



UNIVERSIDAD NACIONAL AUTÓNOMA DE MÉXICO

Office of the Vice-Provost for International Affairs

Office of International Programs

INFORMATION SHEET FOR THE ACADEMIC YEAR 2012-2013



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| University: | <p>Universidad Nacional Autónoma de México UNAM</p> <p>Av. Universidad No. 3000, Col. Universidad Nacional Autónoma de México CU Delegación Coyoacán México, D.F. 04510 México</p> <p>Phone number: (52+55) 5622-1091, (52+55) 5622-1101</p> <p>Vice-Provost for International Affairs Ing. Armando Lodigiani Rodríguez (Ing. Mr.)</p> <p>Office of International Programs (OFI) Edificio Unidad de Posgrado 2° piso Universidad Nacional Autónoma de México, CU México, D.F. 04510 México</p> <p>Phone: (52+55) 5622-0781, 0779, 0780 E-mail: info@global.unam.mx</p> |
| Director of International Programs: | <p>Director of the Office of International Programs (OFI) Neydi S. Cruz-García (Ms.)</p> <p>Phone: (52+55) 5550-0050 E-mail: neydi.cruz@global.unam.mx</p> |
| Contact person for Incoming Students: | <p>Assistant Director for Student Mobility – Incoming students Nora Montiel-Mancisidor (Ms.)</p> <p>Phone: (52+55) 5622-0778 E-mail: nora.montiel@global.unam.mx</p> |
| Contact person for Outgoing Students: | <p>Assistant officer for student mobility - outgoing students Brenda Gasca Zambrano (Ms.)</p> <p>Phone: (52+55) 5622-0779 E-mail: bgasca@global.unam.mx</p> |
| Relevant websites: (general information for mobility students, academic calendar, course information) | <p>UNAM: www.unam.mx</p> <p>Office of the Vice- Provost for International Affairs: www.global.unam.mx</p> <p>Information for foreign students: http://www.global.unam.mx/es/estud-ext/index.html Information for foreign visiting students: http://www.global.unam.mx/es/estud-ext/estud-visitante.html</p> <p>Academic offer. Undergraduate programs https://www.dgae.unam.mx/planes/carrera.html Bachelor degrees: 'Licenciaturas and Engineering Studies': http://www.global.unam.mx/es/estud-ext/imag/BachelorsDegreeCoursesOfferedByUNAM2011-2012.pdf</p> <p>Faculties & Schools: http://www.unam.mx/pagina/es/8/docencia-unidades-academicas Centers: http://www.unam.mx/pagina/es/9/investigacion-unidades-academicas</p> <p>Academic calendar: https://www.dgae.unam.mx/noticias/calendar/calendar.html</p> <p>Course information: https://www.dgae.unam.mx/planes/carrera.html</p> <p>UNAM at a glance: http://www.global.unam.mx/es/cu/index.html</p> |



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Application process

Call for applications for the Academic Year 2012 – 2013 is open from January 30 through March 23. Within this period of time we expect to receive students' applications and required documents for those interested in the whole academic year (two semesters) and for the Autumn semester 2012.

The process includes two steps. Both have to be accomplished in time and form.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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| <p>Deadlines for application form and documents in digital format by e-mail</p> <p>(must be observed)</p> | <p>Autumn semester 2012 (August – December): March 17, 2012 Spring semester 2013 (February – June): September 14, 2012</p> <p><u>Application with all documents required</u></p> <p>Documents have to be sent to nvillanueva@global.unam.mx; ccp: nora.montiel@global.unam.mx</p> |
| <p>Deadlines for application form and documents in original by courier service</p> <p>HARD COPIES</p> <p>(must be observed)</p> | <p>Autumn semester 2012 (August – December): March 23, 2012 Spring semester 2013 (February – June): September 21, 2012</p> <p><u>Send applications by courier service and make sure they arrive before deadline</u></p> <p>Mailing address: Universidad Nacional Autónoma de México Oficina de Fomento a la Internacionalización Av. Universidad # 3000, Edificio de Posgrado, piso 2 a un costado de la Torre 2 de Humanidades Ciudad Universitaria - UNAM Delegación Coyoacán C.P. 04510 México D.F. MÉXICO</p> <p>Telephone: (52+55) 5622-0887</p> |
| <p>Application Material:</p> | <p>Application form for EXCHANGE students: http://www.global.unam.mx/es/estud-ext/index.html (<i>formato de solicitud de movilidad de licenciatura</i>)</p> <p>Application form for VISITING students: http://www.global.unam.mx/es/estud-ext/estud-visitante.html (<i>formato de solicitud de movilidad de licenciatura</i>)</p> |

Academic information

DATES, ACADEMIC OFFER, CAMPUSES

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| <p>Dates for academic year: 2011/2012</p> <p>Dates for the year: 2012 - 2013</p> | <p>2012 Summer holidays for administrative staff: 2 – 20 July</p> <p><u>For the Autumn semester 2012:</u> Students should arrive 5-7 days before the beginning of the semester</p> <p>Welcome and Orientation Session: Friday August 3rd, 2012 9:00 am, Location to be confirmed. Attendance is mandatory</p> <p>Semester starts: August 6, 2012 Final examinations: November 26 – December 7 (to be confirmed) Semester ends: December 7, 2012 (to be confirmed)</p> <p>Holidays: to be confirmed</p> <p><u>For the Spring semester 2013:</u> Students should arrive 5-7 days before the beginning of the semester</p> <p>Welcome and Orientation Session: January 25, 2013 9:00 am, Location to be confirmed. Attendance is mandatory</p> |
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| | <p>Semester starts: January 28, 2013 Final examinations: To be confirmed Semester ends: June 8, 2013 (to be confirmed)</p> <p>Holidays: To be confirmed</p> |
| <p>Faculties / Schools / Centers in which students can take undergraduate courses:</p> | <p>All undergraduate programs (licenciatura) offered by Faculties, Schools and Research Centers (Facultades, Escuelas y Centros de Investigación) within the main Campus (Ciudad Universitaria) and outside.</p> <p>For areas like Medicine (Physician-Surgeon), Dentistry and Veterinary Medicine, please contact us at OFI. Study plans are highly restricted and very few places are available.</p> <p><u>Campuses in Metropolitan (Mexico City and surroundings) Area:</u></p> <ul style="list-style-type: none"> • National School of Music (Coyoacán) • National School of Plastic Arts (Xochimilco) • National School of Nursing and Obstetrics (Tlalpan) • Faculty of Higher Studies (FES) Acatlán • Faculty of Higher Studies (FES) Aragón • Faculty of Higher Studies (FES) Cuautitlán • Faculty of Higher Studies (FES) Iztacala • Faculty of Higher Studies (FES) Zaragoza <p><u>Campuses outside of Mexico City:</u></p> <ul style="list-style-type: none"> • The Sisal Multidisciplinary Teaching and Research Unit (UMDI-Sisal): Coastal Zone Sustainable Management, <i>Sisal-Yucatán</i> • Center of Ecosystems Research, (Environmental Sciences) <i>Morelia-Michoacán</i> • Center of Applied Physics and Advanced Technology, <i>Juriquilla-Querétaro</i> • Center of Genomic Science, <i>Cuernavaca-Morelos</i> • Center of Energy Research, (Renewable Energy Engineering), <i>Temixco, Morelos</i> • Center of Nano Science and Nanotechnology, (Nanotechnology) <i>Ensenada, Baja California</i> • Peninsular Center of Humanities and Social Sciences, (Development and Intercultural Management) <i>Mérida, Yucatán</i> <p>*Each Faculty, School and Center has its own requirements</p> |
| <p>Course restrictions/ requirements</p> | <p>A regular Mexican student takes 6 courses per semester; foreign students are free to choose from three up to six courses per semester in one or more schools.</p> |
| <p>About change of courses and campus</p> | <ul style="list-style-type: none"> - It's important to choose with anticipation the Faculty, School or Center and Campus in which the student wants to take the courses <i>please visit: http://www.unam.mx/pagina/es/3/docencia-unidades-academicas</i> - Deadline for changing courses is only en exclusively during the week for such purpose, determined by DGAE each semester <i>please check the official calendar.</i> - Changes of campus or courses in Faculties, Schools or Centers different from those stated in the application cannot be done after letter of acceptance is issued. |
| <p>Special requirements</p> | <p>Escuela Nacional de Artes Plásticas: All applicants must fulfill the special requirements for all undergraduate study programs offered by this School. Please contact us at OFI for specific details. http://www.global.unam.mx/es/estud-ext/imag/ENAP-English-2012-2013.pdf</p> <p>Escuela Nacional de Música: For undergraduate programs in Singing and/or Performance, please attach to your application a copy of student's ID with photograph and a live recorded video of the student performing, solo and with accompaniment, with a piece of his level's repertoire. Maximum 15 minute duration. For the first part of the application process, please send it in Format MP4 via e-mail. A CD or DVD must be sent attached to the original application papers afterwards.</p> <p>Facultad de Arquitectura: A Portfolio of Work in digital format is required for the undergraduate programs</p> |



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| | <p>offered by this Faculty. This must be sent electronically via e-mail and a CD or DVD is to be attached to original application papers.</p> <p>Facultad de Derecho: From three (3) to seven (7) courses or subjects per semester can be selected.</p> <p>Facultad de Ingeniería: A minimum average mark of 8.0 (or equivalent) is required for applications. We suggest that additional subjects are considered by the student applying so that these can be exchanged for others in the case of overlapping or schedule problems. The following link must be reviewed by all interested students: http://www.ingenieria.unam.mx/paginas/movilidad/otras_generales.php as well as the links included here to look for study plans, academic advisors or tutors and full information regarding the Faculty of Engineering.</p> <p>Facultad de Odontología: The current study plan from the origin university is required. Student must comment about three top areas he/she is interested in so that additional activities can be planned apart from the normal academic courses, at the Postgraduate and Research Division of Higher Studies.</p> <p>FES Cuautitlán: Undergraduate Program in Design and Visual Communication - Portfolio of Work to be sent in electronic format.</p> <p>Centro Universitario de Estudios Cinematográficos CUPEC: Please contact us at OFI to ask for CUPEC's study plan applicable for exchange students. http://www.global.unam.mx/es/estud-ext/imag/CUPEC-Mapinter-English2012-2013.pdf</p> |
| Courses taught in English | NONE. All courses are taught in Spanish |
| Preparatory course | <u>Optional:</u> Foreign students interested in brushing up their Spanish language skills are welcome to participate in the six week Spanish Language and Mexican Culture courses offered by the CEPE (Centro de Enseñanza para Extranjeros www.cepe.unam.mx) - either during Summer or Winter -. Ask for possible 50% discount in tuition. |
| <p><u>Before and During the Exchange</u></p> <p><i>HOUSING, LIVING COSTS, VISA, INSURANCE</i></p> | |
| Housing /Accommodation | <p>Since UNAM does not offer accommodation facilities, we suggest your students consult the information provided by our office or contact:</p> <ul style="list-style-type: none"> HEY STAY: www.heystay.com |
| Housing application procedure and deadlines: | Thus UNAM is not involved in students' accommodation, students must check with the land lord/company about procedures and deadlines. The Office of International Programs is always willing to advise about rates, areas and contacts. |
| What is the approximate cost of accommodation per month? | \$ 2,800.00 - \$ 4,000.00 MX per month (monthly fee may include electricity, water, gas and internet expenses) \$ 340 USD approx. (Considering 12MXN=1USD) |
| Access to the Central Library | To access the services offered by the Central Library in the University City, students must have UNAM's ID and make a deposit of \$ 500.00 (MX) |
| Fees: | \$ 20.00 MX (Mexican pesos) fee - official student ID (per semester) \$ 750.00 MX (Mexican pesos) fee – Foreigners' List Registration in the Instituto Nacional de Migración. <u>Both are mandatory.</u> |
| Culture & Recreation | <p>UNAM offers a variety of cultural and recreation activities of which exchange student can take part.</p> <p>Dance, Theatre, Music, Sports, Botanic Garden, Murals: http://www.cultura.unam.mx/ www.deportes.unam.mx</p> |



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Other requirements for incoming mobility students

General point average: 8.50 or equivalent for Licenciaturas and 8.00 for Engineering programs or equivalent (UNAM's grading system goes from 10 to 5, 10 the highest mark and 6 the lower mark to approve, 5 means unapproved/failed).

Admission requirements

| NOMINATION REQUISITES (check list) → check documents that accompany your application If student comes from a non Spanish Speaking institution, please include translation to Spanish of the documents marked with ** | |
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| 1. | **Official Transcript in original with a minimum general point average of <u>8.50</u> for Licenciaturas and 8.00 Engineering programs or equivalent. |
| 2. | Complete application form with photography (in color and recent) |
| 3. | **Nomination letter in original provided by home institution |
| 4. | A letter explaining the reasons for studying at UNAM (letter of intention) original <u>in Spanish</u> |
| 5. | **Comprobante o tira de las materias que cursas en el semestre previo al de intercambio |
| 6. | **Two letters of recommendation, in original (pe written by the dean, a professor, teacher, project-s coordinator) |
| 7. | A copy of valid passport (only 1 st page) |
| 8. | Documents proving an advanced level of Spanish, equivalent to level B2 of the Common European framework for languages. |
| 9. | A letter of compromise stating that if accepted student will acquire a Medical and Travel insurance valid in Mexico during the length of the mobility program <u>in Spanish</u> with a minimum coverage of 100,000USD including repatriation and accidents. |
| REQUISITES IF ACCEPTED¹ | |
| 10. | A copy of students visa issued by the Mexican Consulate in the home country |
| 11. | Copy of the Forma Migratoria Múltiple FMM |
| 12. | ** Health Certificate in letterhead paper of registered Physician in home country, in original. |
| 13. | Health/Medical History form (provided by OFI) |
| 14. | Copy of Medical and Travel insurance |
| 15. | Copy of document proving home address in Mexico (Telephone, Cable TV, Electricity CFE) |
| 16. | Copy of registration document issued by the Faculty, School or Center at UNAM with the list of courses to be taken during the semester |
| 17. | Two photos INFANTIL size (2.5 x 3.0 cm.) identical, in color and recent |

¹These documents have to be delivered before start of classes

Insurance

Mandatory for all foreign students

The Medical and Travel Insurance Policy must be valid during the complete length of stay in Mexico; must have a minimum of 10,000.00USD coverage. Including (at least): accidents, repatriation of remains, medical assistance and mayor health expenses.

Prior departure from home land all students are required to learn how to use their medical and travel insurance policy in case of any emergency occurs.

We require a translation to Spanish of the medical insurance policy (at least first page).

Visa and migration policies for foreign students

When a student receives the letter of acceptance is time to obtain the student's visa in the closest Mexican Consulate: www.sre.gob.mx (Representaciones)

MIGRATION POLICIES FOR STUDENTS www.inm.gob.mx

For registration: http://www.inm.gob.mx/index.php/page/solicitud_de_estancia



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Foreign students must obtain a student visa in the nearest Mexican Consulate in their home country. The documents that must be submitted to obtain the permit are:

- Certificate of economic solvency. If the applicant was awarded a scholarship, it must be legalized by the Mexican Consulate in the city where the issuing institution is located.
- If the scholarship documentation is not issued in Spanish, it must be translated by an official translator in Mexico.
- Copy of the applicant's valid passport.
- If accompanied by family, spouse and children, the applicant must submit marriage and birth certificates duly legalized by the Mexican Consulate.
- Specify the Mexican Consulate in which the applicant will file an application for the migration documents that will grant him/her access to the country.

**If the entry procedure is not completed in advance, Mexican Consulates may postpone the entry.*

All accepted foreign students must travel/enter Mexico with a student's visa; from the day of arrival they have a 30 day (natural days) period to attend the Instituto Nacional de Migración –INM- to subscribe in the 'Registro Nacional de Extranjeros' (National Registry of Foreigners) , for this purpose requisites are:

- Valid passport
- Duty payment (\$ 750.00MX) original and two copies
- Forma migratoria multiple (FNM) in original and two copies – obtained and sealed at the Mexican airport the day of arrival-

After proper registration the students must provide a copy to OFI of the FNM form with number given by the *Instituto Nacional de Migración*.

Welcome to UNAM!

Please remember, DGECI is only responsible for Undergraduate Exchange.

For graduate mobility, visit <http://www.posgrado.unam.mx/>

