# Universidad de Guanajuato

"La Verdad Os Hará Libres"

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

<table>
<thead>
<tr>
<th>Rector General:</th>
<th>Dr. Luis Felipe GUERRERO-AGRIPIINO</th>
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<tbody>
<tr>
<td>Address:</td>
<td>Lascuráin de Retana No. 5 Centro</td>
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<td></td>
<td>Guanajuato, Gto.</td>
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| International Relations and   | Dr. Elías Rigoberto LEDESMA-OROZCO |
| Academic Collaboration Office |  |
| Director:                    |  |
| E-Mail:                      | internacional@ugto.mx            |
|                             | Webpage: www.ugto.mx              |

| Academic Exchange and        | Erick M. SÁNCHEZ-ROBLES           |
| Mobility Department Head     |  |
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<table>
<thead>
<tr>
<th>Student Mobility Coordinator for Europe</th>
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<thead>
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<tr>
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<th>Calle Alonso No. 12</th>
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<tr>
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<td>Mesón de San Antonio, Centro</td>
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<td>Guanajuato, Gto.</td>
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<td>MEXICO 36000</td>
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<td>Web page: <a href="http://www.ugto.mx/internacional">www.ugto.mx/internacional</a></td>
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## Important Dates

<table>
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<tr>
<th></th>
<th>Spring Semester 2020-1</th>
<th>International Summer Research Program 2020</th>
<th>Pre-Semester Spanish Language Course</th>
<th>Fall Semester 2020-2</th>
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<tr>
<td><strong>Nomination deadline</strong></td>
<td>October 15th, 2019</td>
<td>January 15th, 2020</td>
<td>May 1st, 2020</td>
<td>April 15th, 2020</td>
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<tr>
<td><strong>Airport pick-up</strong></td>
<td>*January 9th &amp; 10th, 2020</td>
<td>*June 1st, 2020</td>
<td>*July 3rd, 2020</td>
<td>*July 23rd &amp; 24th, 2020</td>
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<td><strong>Compulsory Orientation &amp; Registration</strong></td>
<td>*January 13th to 17th, 2020</td>
<td>*June 2nd to 5th, 2020</td>
<td>*July 6th, 2020</td>
<td>*July 27th to 30th, 2020</td>
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<td><strong>Academic Period</strong></td>
<td>*January 20th to May 29th, 2020</td>
<td>*June 8th to 30th, 2020</td>
<td>*July 6th to 30th, 2020</td>
<td>*August 3rd to November 28th, 2020</td>
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<td><strong>Final Evaluation</strong></td>
<td>*June 1st to 5th, 2020</td>
<td>*July 30th, 2020</td>
<td>*July 30th, 2020</td>
<td>*November 30th to December 5th, 2020</td>
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### Fee
- **Tuition waiver and room and board, according to agreement**
- **Tuition waiver & stipends may apply**
- 40% discount to regular fee for partner institutions
- Tuition waiver and room and board, according to agreement
### Universidad de Guanajuato

**“La Verdad Os Hará Libres”**

#### Academic Information

<table>
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<tr>
<th>Types of Exchange</th>
<th>International Summer Research Program 2020</th>
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<tr>
<td></td>
<td>- Research project conducted in English or Spanish</td>
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<td>- 8-week-long program</td>
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<td>- Host family accommodation</td>
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<td>- Weekend trips and socio-cultural activities</td>
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<td>- Credit Transfer option</td>
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<td>- Airport pick up included</td>
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<td>- More information at <a href="http://www.ugto.mx/internacional/summer">www.ugto.mx/internacional/summer</a></td>
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#### Semester exchange

**Students with Basic Level of Spanish Language**

- Full year option (Only from Fall semester):
  - Mandatory:
    - 1st semester: Enrollment in Spanish language courses
    - 2nd semester: Enrollment in at least five regular academic courses with local students
  - Optional:
    - Pre-semester Spanish Language & Mexican Culture Program (Discounted fee 2019: 300USD)
    - Enrollment for the 2nd semester Spanish language courses (Spanish language courses cost 425 MXN pesos for exchange students. Regular price is about 850 USD.)

- Hybrid semester option:
  - 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
  - Optional:
    - Pre-semester Spanish Language & Mexican Culture Program (Discounted fee 2019: 300USD)
    - Extension for an additional semester only for regular academic courses (Nomination is required, and restrictions may apply.)

**Students with Intermediate or Advanced Level of Spanish Language**

- Mandatory:
  - A minimum of 24 credits and a maximum of 32 credits courses per semester. Please refer to mandatory course load.
- Optional:
  - Pre-semester Spanish Language & Mexican Culture Program (40% discount to regular fee).

#### Areas of study

- All higher education programs in our 4 Campus (Celaya-Salavatierra, Guanajuato, Irapuato-Salamanca y León) are offered to exchange students. **Acceptance will only be granted in one Campus.**
- Foreign language courses offered in Campus Guanajuato have a cost (same price for local students). **Language courses do not grant academic credits and are not considered to fulfill the required minimum of 24 credits.**
### Exchange students benefits

1. Reception at BJX airport, under reciprocal agreement
2. Orientation and welcome session and guidance during enrolment
3. Insurance covering accidents during academic activities inside the facilities of the University. Local cost applies.
4. Guidance to carry on migration procedures
5. Guidance about security measures and risk situations. App Seguridad UG, email address sos@ugto.mx and phone number 01 800 PANIC UG.
6. Lodging Advisory
7. Student ID
8. University of Guanajuato email address (@ugto.mx)
9. Access to Libraries and Digital resources
10. Wi-Fi service in University of Guanajuato facilities
11. Free transportation to campus, where available
12. Sports activities.
13. Guidance to use international insurance
14. Medical diagnosis, nursing services and nutrition expert’s guidance
15. Psychological support with specialists
16. Participation in university cultural activities and weekly advertisements of the cultural agenda
17. Final grades uploaded in the online registration

### Language of instruction

Spanish proficiency: Minimum B1 level certified by home institution’s Spanish language professor

### Courses information


Please consider that UG his composed by 4 campus in 7 different cities (Guanajuato, Leon, Irapuato, Salamanca, Yuriria, Salvatierra and Celaya).

More information: [http://www.ugto.mx](http://www.ugto.mx)

### 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 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
Universidad de Guanajuato
“La Verdad Os Hará Libres”

- Period of academic stay. (One or two semesters).
- 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.
### 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](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.
### Housing Options

1. **Rent of individual rooms or shared apartments**
   
   Students should fill out a Housing Application to receive a list of recommended lodging. These options include services such as water, electricity, gas and wifi. Minimum stay of 2 months.

   Average cost for an individual room:  
   between $3,000 and $4,500 MXN pesos per month.

   Average cost for a fully furnished department:  
   between $3,000 and $3,500 MXN pesos per month.

2. **Host family**
   
   Students should fill out a Housing Application to get this kind of lodging. (available only in Guanajuato Campus). Minimum stay of 2 months.

   Cost:  
   $6,000 MXN pesos (bedroom shared with more students) or $7,000 MXN pesos (single room) per month. Restrictions may apply.

   Services included:  
   Basic services (electricity, water, internet, etc.) and 19 meals per week. There will be other family members in a house. Each host family has gone through quality and safety evaluations.

   Accepted students under the bilateral exchange agreement with housing and meals benefit will receive $30,000 pesos for a semester. In order to get this stipend, they are required to open a bank account in Mexico showing the following documents: passport, FMM, and a receipt of the host family water/electricity services (issued within 3 months).

### Estimated Living Costs per month

Approximate cost **per month** 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

### Medical Insurance Information

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

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.
### Migration

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.

General aspects to consider from previous semesters:
Verify if your nationality requires student visa.

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.

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 *Forma Migratoria Múltiple (FMM)* must be kept in a good condition during the stay in Mexico. It is required to show when leaving the country.

It is not possible to apply for a student visa in Mexico.

Please contact the closest Mexican Consulate for detailed information.

More information:
- [http://www.inami.gob.mx](http://www.inami.gob.mx)
- [http://www.sre.gob.mx](http://www.sre.gob.mx)

### Emergency Contact Information

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