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

<table>
<thead>
<tr>
<th><strong>Rector General:</strong></th>
<th><strong>Dr. Luis Felipe GUERRERO-AGRIPINO</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>Lascurán de Retana No. 5 Centro Guanajuato, Gto. MEXICO 36000</td>
</tr>
<tr>
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<td>+52 473 73 20006</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>International Relations and Academic Collaboration Office Director:</strong></th>
<th><strong>Dr. Elías Rigoberto LEDESMA-OROZCO</strong></th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<td>+52 473 73 27148</td>
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<table>
<thead>
<tr>
<th><strong>Academic Exchange and Mobility Department Head:</strong></th>
<th><strong>Erick M. SÁNCHEZ-ROBLES</strong></th>
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</thead>
<tbody>
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<table>
<thead>
<tr>
<th><strong>Student Mobility Coordinator for Europe:</strong></th>
<th><strong>Karla Marcela RIVERA-NIETO</strong></th>
</tr>
</thead>
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<tr>
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<table>
<thead>
<tr>
<th><strong>Student Mobility Coordinator for Asia and North America:</strong></th>
<th><strong>Hiromi NARITA</strong></th>
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<td>+52 473 73 20006 Ext. 2780</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>Address:</strong></th>
<th>Calle Alonso No. 12</th>
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<tbody>
<tr>
<td></td>
<td>Mesón de San Antonio, Centro Guanajuato, Gto. MEXICO 36000</td>
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</table>

| **Web page:** | www.ugto.mx/internacional |
### Important Dates

<table>
<thead>
<tr>
<th>Nomination deadline</th>
<th>Spring Semester 2020-1 [dates to be confirmed]</th>
<th>International Summer Research Program 2020 [dates to be confirmed]</th>
<th>Pre-Semester Spanish Language Course [dates to be confirmed]</th>
<th>Fall Semester 2020-2 [dates to be confirmed]</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 15th 2019</td>
<td>January 15th 2020</td>
<td>May 1st 2020</td>
<td>April 15th 2020</td>
<td></td>
</tr>
<tr>
<td>Airport pick-up</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>
</tr>
<tr>
<td>Compulsory Orientation &amp; Registration</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>
</tr>
<tr>
<td>Academic Period</td>
<td>*January 20th to May 29th 2020</td>
<td>*June 8th to July 30th 2020</td>
<td>*July 6th to 30th 2020</td>
<td>*August 3rd to November 28th 2020</td>
</tr>
<tr>
<td>Final Evaluation</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>
</tr>
</tbody>
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### Fee

<table>
<thead>
<tr>
<th>Fee</th>
<th>Spring Semester 2020-1 [dates to be confirmed]</th>
<th>International Summer Research Program 2020 [dates to be confirmed]</th>
<th>Pre-Semester Spanish Language Course [dates to be confirmed]</th>
<th>Fall Semester 2020-2 [dates to be confirmed]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition waiver and room and board, according to agreement</td>
<td>Tuition waiver &amp; stipends may apply</td>
<td>40% discount to regular fee for partner institutions</td>
<td>Tuition waiver and room and board, according to agreement</td>
<td></td>
</tr>
</tbody>
</table>
# Universidad de Guanajuato

“La Verdad Os Hará Libres”

## Academic Information

### International Summer Research Program 2020
- Research project conducted in English or Spanish
- 8-week-long program
- Host family accommodation
- Weekend trips and socio-cultural activities
- Credit Transfer option
- Airport pick up included
- More information at [www.ugto.mx/internacional/summer](http://www.ugto.mx/internacional/summer)

### 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)

#### 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-Salvaterra, 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

<table>
<thead>
<tr>
<th>Language of instruction</th>
<th>Spanish proficiency: Minimum B1 level certified by home institution’s Spanish language professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses information</td>
<td>Syllabus available at: <a href="http://www.ugto.mx/oferta-academica/">http://www.ugto.mx/oferta-academica/</a></td>
</tr>
<tr>
<td></td>
<td>Please consider that UG his composed by 4 campus in 7 different cities (Guanajuato, Leon, Irapuato, Salamanca, Yuriria, Salvatierra and Celaya).</td>
</tr>
<tr>
<td></td>
<td>More information: <a href="http://www.ugto.mx">http://www.ugto.mx</a></td>
</tr>
<tr>
<td>Grade system</td>
<td>10 – Excellent / 9 – Very good / 8 – Good / 7 – Sufficient / 6.5 or less – Fail</td>
</tr>
<tr>
<td>Mandatory course load</td>
<td>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.</td>
</tr>
<tr>
<td>Transcript issuing and delivery</td>
<td>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.</td>
</tr>
</tbody>
</table>

### 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
   - Period of academic stay. (One or two semesters).
Universidad de Guanajuato
“La Verdad Os Hará Libres”

- 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](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.
### 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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Universidad de Guanajuato

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Housing Options

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.

2. Furnished apartment with services included: costs around $7,000 and $10,000 MXN pesos per month for a rent.

THE UNIVERSITY OF GUANAJUATO’S HOUSING PROGRAM FOR EXCHANGE STUDENTS

There is no University residence or dormitory, but these are some available options:

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 2 months are required.

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 month. Deposit and payment of rent for a month in advance are required.

   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.

   For the options number 3 and 4, students need to submit Housing Application and will receive a Housing Accommodation Instruction.

   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.

Estimated Living Costs per month

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost per person in a shared department</td>
<td>$3,500.00 MXN pesos</td>
</tr>
<tr>
<td>Cost of meals</td>
<td>$2,500.00 MXN pesos</td>
</tr>
<tr>
<td>Local transportation</td>
<td>$1,500.00 to $2,000.00 MXN pesos</td>
</tr>
<tr>
<td>Materials and school supplies</td>
<td>$1,000.00 to $5,000.00 MXN pesos (varies according to the academic program)</td>
</tr>
<tr>
<td>General expenses (personal spending, etc.)</td>
<td>$2,000.00-$5,000.00 MXN pesos</td>
</tr>
</tbody>
</table>
### 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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