent three weeks after we receive the UPAEP's application form with the complementary documentation.



# UPAEP

[WWW.UPAEP.MX](http://WWW.UPAEP.MX)

<https://upaep.mx//exchangestudents>

### FACILITY



<https://upaep.mx/conoce>



Address: 21 sur #1103 Barrio de Santiago  
C.P. 72410, Puebla, Pue., México  
Oficina Internacional: Edificio T, primer piso



CONTACT INFORMATION:

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## ACADEMIC INFORMATION

The students may take courses from different undergraduate programs and any semester, in order to adapt and valid those courses with their home university academic coordinator.

Review the academic offer: [www.upaep.mx/licenciaturas](http://www.upaep.mx/licenciaturas)

## HOW TO SELECT THE COURSES?

### FALL SEMESTER

Select the courses from odd numbered semesters.  
(1°,3°,5°...)

### SPRING SEMESTER

Select the courses from even numbered semesters..  
(2°,4°,6°...)

### REGULAR COURSES IN ENGLISH

Review the courses offered HERE.



## ACADEMIC CREDITS

- 1 academic credit equivalent to 16 hours of classroom learning.
- Each subject has an average of 6 to 10 credits, that is between 96 and 160 hours.
  - 1 UPAEP's credit = 1 ECTS credit
  - 2 UPAEP's credits = 1 US's credit



## EVALUATION CRITERIA

- Most classes have three monthly exams and one final evaluation.
- Each class has an evaluation rubric, which integrates attendance, participation, assignments, projects and exams. Teachers will share this information on the first day of class.
- In order pass the courses, it is necessary to have a 75% attendance in the classes.



## TRANSCRIPT

- Fall semester (August to December): It will be sent at the end of January.
- Spring semester (January to May): It will be sent at the end of June.

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



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## LANGUAGE REQUIREMENTS

### OPTION 1

In order to enroll in the Spanish regular classes 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 a 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

In order to enroll in the English regular classes, we require the TOEFL with 550 as a minimum.



Note: A student with 0 to 2 semesters of university-level Spanish or equivalent may only participate in the second option.

The Spanish classes are part of the benefits offered to non-Spanish-speaker exchange students, whether it be for improving their Spanish skills and learn the language.

\*\* The levels available are Beginner, Intermediate and Advanced. Each course has 6 hours per week, a total of 10 academic credits. The language course will appear on the transcript as well.

## INFORMATION ABOUT VISA

All students admitted by the UPAEP for the exchange program will receive the acceptance letter to justify the Mexican entry and carry out the corresponding process according to the case.

The application for the student visa depends on the length of the studying stay and the nationality.

◆ CASE 1) Study stay for less than 180 days (6 months), does NOT require a VISA process.

For this case, the UPAEP internationalization office will provide an acceptance letter in order to justify and confirm the entrance with the immigration officers at the arrival in the Mexico airport, in order to obtain the FMM form with an authorization to stay for 180 days in Mexico.

◆ CASE 2) All students who will be studying in Mexico for more than 180 days must complete the process to get the Student VISA. The UPAEP International Affairs office will provide a special acceptance letter in order to apply for the Student VISA. The students must provide us the information of the Mexican Embassy or consulate where will ask the visa.

*Please review the Directory of the Mexican Embassies and consulates.*



In the following link you can review the NATIONALITIES THAT REQUIRE VISA to enter into Mexican territory, regardless of the duration of the study stay.

Check [HERE](#) the list of countries and regions that require a visa to enter Mexican territory.

The Mexican office the "Secretaria de Relaciones Exteriores", regulates this process. Check [HERE](#) the list of Mexican Consulate abroad, in order to review the visa process.



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## INTERNATIONAL MEDICAL INSURANCE

It is a mandatory requirement to have international medical insurance with coverage for the full time of the exchange program. (From the moment they leave their country until their return.)

Students can purchase traveler insurance from any company or make the extension of an existing insurance to international coverage, which must include at least:

- 1) Repatriation of mortal remains.
- 2) Hospitalization in case of accident or illness up to \$ 100,000.
- 3) Legal assistance.

Students are responsible for knowing how their insurance works, as well as the method to communicate with the insurance company from Mexico and know which hospitals and medical services can use during the stay in Mexico / Puebla.

Normally a monthly expense per month is estimated at \$ 12,500 pesos, to cover the expenses of housing, meals, local transportation, books or academic supplies, and personal expenses.

### COST OF LIVING



## ACCOMMODATION

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

### UPAEP's Dorms

- Dorms are located 5 blocks from the Main Campus, for this reason, it is not necessary to spend on public transportation.
- The rooms are shared and the buildings are divided between the men and women. It is not possible mixed men and women in the buildings.
- The estimated monthly cost is \$ 3,500 MXN
- The spaces in the UPAEP dormitories are limited, so if you decide to live in the UPAEP residences: once you have your UPAEP ID number, you can reserve your room by filling out the UPAEP residence admission application. Click [HERE](#).

### Homestay

- All our Host Families are 20 min by public transportation from UPAEP campus.
- Approximate cost: \$6,800 pesos per month.
- All utilities are included like, wireless internet, light, gas, water and laundry facilities. Also, includes bed linens and blankets, breakfast and dinner.
- The student will have to pay for the homestay service directly to the host family at the beginning of the semester.
- In order to request this option, it will be necessary to fill up the Homestay Form, which is included in the UPAEP application form.

For more information about the accommodation, consult: [www.upaep.mx/exchangestudents](http://www.upaep.mx/exchangestudents)

## STUDENT SERVICES FEE

All students must pay a unique contribution upon arrival at UPAEP, during the orientation week. The objective of this contribution is to engage students to participate in the integration activities during the orientation session and during for the rest of the semester.

As a reference, the contribution that students made in the fall 2018 semester were of \$2,850.00 Mexican pesos. (This amount is adjusted to semi-annual inflation).



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