



# Universidad de Guanajuato

“La Verdad Os Hará Libres”

## Instructions for Student Mobility -Summer Program, Spring and Fall Semesters- 2020

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## Important Dates

	Spring Semester 2020-1 <small>*dates to be confirmed</small>	International Summer Research Program 2020 <small>*dates to be confirmed</small>	Pre-Semester Spanish Language Course <small>*dates to be confirmed</small>	Fall Semester 2020-2 <small>*dates to be confirmed</small>
Nomination deadline	October 15 <sup>th</sup> 2019	January 15 <sup>th</sup> 2020	May 1 <sup>st</sup> 2020	April 15 <sup>th</sup> 2020
Airport pick-up	*January 9 <sup>th</sup> & 10 <sup>th</sup> 2020	*June 1 <sup>st</sup> 2020	*July 3 <sup>rd</sup> 2020	*July 23 <sup>th</sup> & 24 <sup>th</sup> 2020
Compulsory Orientation & Registration	*January 13 <sup>th</sup> to 17 <sup>th</sup> 2020	*June 2 <sup>nd</sup> to 5 <sup>th</sup> 2020	*July 6 <sup>th</sup> 2020	*July 27 <sup>th</sup> to 30 2020
Academic Period	*January 20 <sup>th</sup> to May 29 <sup>th</sup> 2020	*June 8 <sup>th</sup> to July 30 <sup>th</sup> 2020	*July 6 <sup>th</sup> to 30 <sup>th</sup> 2020	*August 3 <sup>th</sup> to November 28 <sup>th</sup> 2020
Final Evaluation	*June 1 <sup>st</sup> to 5 <sup>th</sup> , 2020	*July 30 <sup>th</sup> , 2020	*July 30 <sup>th</sup> , 2020	*November 30 <sup>th</sup> to December 5 <sup>th</sup> , 2020
Official Transcripts of Records	Available in digital copy by mid-February and mid-September in electronic system <a href="http://www.dca.ugto.mx">www.dca.ugto.mx</a> . Delivery in original upon request by the International Office of the Home University.			
Fee	Tuition waiver and room and board, according to agreement	<u>Tuition waiver &amp; stipends may apply</u>	40% discount to regular fee for partner institutions	Tuition waiver and room and board, according to agreement



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## Academic Information

Types of Exchange	<p><b>International Summer Research Program 2020</b></p> <ul style="list-style-type: none"> <li>○ Research project conducted in English or Spanish</li> <li>○ 8-week-long program</li> <li>○ Host family accommodation</li> <li>○ Weekend trips and socio-cultural activities</li> <li>○ Credit Transfer option</li> <li>○ Airport pick up included</li> <li>○ More information at <a href="http://www.ugto.mx/internacional/summer">www.ugto.mx/internacional/summer</a></li> </ul> <p><b>Semester exchange</b> Students with <u>Basic Level</u> of Spanish Language</p> <ul style="list-style-type: none"> <li>○ Full year option (Only from Fall semester): <ul style="list-style-type: none"> <li>▪ Mandatory 1<sup>st</sup> semester: Enrollment in Spanish language courses 2<sup>nd</sup> semester: Enrollment in at least five regular academic courses with local students</li> <li>▪ Optional: Pre-semester Spanish Language &amp; Mexican Culture Program (Discounted fee 2019: 300USD) Enrollment for the 2<sup>nd</sup> semester Spanish language courses (Spanish language courses costs 425 MXN pesos for exchange students. Regular price is about 850 USD.)</li> </ul> </li> <li>○ Hybrid semester option: <ul style="list-style-type: none"> <li>▪ Mandatory: Enrollment in 2 or 3 Spanish language courses + 2 or 3 basic regular academic courses (low level or introductory courses) to fulfill minimum 24 credits and maximum 32 credits</li> <li>▪ Optional: Pre-semester Spanish Language &amp; Mexican Culture Program (Discounted fee 2019: 300USD) Extension for an additional semester only for regular academic courses (Nomination is required, and restrictions may apply.)</li> </ul> </li> </ul> <p>Students with <u>Intermediate or Advanced Level</u> of Spanish Language</p> <ul style="list-style-type: none"> <li>▪ Mandatory: A minimum of 24 credits and a maximum of 32 credits courses per semester. Please refer to mandatory course load.</li> <li>▪ Optional: Pre-semester Spanish Language &amp; Mexican Culture Program (40% discount to regular fee).</li> </ul>
Areas of study	<ul style="list-style-type: none"> <li>• All higher education programs in our 4 Campus (Celaya-Salvatierra, Guanajuato, Irapuato-Salamanca y León) are offered to exchange students. <b><u>Acceptance will only be granted in one Campus.</u></b></li> <li>• Foreign language courses offered in Campus Guanajuato have a cost (same price for local students). <b><u>Language courses do not grant academic credits and are not considered to fulfill the required minimum of 24 credits.</u></b></li> </ul>



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Exchange students benefits	<ol style="list-style-type: none"> <li>1. Reception at BJX airport, under reciprocal agreement</li> <li>2. Orientation and welcome session and guidance during enrolment</li> <li>3. Insurance covering accidents during academic activities inside the facilities of the University. Local cost applies.</li> <li>4. Guidance to carry on migration procedures</li> <li>5. Guidance about security measures and risk situations. App Seguridad UG, email address <a href="mailto:sos@ugto.mx">sos@ugto.mx</a> and phone number 01 800 PANIC UG.</li> <li>6. Lodging Advisory</li> <li>7. Student ID</li> <li>8. University of Guanajuato email address (@ugto.mx)</li> <li>9. Access to Libraries and Digital resources</li> <li>10. Wi-Fi service in University of Guanajuato facilities</li> <li>11. Free transportation to campus, where available</li> <li>12. Sports activities.</li> <li>13. Guidance to use international insurance</li> <li>14. Medical diagnosis, nursing services and nutrition expert's guidance</li> <li>15. Psychological support with specialists</li> <li>16. Participation in university cultural activities and weekly advertisements of the cultural agenda</li> <li>17. Final grades uploaded in the online registration</li> </ol>
Language of instruction	Spanish proficiency: Minimum B1 level certified by home institution's Spanish language professor
Courses information	<p>Syllabus available at: <a href="http://www.ugto.mx/oferta-academica/">http://www.ugto.mx/oferta-academica/</a></p> <p>Please consider that UG his composed by 4 campus in 7 different cities (Guanajuato, Leon, Irapuato, Salamanca, Yuriria, Salvatierra and Celaya).</p> <p>More information: <a href="http://www.ugto.mx">http://www.ugto.mx</a></p>
Grade system	10 – Excellent / 9 – Very good / 8 – Good / 7 – Sufficient / 6.5 or less – Fail
Mandatory course load	Students are required to take a minimum of 24 credits and a maximum of 32 credits to be considered as full-time students. Language courses excluded.
Transcript issuing and delivery	Mid-February and mid-September. The original file of the academic transcript of records will be delivered upon request by the International Office of the Home University.

### Nomination process

1.- Please nominate your students on time by sending an email to [internacional@ugto.mx](mailto:internacional@ugto.mx) and/or the region's coordinator:

**a) International Office nomination letter** including:

- Names and last names of the student (as written in their passport)
- E-mail address of the student (Gmail or Yahoo)
- University of Guanajuato Campus and Division
- Period of academic stay. (One or two semesters).



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- Type of Exchange
- Mention if they were selected through an internal call and received preparation for the mobility (formal training, intercultural skills workshop, group sessions or counselling)

### b) Photo

- Color photograph with white background
- jpg format, width: 480 pixels, height: 640 pixels
- Frontal face photo without glasses
- Visible head, forehead and ears
- Looking straight to the camera (*no selfies*)
- Recent photograph (taken within 1 month)



### Not accepted photo:

Full body, social media profiles, with shades or text (date), blurry, retouched and with landscape or furniture in the background.

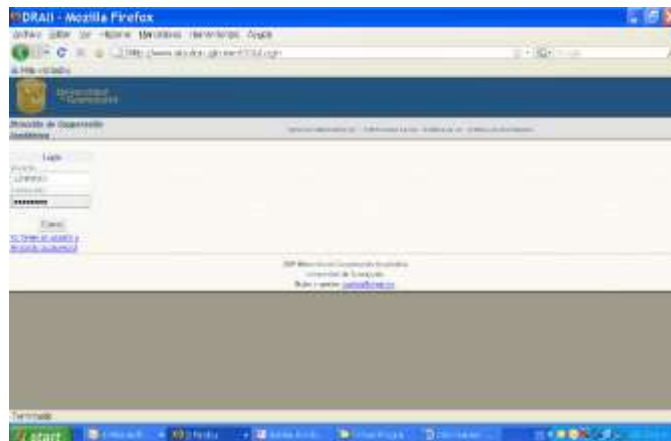
### c) Academic transcript of records

d) **Study Plan** (Format attached, please write the subjects name in Spanish)

e) **Passport copy** valid six months after the final day of the academic period

f) **Art portfolio** (only Visual Arts and Music students)

2. Once we receive the information, each student is registered in the electronic system:  
<http://www.dca.ugto.mx> .



3. **Login** and **Password** is issued. The student should complete the registration online within a week. Fail in the completion is considered as the rejection of the student's application.
4. Students should pre-register their courses and upload a copy of the required documents
5. Acceptance is notified to the home university contact and to the student.
6. Accepted students must upload the International Medical Insurance policy to obtain their acceptance letter. Please refer to Medical Insurance information noted below.
7. The University of Guanajuato sends the acceptance letter to the contact in the Home University. Please purchase the flight ticket only after receiving the official acceptance letter and visa.



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## Additional Information

### Travel information

It is recommended to use the airport pick-up service offered by the International Office from the Guanajuato International Airport (BJX) to Guanajuato city. Details on the service will be provided. PLEASE DO NOT PURCHASE FLIGHT TICKET UNTIL THE LETTER OF ACCEPTANCE IS RECEIVED.

Students can request the Airport pick-up service by using the link:

<https://es.surveymonkey.com/s/airport-pickup>

Pick up schedule from 8:30h to 17:00h

Airport taxi (\$650.00 - \$850.00 MXN pesos) service and distance in time:

- 1) León: 20 min.
- 2) Guanajuato: 30 min.
- 3) Irapuato: 40 min.
- 4) Salamanca: 60 min.
- 5) Celaya: 90 min.
- 6) Salvatierra: 90 min.
- 7) Yuriria: 120 min.

There is no pick-up service from the International Office in a different airport.

The bus service from Guanajuato International Airport (BJX) is called UNEBUS. Download the app to your cell phone to verify the Schedule, prices and routes.

Students should avoid traveling alone late at night. Otherwise, it is best to have a plan for lodging near the airport if necessary.

It is recommended to use ATM to obtain currency of Mexico, or students in the exchange currency services at the Airport, because availability Yen, Canadian Dollars and South Korean Won in the cities of the state of Guanajuato is limited.



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<p>Housing Options</p>	<p>1. Hostels and Hotels For the Welcome session, it is recommended to stay in the Guanajuato city. It costs around \$350 and \$600 MXN pesos per night in hostels. Hotel Guanajuato has a special discount for exchange students: \$500 MXN pesos per night in a single or double room.</p> <p>2. Furnished apartment with services included: costs around \$7,000 and \$10,000 MXN pesos per month for a rent.</p> <p style="text-align: center;"><b>THE UNIVERSITY OF GUANAJUATO'S HOUSING PROGRAM FOR EXCHANGE STUDENTS</b></p> <p>There is no University residence or dormitory, but these are some available options:</p> <p>3. Renting a single room or student share house. Individual rooms with service included: around \$3,500 and \$4,500 MXN pesos per month. Deposit and minim stay of 2months are required.</p> <p>4. Host family (Some restrictions may apply) Host family option is available only in Campus Guanajuato and the minimum stay of 2 months is required. Shared room costs \$6,000 MXN pesos per month and individual room costs \$7,000 MXN pesos per months. Deposit and payment of rent for a month in advance are required.</p> <p>Services included for a host family that went through evaluations for quality and safety: basic services (electricity, water, internet, etc) and 19 meals per week. This option is specifically recommended for students who receive scholarship for room and board based on the institutional agreements.</p> <p>For the options number 3 and 4, students need to submit Housing Application and will receive a Housing Accommodation Instruction.</p> <p>For other Campus, students will receive some information even though they are responsible of finding their own housing. Students with room and board scholarship will receive \$30,000 MXN pesos. The scholarship will not be given immediately, so that they need to bring some economic resources for at least two months. In order to process the scholarship, it is necessary to open a Mexican bank account by showing the following documents: Passport, FMM, payment receipt of either water, electricity or phone.</p>
<p>Estimated Living Costs per month</p>	<p>Approximate cost <b>per month</b> are as follows: Cost per person in a shared department: \$3,500.00 MXN pesos Cost of meals: \$2,500.00 MXN pesos Local transportation: \$1,500.00 to \$2,000.00 MXN pesos Materials and school supplies: \$1,000.00 to \$5,000 MXN pesos (varies according to the academic program) General expenses (personal spending, etc.): \$2,000.00-\$5,000.00 MXN pesos</p>



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<p>Medical Insurance Information</p>	<p>International students must purchase an international insurance before arrival including:                  Repatriation of remains                  Minimum \$80,000.00 hospitalization                  Medical Evacuation                  Legal assistance                  Transportation of relatives in case of hospitalization</p> <p>Students must cover complementary university insurance. It covers accidents in academic activities and the facilities of the University. Cost of the insurance is approximately \$130.00 MXN pesos per semester and is considered an administrative fee for enrolment.</p>
<p>Migration</p>	<p>Please confirm with Mexican Consulate the latest information of migration requirements to students. The international office of the University of Guanajuato does not hold record or is responsible of the information provided by the Mexican government.</p> <p>General aspects to consider from previous semesters:                  Verify if your nationality requires student visa.</p> <p>For any nationality, if the period of study is more than 180 days, students must apply for a student visa at any Embassy or Consulate of Mexico before traveling.</p> <p>During the first 30 days after arrival, students must go to the National Institute of Migration to conclude their migration registration process. The migration format provided in the airport <i>Forma Migratoria Múltiple</i> (FMM) must be kept in a good condition during the stay in Mexico. It is required to show when leaving the country.</p> <p>It is not possible to apply for a student visa in Mexico.</p> <p>Please contact the closest Mexican Consulate for detailed information</p> <p>More information:  <a href="http://www.inami.gob.mx">http://www.inami.gob.mx</a>  <a href="http://www.sre.gob.mx/index.php/representaciones/embajadas-de-mexico-en-el-exterior">http://www.sre.gob.mx/index.php/representaciones/embajadas-de-mexico-en-el-exterior</a>  <a href="http://www.sre.gob.mx">http://www.sre.gob.mx</a></p>
<p>Emergency Contact Information</p>	<p>Erick M. SÁNCHEZ-ROBLES  <a href="mailto:erick@ugto.mx">erick@ugto.mx</a>                  Mobile: +52 1 (473) 120 0450</p>