Study Guide 2017-2018

Information for Exchange and Study Abroad Students
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Welcome to the Ibero!

We are delighted that you have chosen to study at the Universidad Iberoamericana as an exchange or study abroad student and look forward to hosting you in Mexico City!

As a visiting student, you will experience Mexico’s diversity as well as the outstanding academic programs offered by the Ibero. We believe that each visiting student makes a valuable contribution to our university and student community. Our aim is to provide the information, help, and support that will make your visit a rewarding international experience.

In this study guide you will find comprehensive information to make your journey to Mexico a positive one and your stay at the Ibero more enjoyable. You will obtain information on how to select courses that correspond to equivalent course work at your home University, find housing information, and learn about the services the Ibero offers to visiting students.

Consult this booklet over the coming months for essential pre-departure information. If you have any more questions, don’t hesitate to contact us.

So, let’s get started…

The Student Mobility Office Team.
### IMPORTANT SEMESTER DATES

#### SPRING SEMESTER 2017

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<td>Application deadline</td>
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<td>Orientation session / class registration</td>
<td>January 4-6</td>
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<td>Spanish placement test *</td>
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<td><strong>Beginning of classes</strong></td>
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<td>Deadline class changes</td>
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<td>Housing arrival</td>
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<td>End of housing at mid-day</td>
<td>May 18</td>
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#### SUMMER SESSION 2017

(These dates refer to the regular summer period of Iberoamericana. For information about the 6-week program “Social Realities in Mexico” please click [here](#).)

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<td>Spanish placement test</td>
<td>May 24</td>
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<td>Orientation session / class registration</td>
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<td><strong>Beginning of classes</strong></td>
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<td>Deadline class changes</td>
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<td>Housing arrival</td>
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**FALL SEMESTER 2017**

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<td>Spanish placement test</td>
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<td>Orientation session / class registration</td>
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<td><strong>Beginning of classes</strong></td>
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<td>Deadline class changes</td>
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<td><strong>End of classes</strong></td>
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<td>Housing arrival</td>
<td>August 8</td>
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<td>End of housing at mid-day</td>
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**SPRING SEMESTER 2018**

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<td>Spanish placement test *</td>
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<td>Housing arrival</td>
<td>January 2</td>
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<td>End of housing at mid-day</td>
<td>May 16</td>
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"TEN GOLDEN RULES" FOR EXCHANGE STUDENTS

Before and during your exchange semester, there is a lot to take into account. Please read this whole study guide carefully in order to learn about all the details. However, here are the 10 most important pieces of advice you shouldn't forget:

1. **Application form and email:** Please register with your private email address on the application form, and check your emails regularly. We have to be able to contact you quickly in case it’s urgent.

2. **Course selection:** Discuss your selection and the credits that can be revalidated with your home coordinator.

   Report any change of your course selection to the Ibero student exchange office. Changes can just be made during the first two weeks of classes! Please pay special attention to the groups (group A, B, C, …) that you are attending, and make sure you are attending the same groups that you have noted down on the course sheet that you handed in to us. If you change groups without advising us, you will fail the course and won’t receive credits for it.

3. **Academic credits:** Careful: Ibero credits might not correspond exactly to your home university's credit system. Remember that Ibero credits are not the same as ECTS credits or credits hours.

4. **Visa:** Read the section on visa issues carefully! Upon arrival, hand in your FMM and your passport to us so that we can revise your migration status. After leaving and returning to Mexico for vacations, always hand in a copy of your new FMM to us!

5. **Orientation session:** Please attend the mandatory orientation session at the Ibero before the semester starts.

6. **Library:** When borrowing books, make sure you return them on time. There is a fine for late returns, and your transcript will be held if there are debts at the end of the semester.

7. **Stay informed:** Follow us on Facebook and Twitter to learn about important news, activities, parties, events etc. (enter www.facebook.com/iberoexchange and “like”; Twitter: @iberoexchange).

8. **Take advantage:** Use the countless options that Ibero offers you! Extracurricular activities, workshops, sports, events, social projects, etc. are waiting for you. Have a look at our homepage or ask us for more details.

9. **Get to know Mexico:** Whenever possible, travel and explore your host country! Each semester, the international office organizes several excursions to some of the most interesting destinations in central Mexico, offering you the benefit of an organized trip with your fellow students. Ask us about upcoming tours!

10. **Speak Spanish:** Sometimes it’s easier to speak in your native language, especially when communicating with other exchange students. However, you should make the effort, it’s worth it! “Language tandems” with Mexican students can be a great option to improve your Spanish skills.
APPLICATION PROCESS

If you are studying at an accredited university and are willing to spend one or more semesters at the Ibero in Mexico City as an exchange student, we shall be pleased to welcome you. As a nominated student from one of our partner universities, you won’t pay any tuition or application fees. If your institution doesn’t have an exchange agreement with us, we can consider your application as a study abroad student. Study abroad students pay application and tuition fees according to the number of courses they wish to take.

Students from one of our partner universities are required to hand in the following documents. The documentation should be sent by the international office of your home institution. All the documents can be sent scanned by email:

- Completed application form
- Official academic record/transcript from your home university
- A copy of your passport (for non-Mexican citizens)
- 2 photos (passport size)
- A certificate of good health (you can use this form)
- A copy of a medical insurance policy that covers your stay in Mexico (this document can be handed in later, 2 weeks before the semester starts at the latest)

Study abroad students are required to hand in the same documentation, but have to use this application form. Additionally, they have to pay $65 US-dollars for the non-refundable Study Abroad Application Fee. Please consult the section “Payment of Fees” in this Study Guide for details of the possible forms of payment.

The application deadline for fall semester is June 1st. The application deadline for spring semester is November 1st. However, it is best to send us your application at least several weeks before this deadline, since your visa procedures may take up to 8 weeks or longer. In order to apply for a student visa, you must present a special letter to the Mexican embassy in your home country. We will send you this letter, together with instructions about the next steps to follow, after reviewing your application documentation. Please plan your exchange semester in advance, so you’re not pressed for time.

Please have a look at our homepage http://international.ibero.mx for additional information and frequently asked questions. Changes to the application process will be indicated on time.
PAYMENT OF FEES

Payments of all academic, student services, registration and application fees may be made online (through our website), by wire transfer or directly on the Ibero campus in cash (Mexican Pesos only).

ONLINE PAYMENT (RECOMMENDED OPTION)

In order to pay online please visit this webpage and do the following steps:

- Select your concept (or activity) and the total of units to pay. If you want to pay the $65 USD Study Abroad Application Fee, please choose the “Cuota de inscripción estudiantes visitantes” (“Application Fee - Visiting Students”) option.
- Click on the “Accept” button.
- Fill in the information on the following page (only fields with a red asterisk are required).

All prices on this website are displayed in Mexican Pesos. Prices are updated once a month based on the current exchange rate. Students can only pay one concept (or activity) at a time. If you want to pay your tuition and your housing fees, for example, you will have to make two different payments.

At the end of each transaction, your payment summary will appear on your screen. Print a copy of it and keep it as a receipt.

Screenshot of the Ibero online payment homepage.
(Note: The amounts displayed here do not represent the current fees.)
WIRE TRANSFER / BANK DEPOSIT

We strongly recommend that all payments should be made online, as described above. However, for students who don't have an international credit card, there is also the option to pay the due fees by wire transfer or bank deposit. Please ask us about the bank details.

PAYMENTS IN CASH

Payments of all academic, student services, registration and application fees may also be made directly on the Ibero campus in cash (Mexican Pesos only). Please present yourself at the Student Mobility Office in order to receive your payment order.

In June 2010, the Mexican government decided to control the cash deposits in US Dollars, in order to protect the Mexican banking system and to fight organized crime. For this reason, it is not possible to pay your fees in cash with US Dollars at the Ibero campus. If you decide to bring US Dollars in cash or as traveler checks with you to Mexico, you can change your money at a foreign exchange counter or a bank in Mexico City. You will have to present your original passport, and sometimes you might be asked for a proof of residence (nearly any document with your address in Mexico on it will do it).

PAYMENT SCHEDULE

Application Fee (study abroad students only):
In order to complete your application process, this payment has to be made online or by wire transfer at the time of your application. The letter of acceptance can't be sent before we receive this payment.

Student Service Fee:
This payment has to be made during the first two days of the semester. Please present yourself at the Student Mobility Office in order to receive your payment order.

Tuition Fee:
These payments have to be made during the first fifteen days of the semester. Please present yourself at the Student Mobility Office in order to define your payment schedule and sign your responsibility letter. Payment plans (by installments) are possible.

For complete information about the due fees please consult the corresponding section of this guide.

If a student has an outstanding bill to either the university or the house-mothers, the student will not be allowed to attend classes until this bill is honored. No transcript will be sent until all outstanding bills have been paid.
REGULAR DEPARTMENT PROGRAM

With 34 undergraduate and 38 postgraduate programs, the Ibero offers a wide range of education at the highest academic level. Recognized experts guarantee an integrated formation which goes beyond mere acquisition of information or knowledge. The Universidad Iberoamericana has laboratories and workshops with state-of-the-art equipment in the areas of architecture, communications, design, engineering, chemistry, nutrition, photography, physics, and psychology.

As exchange student, you are able to take practically any course that is offered at our university, as long as there are no special access restrictions to a particular course and your language skills are sufficient. In this respect, it makes no difference in which year/semester you are currently studying at your home institution. If your Spanish skills are not sufficient (this will be evaluated in a Spanish placement test) we recommend you to participate in the Latin American Culture Program. For more information on the process of course selection please have a look at the section “Course Description and Selection”.

LATIN AMERICAN CULTURE PROGRAM

The Latin American Culture Program (LAC) is designed to provide the student with knowledge on Mexican and Latin American history, culture, politics and economics, as well as with Spanish language skills. There is a core offering of English taught courses offered by the International Office, complemented by Spanish taught courses offered by the different academic faculties.

The English taught core options include courses on Mexican – U.S. Relations, Mexican History, Latin America in an International Context, and others (each semester, the offering alternates). The Spanish taught complementary courses usually include lectures on Latin American literature, Mexican and Latin American politics, arts, economics and social development issues. Participating in the program, students take intensive Spanish language classes for 2 hours a day and a selection of normally 2 to 5 regular courses out of the academic options.

The LAC courses are offered as part of an academic semester of the Ibero (spring/fall). You can have a look here to learn more about the courses on offer. Students taking courses in the regular departments can take courses of the LAC program as well and the other way round.

ENGLISH TAUGHT PROGRAMS

Each semester, various academic departments of the Ibero offer a range of English taught courses, especially in the areas of International Business/Marketing, and International Relations. Students can combine these courses with Spanish taught courses and/or Spanish language classes, or chose to exclusively take English taught programs. Renowned professors that are experts on their field of studies (Mexican and English native speakers) guarantee a well-founded education for students with limited Spanish language skills.

Please ask us about the current course offer. For further information please also have a look at the information at http://international.ibero.mx.

More information about the English taught short-term course “Social Realities in Mexico” is available here: LINK
ORIENTATION SESSIONS

Before the beginning of each semester, a 3-days orientation session for the newly arriving exchange students is organized, normally on Wednesday, Thursday and Friday before the classes start. The participation is mandatory for all new visiting students. The detailed itinerary will be sent to all visiting students a couple of weeks before the beginning of the semester. The dates are published at the “Important Semester Dates” section in this study guide, on pages 4/5.

SPANISH PLACEMENT TEST

A written Spanish placement test is organized for all non-native Spanish speakers, taking place at the Ibero campus on the first day of the orientation session.

If a student’s result indicates a beginner’s level of Spanish, he/she will be advised to exclusively take courses taught in English, be it from the academic faculties’ options or through participating in the Latin American Culture Program. Students are recommended to participate in an intensive Spanish language course with two hours of classes daily (Monday to Friday 9-11 a.m.), which amount to 16 Ibero credits per semester. In addition, they can take regular courses taught in English.

If a student scores at an intermediate or advanced level of Spanish in the placement test, he/she may take classes in the regular academic departments and/or also participate in the Latin American Culture Program. It is highly advisable that students scoring at the intermediate level of Spanish take a daily intensive Spanish language course, too, and/or the Intermediate Conversation course.

COURSE DESCRIPTIONS AND SELECTION

Students enrolled through the Student Mobility Office cannot pre-register for courses online; they must personally register in the various academic departments prior to the beginning of each semester. In this section, we will explain how to choose your courses and register for them.

You can find detailed course descriptions in Spanish following this link. Choose your study level (“Licenciatura” = undergraduate; “Posgrado” = postgraduate) and your career, click on “buscar” and if you’re asked for a selection of study plans, choose the option “SUI (vigente)”. You will see the complete study plan of your chosen career. By clicking on one of the courses you will be provided with detailed information. As an exchange student, you can participate in any of the courses offered at the Ibero (irrespective of the semester the course is assigned to in the Ibero study plan), as long as there are no special access restrictions to a particular course and your language skills are sufficient.
Example of a study plan (Architecture). Click on a course to see the syllabus and course details.

However, not all of the courses that appear in the study plan are available each semester. The course options and schedules for classes are published approximately 6 weeks before the semester starts on www.iboeromexico.mx in the Horarios section: for spring, during the last week of November; for summer, during the second week of May; and for fall, during the last week of June. Please make your final course selection based on that page, since only those courses will actually be offered during a certain semester.

Caution: Not all the courses that are included in the study plan of a certain career (like the one shown above), are supervised by the academic department of that same career. For example, the study plan of Political Science may include a course on Finances, which probably would be supervised by the Finances department. This is important to know, because (in the Horarios section) you wouldn’t find this Finances course within the “Political Sciences” course options, but within the “Finances” course options. You can find information about which academic department supervises a certain course, on the detail/syllabus page of the respective course:

Example of a course detail page, indicating the academic department (“Coordinación”) which supervises the course
For brief descriptions of the Spanish language levels and complementary courses, have a look here. In order to learn more about the Latin American Culture Program, follow this link.

Please have a close look at the offered courses and consult your home coordinator in order to identify which courses suit you best and can be accepted for credit at your home university. Once you have identified your preliminary course choice, the process of registration will be as follows:

1) Some weeks before the semester starts, we will ask you to fill out a course registration sheet with your (preliminary) course selection and send it back to us by email. This information is important for us because we have to know in which faculties the courses you are about to choose belong. Each faculty at the Ibero is represented by an academic coordinator, who has to approve your participation in the courses you choose. This formal approval will occur during the two-day orientation session at the Ibero. During this session, you will have appointments with the relevant coordinators according to your courses. We will schedule these appointments on the basis of your preliminary course choice.

2) In addition to filling out and sending us the course registration sheet by email, we will ask you to print the official registration sheet and bring it with you to Mexico. You have to bring this sheet with you to the appointments with the coordinators. The respective coordinators, after having talked with you about your course choice, will approve your selection by signing your course sheet. Once you have all the necessary signatures, you have to hand in your course sheet to the Student Mobility Office.

3) After receiving your course sheet with the signatures, we will assign you to the chosen courses in our system and you are all set.

During the first two weeks of classes, you have the option to drop or change courses. After the deadline of class changes, no changes will be accepted. Courses you do not attend afterwards will appear as “failed” on your transcript. Please inform the Student Mobility Office about every change immediately, especially if you change from one group into another (for example, course XY group “A” to course XY group “C”). If we are not informed about a group change you make, the original course and group choice that you hand in at the beginning of the semester will be listed on your transcript, and the course will appear as “failed”.

**IBERO CREDIT SYSTEM**

Most regular semester courses at the Ibero are worth 8 academic credits and are taught 4 hours per week, requiring an estimated additional 4-5 hours of individual work per week. One semester at the Ibero comprises 17 weeks. Therefore, most semester courses at the Ibero comprise 68 classroom/contact hours, with an additional estimated 68-85 hours of individual work.

Taking into account different assumptions on the correlation between class time and total workload in different credit systems, 8 academic credits at the Iberoamericana correspond approximately to 3 - 4 semester credit hours (U.S. system) or 6 ECTS (European system).

During the regular 6-week summer program (May-June), Ibero classes are taught 2 hours daily, adding up to the same amount of credits as during the regular semesters.

At the Ibero, students have to attend at least 80% of the classes. Please be aware that, in order to pass a course, you mustn’t miss more than 6 sessions during the semester. Your assistance will be monitored by the respective professor. If you chose to replace one course by another after the first two weeks of classes, you have to talk with the professor of the newly chosen course first in order to see if the missed sessions will be counted or not.
EXTRACURRICULAR ACTIVITIES AND FACILITIES

We believe that extracurricular involvement of students is a key tool in their personal development. Students do not only get involved in extracurricular activities for entertainment, but, and more importantly, to gain and improve their skills. This is why we offer a wide and diversified range of extracurricular activities, meeting a variety of student interests.

In the following you will find an overview of some of the student-related infrastructure and extracurricular activities you may find at the Ibero. For additional information and details on facilities, activities and student life, please visit the official university website.

ARTISTIC AND CULTURAL WORKSHOPS

Students interested in arts and culture have a wide range of opportunities in which they can actively participate. Activities including photography, writing and theatre offer a chance for students to focus on their creativity, voices and ideas. The variety in our dancing workshops allows students to experience the unique and enjoyable challenges that different dance forms offer. Various types of musical workshops are also offered for students to learn and enjoy. Here are some examples of the workshops that can be found at the Ibero:

- Photography
- Creative writing
- Flamenco for beginners
- Salsa classes
- Clown classes
- Improvising theatre
- Guitar lessons
- Musical appreciation
- And more…

SPORTS AND HEALTH PROMOTION

The Universidad Iberoamericana has a well-equipped gymnasium and facilities for a great many sports. At the Ibero, you can find classes, facilities and teams for:

- Tennis
- Soccer
- Ultimate Frisbee
- Taebo
- Aikido
- Lacrosse
- Volleyball
- Baseball
- Spinning
- Pilates
- Capoeira
- Taekwondo
- Basketball
- Rugby
- Yoga
- Kickboxing
- Tai Chi
- Zumba

Detailed offers and timetables are available here.
LIBRARY

The Francisco Xavier Clavigero Library is an integral part of our campus life. The library contains over 300,000 volumes, a rare and antique book collection, and subscribes to 1,500 journals, magazines, and newspaper publications. There is a coffee lounge and a comfortable recreation area on the third floor, where students can read, relax and take in the amazing view over the campus and the whole Santa Fe area.

UNIVERSITY RADIO

Ibero 90.9 is the Ibero’s independent radio station, located on our campus. The station is run by professionals in collaboration with Ibero students, broadcasting over the whole territory of Mexico City. Exchange students can apply to participate and get involved in the project. Please contact the Student Mobility Office to find out more. More information is available at http://www.ibero909.fm.

SOCIAL ENGAGEMENT

Since its foundation, The Ibero has been trying to establish collaboration with the civil society and, in general, to attain a higher degree of “joint responsibility” with the Mexican population. Because we believe in the culture of student participation, we encourage students to be aware of the problems that different Mexican communities are facing every day, to get involved in social projects and to build local roots.

There are different ways to engage: during a regular exchange semester, students can either volunteer a couple of hours per week or at weekends at one of our partner institutions (NGOs), or they can choose to engage in a more formal way, working full-time at one of the projects for several weeks and gaining academic credits for their work done. Please have a look here for more details.

Students working in a social Project in Chiapas
ASTRONOMICAL OBSERVATORY

The Ibero is the only private university in Mexico City that has its own astronomical observatory (Centro Astronómico Clavius), which is located on the university campus. In addition to the option of attending Astronomy lectures, students have access to a number of high quality telescopes, the most important being our 16” MEADE LX200 telescope (sheltered by a dome of 3.5 m in diameter).

16” MEADE telescope at the Ibero Clavius Center

DÍA C

Every year, students, teachers and officials of the Ibero celebrate the Community Day, better known as “el Día C”. On this day we celebrate the foundation anniversary of our university by organizing a spectacular festival, featuring a variety of musical acts, shows, food stands and much more. The festival takes place each year on the second Tuesday in March.

Band stage at the “Día C”
VISA AND IMMIGRATION ISSUES

Mexican immigration and visa laws are complex and are subject to frequent modifications. In this section, we will provide you with some general information on immigration procedures and the necessity to apply for a student visa before your departure to Mexico. You should also talk to a representative of the Mexican consulate in your home country, and consult the homepage of the INM (Instituto Nacional de Migración = Mexican migration authority) for further information: http://www.inami.gob.mx.

DO I NEED TO APPLY FOR A STUDENT VISA?

This depends on your nationality and on how long you are planning to study in Mexico. In general, there are three different cases:

1) Those students who are going to stay for less than 180 days in Mexico (= one semester), and who are citizens of one of the countries that appear on this homepage, DON'T need to apply for a visa. You will receive a 180-day permit at the Mexico City airport. You will have to leave the country before those 180 days expire; it is not possible to extend this permit.

   Important: when you pass the migration control at the Mexico City airport, you will have to show the Ibero acceptance letter to the migration official, in order to prove that you have been accepted at a Mexican university for a period of studies of less than 180 days.

2) Those students who are going to stay for less than 180 days in Mexico (= one semester), and who are citizens of one of the countries that appear on this homepage, DO need to apply for a visa. The visa you need to apply for is the “Visa de Visitante sin Permiso para realizar Actividades Remuneradas”.

   Those students who hold a valid visa for the USA don’t need to apply for this visa; they can enter as described under 1).

3) Those students who are going to study for 2 semesters in Mexico, DO need to apply for a visa, independent of their nationality. The visa these students have to apply for is called “Visa de Residente Temporal Estudiante”.

APPLYING FOR THE VISA:

If case 2) or 3) is relevant to you, you will have to apply for your visa prior to your departure at the Mexican consulate in your home country.

In order to apply for a visa, you have to make an appointment at the Mexican embassy or consulate in your home country, and hand in a special letter addressed to the Mexican embassy there (together with some additional documents you will be asked for by the embassy). This letter certifies that you have been accepted as an exchange student, and will be sent by the Ibero to your home university together with the original letter of acceptance. The process of issuing a student visa takes several weeks. This is why it is important that the Ibero receives the students’ application form and documentation as soon as possible, so that we can send the letter for the Mexican embassy in time.

Please tell us in advance if you are planning to study for one or two semesters at the Ibero, so that we can send you an adequate letter for the embassy!
WHEN ENTERING:

When entering Mexico, all foreigners have to fill out a migration form at the airport (FMM = Multiple Migratory Form). The FMM is given to the traveler by the airline during the flight. A migration officer at the Mexico City airport will request the FMM and your passport, and ask you about your purpose of coming to Mexico. Various options are listed on the lower part of the form, which is for official use only (“Uso Oficial” → don’t fill out that part!). The migration officer will choose one of these options, tear off and keep the entry registration part of the form, and give you the (smaller) departure registration part of the FMM.

The part of the FMM you are given to by the migration officer is your legal permit to be in Mexico and must be handed in at the airport upon departure from Mexico at the end of your exchange stay. Failure to present this original form will result in a fine and delays upon departure. You must hand in a photocopy of the FMM to the Student Mobility Office and keep the original FMM in a safe place. You should also make a photocopy of the FMM in order to have it at hand in your backpack or wallet.

Important: Students with 180-days permit who leave and re-enter Mexico during their stay (for short vacations, for example) have to hand in their FMM form at the airport upon departure from Mexico, and receive a new FMM upon return to Mexico. In this case, you are required to hand in a copy of your new FMM to the Student Mobility Office immediately.

**FMM form:** Keep the departure registration part until you leave Mexico and hand in a copy to the Student Mobility Office every time you leave and reenter the country.
Those students who hold a 1-year student visa will receive a foreigner’s identity card (formerly known as FM3) at the beginning of their stay in Mexico, in place of their FMM form. Once they have received their identity card, they can leave and re-enter Mexico without problems during their study stay, and without the obligation to hand in a copy of the new FMM to our office every time they re-enter the country.

AFTER YOUR ARRIVAL:

After arriving in Mexico, international students have to take some additional steps:

- **All students** have to hand in their passport and their FMM form to the Ibero Student Mobility Office straight away after their arrival in Mexico. We will scan and analyze your documents, return them to you within 2 days, and give you a personalized advice about what further steps you will have to take with the Mexican migration authorities.

- **Students with a 1-year visa** have to exchange their FMM form for a foreigner’s identity card (formerly known as FM3). **This has to be done within the first 30 days after their arrival to Mexico.** Students who don’t comply with this obligation may be fined by the federal government. We will guide you in this process and the necessary paperwork.

- When **students with a 180-day** permit leave the country, they have to hand in their FMM form at the airport upon departure from Mexico. Don’t lose this form!

The Ibero International Office offers its help to comply with all migration obligations. During a special information session, we will explain all the necessary steps and the process you have to follow. We will also give you all the forms you have to hand in to the INM and help you to fill them out. A legal representative from the Ibero can take your documentation and passport to the INM if you wish.

As you can see in this section, there are many details to consider when entering Mexico as an exchange student. **In order to be able to guide you, we will ask you to hand in your passport and your FMM to us during the introduction session, so that we can review your migration status.** We will return your documents at the beginning of the week after, indicating the exact steps for you to follow.

The Iberoamericana University has the legal obligation to be able to prove the legal migration status of its international students to the Federal Government. Any student who does not comply with the above mentioned required registration processes will be dropped as an exchange student and will not receive a transcript or any credits for work completed. No refunds of tuition fees will be made to the student in this case.
Our website project *Ibero Exchange* ([http://www.internacional.ibero.mx](http://www.internacional.ibero.mx)) is a platform for contact, communication, discussion and information for outgoing Mexican and foreign visiting students of the Ibero. Besides this, the page is designed to inform you about study options at the Ibero, course contents, language courses and lectures offered in English. You can find information about housing services, activities, events and excursions, research internship possibilities, and consult student testimonials.

We have integrated a Facebook-like functionality, through which you can connect with your fellow students and keep in touch after your semester has finished. Upon acceptance as an exchange student, you will be automatically registered on the website and can already have a look at who else will be studying with you during the same semester.

**Information on the website includes:**

- General information on application and exchange procedures, study options, etc.

- **An international and intercultural community:** Students can register on the website, create their own personal profile, have a look at the profile of other students and connect with them.

- **The "Forum Ibero Exchange"**: here, students will find options for discussion and interaction about each of the university’s partner institutions, different countries, security issues, travel, health care and other practicalities prior, during or after a study abroad sojourn.

- **The "Ibero Event Planner"**: students can enlist in events or excursions that are offered by the Student Mobility Office, or create their own events and invite other students to participate.

- Information on the university’s international partner network, where students can find out about the study abroad options the university offers and discuss related aspects and concerns in the forum.

We hope this website will be a useful tool for the organization of your exchange semester, and that this platform will contribute to a close interconnection between Mexican and international students.
Exchange and visiting students have the following housing options:

1. SUPERVISED IBERO HOUSING SERVICE
2. RENT AN APARTMENT
3. SHARE APARTMENT EXPENSES WITH OTHER STUDENTS

1. SUPERVISED IBERO HOUSING SERVICE

Our primary intention is to assist our exchange or visiting students so that their experience in Mexico and at the Universidad Iberoamericana may be a constructive and pleasant one. We have a network of Mexican families who have experience in hosting exchange or visiting students in their private homes. Placing our exchange or visiting students in private Mexican residences is seen as a rewarding bicultural and social experience by students and universities alike. This is the option that we most recommend for those students who want to have a deep immersion into the Mexican culture, as well as for those students who want to substantially increase their Spanish skills.

In our supervised Ibero housing service, exchange or visiting students are placed two to a room with a shared bathroom. If available, single rooms may be requested in advance and provided if available. Please see FEES.

For detailed payment procedures please contact the Ibero housing office: housing@ibero.mx

All exchange or visiting students using university supervised housing will be met at the Mexico City International Airport by a family member. We must receive complete arrival information at least a week in advance. A family member will take the student to the airport upon his departure. If at all possible and for security reasons, we recommend that students plan their arrival and departure flight schedules between 8:00 am and 6:00 pm.

If an exchange or visiting student has outstanding bills to the housemothers, such as meals or laundry, house damage, or telephone calls, the Ibero will withhold the student’s transcript until the bill is paid.

An exchange or visiting student requesting our supervised housing service must read, fill in, sign, and return the housing regulations and housing preference forms (Appendix 1 and 2) by email to housing@ibero.mx by May 8 for the summer session, by June 26 for the fall semester, and by November 21 for the spring semester. Please contact housing@ibero.mx to make arrangements.

NOTE: ONCE AN EXCHANGE OR VISITING STUDENT DECIDES TO USE THE UNIVERSIDAD IBEROAMERICANA HOUSING SYSTEM, HE OR SHE IS COMMITTED TO REMAIN IN THE SYSTEM FOR THE ENTIRE SEMESTER SESSION OR SUMMER PROGRAM.

Once an exchange or visiting student has returned the preference form and the signed housing regulations forms, he or she will be assigned to a Mexican home stay. We will try to grant specific requests whenever possible, such as special diets, single room requests, etc.

The personnel of the Housing Office is always ready to assist, to advise, and to guide exchange and visiting students and housemothers with any concerns they may have. Office hours are Monday through Friday from 8:00 am until 5:00 pm. For further information, please contact: Tel. +52 (55) 5950 4018; housing@ibero.mx
2. RENT AN APARTMENT

The Ibero Housing Office offers the alternative of renting a furnished or unfurnished apartment. We do not recommend that students rent an apartment before arrival. It is very important that exchange or visiting students negotiate services and rent fees, as well as actually see a prospective apartment. Once students are already in Mexico City, they are welcome to visit our Housing Office to consult the available information on apartments. For this particular option the Universidad Iberoamericana is only a link between both parties involved without any financial or legal responsibilities for the rent or any other required service fees such as cablevision, Internet, phone, gas, light, water, or monthly maintenance.

3. SHARE APARTMENT EXPENSES WITH OTHER STUDENTS

Exchange or visiting students have a third housing option. This option is to share expenses with other Mexican, exchange or visiting students. The Housing Office has a bulletin board where students who have an apartment and students looking for an apartment can post their contact information. We recommend this option only for students who are previously acquainted.

The Universidad Iberoamericana is not responsible financially or legally for independent housing arrangements.

SPECIAL NOTES FOR INDEPENDENT HOUSING

An exchange or visiting student who does not choose to use the Ibero housing system will need to make his/her own housing arrangements, but he/she may not make living arrangements in any of the houses in the Ibero supervised housing system. A student should check in the housing office to verify that his/her housing is not a part of the Ibero system. An exchange or visiting student who has independent housing must register his/her address and telephone number in the Student Exchange Office at the Ibero so that he/she may be contacted in case of emergency.

SPECIAL NOTES SUMMER PROGRAM

Meals and laundry services are provided during our Six-Week Summer Program and for Special Programs in Ibero supervised housing. For the Six Week Summer Program, breakfast and dinner will be provided Monday through Saturday. On Sundays only breakfast will be served. Personal laundry service, within reasonable limits, a towel change twice a week, and a bed linen change once a week will be provided.

SPECIAL NOTES SEMESTER PROGRAM

Meals and laundry service ARE NOT INCLUDED in the supervised housing fee to the housemothers. Exchange or visiting students have the following options and may have additional charges for meals, laundry, and kitchen privileges, etc.

- Arrangements for kitchen facility privileges, meals and laundry services can be made directly with the housemother on a monthly or weekly basis. Not all housemothers are willing to provide this service. If you would like home meal service, be sure to let us know in advance. Towels are changed twice a week and bed linens once a week.
HOTELS

Students may stay in a hotel upon arrival in Mexico City and come to the Student Mobility Office as soon as possible to ask about our housing options and procedures. These are some of the hotels that we recommend where students can stay while completing university supervised housing procedures and payments or while looking for other accommodation:

**Quality Inn P.F. (Plaza Florencia):** Florencia #61, Col. Juárez
Phone: +52 (55) 5242 4700, Fax (5255) 5242 4785
[www.plazaflorencia.com.mx](http://www.plazaflorencia.com.mx)

**Hostel Catedral Mundo Joven Mexico City:** República de Guatemala No. 4, Colonia Centro Histórico.
[www.mundojovenhostels.com](http://www.mundojovenhostels.com) (Special rates for Ibero students)

**Hostelling International:** Insurgentes Sur 1510, local "d", Col. Crédito Constructor (corner of Río Churubusco); Phone: +52 (55) 5661 3233  [www.hihostels.com](http://www.hihostels.com)

**Hostal La Buena Vida:** Mazatlán No. 190 Colonia Condesa
[www.hostallabuenavida.com](http://www.hostallabuenavida.com)

**Hostal Downtown Beds:** Isabel La Católica 30, Centro Histórico
[www.downtownbeds.com](http://www.downtownbeds.com)

**Hostal Regina:** 5 de Febrero (Esquina Calle Regina), Centro Histórico
[www.hostalcentrohistorico Regina.com](http://www.hostalcentrohistorico Regina.com)

**Hotel La Moraleja:** Avenida Vasco de Quiroga No.1875, Colonia Santa Fe (relatively near the Ibero, but far away from the city center; there is nothing to do around, so the area is not suitable to go out at night).  [http://www.booking.com/hotel/mx/la-moraleja.es.html](http://www.booking.com/hotel/mx/la-moraleja.es.html)

Students should mention that they will be studying as exchange students at the Universidad Iberoamericana when they make their reservation. Some of the hotels grant a special discount for Ibero students. No responsibility is taken for this information being correct or up to date.
MEDICAL INSURANCE & HEALTH INFORMATION

**Students are required to have a major medical insurance plan.** A copy of the insurance policy must be sent together with the application documents, or at least one week before classes start. Please make sure your policy is valid for the whole of your stay in Mexico, with a minimum coverage of $20,000 USD per incident. If you don’t know where to find a short term insurance plan for your exchange period, have a look at the [companies we recommend](#).

If you are under special medical treatment, be sure to bring all necessary medication that you will need while in Mexico. Bring a doctor’s note to validate your need for the amount of medication you are bringing. You might need this certification while going through customs.

**Some important preventive measures:**

- **Bring an international credit card to Mexico** and keep it in a safe place. In case medical treatment in a hospital was required, the hospital might not attend you unless you present a credit card with certain coverage. Normally, all expenses should be reimbursed by your insurance company afterwards, but you might have to advance the first payments to the hospital.

- Directly after purchasing your medical insurance, you should **contact your insurance company and ask them for a list of the hospitals in Mexico City with whom the company has an agreement**. If you are still able to choose the hospital in case of medical urgency, you should go to one of those hospitals in order to make sure that your insurance company covers the costs.

- Be sure to **carry the contact details of your insurance company with you at all times**, especially their international emergency telephone number and your policy number.

**Suggestions for staying healthy:**

- Do not eat in unhygienic places.
- Do not drink tap water! Buy bottled water instead.
- At the beginning of your trip, avoid eating fresh food that has been washed with tap water (salads, fruits like strawberries etc.). You can buy liquids to purify the water used to wash fruits and vegetables in the supermarket. Avoid eating raw vegetables in public places (salads, etc.)
- Adjust and experiment little by little with Mexican food to avoid stomach problems.
- Wash your hands after using public transportation.

**What to do in case of... :**

- **Minor health problems**:
  
  Visit the Ibero infirmary in the B building (ground floor). A doctor and nurse are on duty from 7:00 a.m. to 10:00 p.m., Monday through Friday, and from 9:00 a.m. to 2:00 p.m. on Saturdays.

- **Digestion problems**:
  
  - Drink liquids like chamomile tea (“manzanilla”), as it helps settle the stomach.
  - Put yourself on a bland diet: Melba Toast (Zwieback / "pan tostado"), rice, chicken, etc. in small doses
  - In case of diarrhea, be sure to ingest sufficient liquids and electrolytes
  - In case of serious pain, fever or continuing vomiting, consult a doctor immediately.
...accident or serious illness:

Depending on the type of incident, call an ambulance (Tel. 065) or go to the nearest hospital that is part of your insurance company’s network. Get someone to inform the Student Mobility Office immediately by calling the 24/7 Ibero emergency number. When going to hospital, take proof of your health insurance and your credit card with you, as there is no ‘free treatment’ in Mexico – not even in emergencies.

ARRIVING AT THE AIRPORT (BENITO JUAREZ INTERNATIONAL)

Before you leave home, make sure that all your luggage is clearly labeled with your full name, your address in Mexico (if you know it), or the name and the address of the Ibero International Office.

It will be very helpful to change some money from your home country into pesos upon arrival. There are various banks and foreign exchange counters at the airport.

Students who have made supervised university housing arrangements in advance will be met at the airport by a member of their host family.

Upon arrival at Mexico City airport, students should ONLY take authorized airport taxis. To make taxi arrangements, proceed to an authorized taxi stand which are indicated by signs. Have a card with your Mexican address typewritten correctly, and hand it to the person in charge. He will indicate the rate, which could be approximately the equivalent of $10-25 USD. You may pay with Mexican pesos, US dollars, or a credit card. You will receive a receipt, which you have to give to the taxi driver.
Customs

When you arrive at Mexico City airport, you will pass through customs, and you may have to declare certain items. A system of signs operates in the customs halls to help you through the procedure. The lists below give details of Duty Free Items and Prohibited and Restricted Goods. No responsibility is taken for this information being correct.

Duty Free Items:

* Clothing and other personal belongings.
* Books, magazines and printed documents.
* 20 packs of cigarettes (<18 years of age), three liters of alcoholic beverage, six liters of wine.
* Two photographic cameras or video cameras; three portable cell phones.
* Five laser disks, 10 DVD disks, 30 compact disks (CD) or magnetic tapes (audiocassettes), three software packages
* Five toys, one video game console with five videogames
* One set of binoculars.
* A personal computer.
* Two musical instruments and their accessories.
* Equipment for two different sports.

Prohibited or Restricted Goods:

* These include controlled drugs (such as marihuana, opium, heroin, morphine, cocaine, cannabis, amphetamines, and LSD), firearms, ammunition and explosives, knives or other sharp pointed items, counterfeit money, meat and poultry, plants, bulbs, trees, vegetables and fruit, and most animals and birds (whether dead or alive).
* Mexican consulates will furnish detailed information on items not included in the above mentioned list.
* More information: [link]

When going through customs, you will be asked to hand over a filled out customs declaration. The form will be provided to you by the airline during flight. If you were not provided with it you may request one at the customs information counter. After that you are asked to go through the automated selection system (stop light) and to push a button. The system will determine whether your luggage will be submitted for inspection or released. The red light indicates that your luggage will be inspected; the green light indicates that your luggage will not be inspected.

MOVING AROUND THE CITY AND GETTING TO THE IBERO

Metro & Metrobus

Main public transportation systems in Mexico City are the subway (“Metro”) and the Metrobus, a high speed and high capacity bus line which crosses the city on four routes in north-south and west-east direction. In addition, there are a lot of additional bus lines across the city (“microbus”, “combi”), covering the whole territory. To consult the subway lines, please visit [link]. Have a look at [link] to consult the Metrobus stations and lines.
Taxi Information

Don’t flag down taxis on the street. You should only use taxis from a sitio, a registered taxi station. When calling a sitio, the taxi station will send a taxi that will pick students up wherever they are. You can consult the Yellow Pages under “ sitios de taxis” or ask local neighbors or your landlord to find a taxi station nearby. When you need a taxi in Santa Fe/at the Ibero, you can call “Taxis Pirineos”, a sitio that we recommend in Santa Fe: (55) 5259 8785.

Besides taking a taxi from one of the “normal” sitios, you have also the option to use the “Inter-Taxi” service, a private transportation provider in Mexico City. Calling this service, you will have to indicate your current location, your name and the color of your clothing (in case the driver is picking you up on the street). The Inter-Taxi vehicles do not have signs indicating that they are taxis - the driver will come by and call your name in order to identify himself. Costs will be calculated by driven kilometers; normally it should be slightly cheaper than a regular sitio taxi. Ordering this service from Santa Fe could be difficult, since there is no base in Santa Fe. In Santa Fe, better call the above mentioned sitio.

Phone numbers of “Inter-Taxi”: 2603 4142; 2603 3268; 2603 2503; 2603 3557.

Getting to the Ibero on Public Transportation

In order to get to the Ibero on public transportation, there are several options that have one thing in common: in the morning, there is a lot of traffic. Try several ways to get to the Ibero during the first weeks in order to identify the one that suits you most. If you are not completely sure how to get to the Ibero on your first day, you should ask for a taxi at the hotel you are staying at. A taxi might cost around 100 to 200 pesos from the city center to Santa Fe. After arriving at the Ibero the first day you can investigate your transportation options at leisure.

At the Ibero (gate 10), you will be asked to present an ID at the gate. If this is the first time you are visiting the Ibero, show your identification and tell the gate employees that you have an appointment in our office. Ask them to explain you the way to our office (H building, ground floor).
Via Observatorio or Tacubaya

This is one of the most well-known ways to get to the Ibero by public transportation, although it may not be the fastest or the most comfortable one. You can go to the “Observatorio” or “Tacubaya” metro station (both on the pink line) and take a “microbus”, or “combi” there, with a front sign saying: “Centro Comercial Santa Fe”, or just “C. Comercial”. Ask the driver for a drop off at the Ibero at Gate 10 (“Ibero, puerta 10”) on Vasco de Quiroga Street.

At both Tacubaya and Observatorio, there is also the option to take a shared taxi. Look for a line of waiting people and ask if the taxis the people are waiting for are heading to the “Centro Comercial” (there are several lines to different destinations in Santa Fe). 4 people share a taxi, and the cost to Santa Fe is $30 pesos per person.

The Tacubaya and Observatorio stations are both quite big and may be confusing at the beginning. Do not move around Tacubaya or Observatorio stations after sunset or at night.

Iberobus

The Universidad Iberoamericana offers a bus transportation system that our students and exchange students can use in order to get to the Ibero or back home. There are several routes that cover the most important parts of the city. The one-way cost of a ride is approximately $2.30 USD (subject to change). You can identify the routes here. Detailed schedules are available here (protected with password).

RTP Eco Bus

RTP Eco Bus is a new service designed by the city government, aiming at reducing transportation times within the city. The buses operate with just a few exclusive stops along its routes in order to reach their destinations as quick as possible. Route 34A goes along Paseo de la Reforma and Vasco de Quiroga Street and passes near the Ibero. The nearest stop is at the intersection Vasco de Quiroga/Roberto Medellín, about one block from the Ibero on Vasco de Quiroga Street. Please have a look here for more information about the route to Santa Fe.

“World Trade Center bus line”

There is a bus line taking you directly to the Ibero, which starts at Colonia Del Valle, near the World Trade Center. You can identify the buses by the sign on the front, saying “Santa Fe” and “Centro Comercial”, or just “C. Comercial”. The bus also passes the subway station San Pedro de los Pinos. If you live near Avenida Insurgentes, you could take the Metrobus to the station “Poliforum” (= World Trade Center) and take the mentioned bus there after that. Please have a look at the following map to see where this bus line starts:
PERSONAL SAFETY

In Mexico City, as in many other large cities all over the world, the naive stranger can get into unwanted trouble. The city government as well as the Universidad Iberoamericana are concerned about the increase in crime in various parts of the country over the past few years and offer the following recommendations to help you avoid dangerous situations.

- **Be aware** of your surroundings at the airport, in restaurants or on the streets. Foreigners are easily identified as targets of theft as they carry cash, credit cards and valuables.
- **Do not** leave briefcases or purses on the floor or hanging from a chair in a restaurant.
- **Be aware of pickpockets** on the street, in the metro, or in a store.
- **Avoid large public gatherings** of people like demonstrations, celebrations, etc.
- **Do not flag down taxis** on the street. Use only taxis from a *Sitio*, a registered taxi service. When getting into a taxi, remember that pickpockets could grab your belongings through open windows. If possible, investigate a route to the location where you are going before getting into the taxi. If the driver acts strangely or if you suspect that the taxi driver appears to be taking a roundabout route, pay and exit the taxi at a convenient location (however, the driver might just be taking a short cut, so don’t worry too much). Always have an appropriate amount of money ready to cover the taxi fare before entering the taxi. Do not wait until arrival to search for the correct amount of money. Each licensed driver is required to clearly display a photo identification card on the window of the taxi.
• Be aware that in Mexico City **safe and unsafe/dangerous areas can be located in immediate vicinity**. When walking around the greater city center area, be cautious not to enter such areas. Ask your host family or Mexican friends where not to go (especially at night).

• **Never travel alone after dark** or in unfamiliar neighborhoods. Students should **travel in groups whenever possible**, but especially to and from bars and restaurants.

• **Do not carry large amounts of cash, ATM cards, or credit cards.**

• **Do not carry your passport or visa.** It is preferable to carry a photocopy of these documents and leave the original in a safe place.

• If you become a robbery victim, give the perpetrator your valuables without discussion. Your valuables are not worth risking your safety.

• **Be careful when strangers address you.**

• **Never hitchhike.**

• When traveling outside Mexico City take an airplane or use first-class bus services. **Avoid isolated beaches.** Camping is not recommended apart from an established place that offers camping facilities.

You can find a document with more complete security recommendations [here](#).

The Ibero has a 24/7 emergency telephone for visiting students. We give the number to our new students upon arrival.

Be aware of potential dangers and try to avoid them, but don’t let worry dominate your stay in Mexico. By following the above mentioned recommendations, a pleasant and exciting world of opportunity, experience, and adventure awaits you!

**VARIOUS**

**Convenient items**

We have listed some personal items that might be useful for you to bring to Mexico. If you can think of any other indispensable item that we might have forgotten please let us know, so that we can add to this list and help other students to prepare for their trip.

* Your personal clothes (including warm clothes that are advisable for late fall & winter; some dress up clothes may be recommendable for official events and some better restaurants).
* An umbrella and light raincoat.
* Bathing suit, sun hat, sunglasses, lotion and/or sunscreen.
* Traveling iron.
* Spanish dictionary (small pocket dictionary and a big one for your home).
* A copy of your passport (keep it separate from the original).
* An iPod with your favorite music.
* Your favorite book.
* Shoulder bag.
* A second pair of glasses.
* Camera.
* Adapter for electrical devices (e.g., when you are from Europe)
* A snapshot of your family will interest your Mexican friends.
* Money belt and/or fanny pack.
* Do not bring valuable jewelry or clothing that needs special care!
Electrical Appliances

Mexico City operates on the same electrical current and uses the same plug forms as do most cities in the U.S. (100-125 volts; flat parallel prongs). If you are from the U.S., adapters are not needed for items such as razors, curling irons, hair dryers, and alarm clocks. If you come from Europe or other parts of the world, you may need a plug adaptor which will allow you to insert the plug into the local wall sockets. The plug adapter should look like this:

You can buy an adapter for plugs with two sized prongs at a minimal cost if needed, but it may be difficult to find one in Mexico. In addition to the adapter, some electrical devices may require a voltage converter in order to run in Mexico. Check the electrical specifications of your device in order to see if it supports the 100-125 volts system (most laptops will do so, for example).

Expect occasional power failures in your neighborhood. A small flashlight can serve many purposes, particularly when traveling. Do not bring sophisticated electrical appliances or instruments.

Climate in Mexico City

The climate of Mexico City is generally mild all year round. The warmest months are April and May. Winter (December/January) can be rather cold: At night, temperatures can fall down to 0°C (32°F) or even below that. The rainy season runs from May to October, but during this period you will still have plenty of sunny days in between the downpours.

Climate Chart Mexico City:
Personal expenses per semester (estimate in US dollars)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation to and from the Ibero: (subway and buses)</td>
<td>$ 200.00</td>
</tr>
<tr>
<td>Taxis</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$ 150.00</td>
</tr>
<tr>
<td>Weekend trips and entertainment</td>
<td>$ 1,100.00</td>
</tr>
<tr>
<td>Meals and laundry service</td>
<td>$ 1,100.00</td>
</tr>
<tr>
<td>Ibero supervised housing</td>
<td>$ 1,700.00 - $2,050.00</td>
</tr>
<tr>
<td>Shared apartment estimate (5 months)</td>
<td>$ 1,500.00 - $2,500.00</td>
</tr>
<tr>
<td>TOTAL FOR SEMESTER:</td>
<td>$ 4,550.00 - $4,900.00</td>
</tr>
<tr>
<td>University housing with Mexican family</td>
<td>$ 4,350.00 - $5,350.00</td>
</tr>
</tbody>
</table>

Prices are estimated for an approximate amount of US dollars. The currency of Mexico is the Mexican peso. You can change US dollars or other international currency into pesos at foreign exchange counters or banks located in many parts of the city. US dollars won't be accepted for payment in most shops, modest restaurants and establishments.
**CONTACT**

**Universidad Iberoamericana**  
Office of Student Mobility  
Prol. Paseo de la Reforma 880  
Col. Lomas de Santa Fe, México, D.F. 01219  
[www.iberomexico.mx](http://www.iberomexico.mx); [http://internacional.iberomexico.mx](http://internacional.iberomexico.mx)

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Rocío Trujillo (Ms.)  
Tel: +52 (55) 5950 4243  
rocio.trujillo@ibero.mx

**Incoming students:**  
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Tel: +52 (55) 5950 4019  
majose.colin@ibero.mx

**Housing:**  
Jaime Jordan (Mr.)  
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housing@ibero.mx

**Head of Department:**  
Florian Dittmar (Mr.)  
Tel: +52 (55) 5950 4017  
florian.dittmar@ibero.mx

Skype: iberoexchange  
Facebook: iberoexchange  
Twitter: iberoexchange

YouTube: Ibero Exchange
Students from partner Institutions that have an exchange agreement with their respective faculties won’t pay application and tuition fees (up to 7 courses with 8 Ibero credits each).

If your institution doesn’t have an exchange agreement with us, we can consider your application as a Study Abroad student. Study Abroad students pay the following application and tuition fees, according to the number of courses they wish to take.

All fees are indicated in US Dollars. If the fees are paid directly on the Ibero campus they will be charged in Mexican Pesos, according to the official exchange rate. US Dollar payments in cash are not possible.

**SPRING SEMESTER 2017 (17 WEEKS, JANUARY 09 – MAY 16)**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee*</td>
<td>US$ 65.00</td>
</tr>
<tr>
<td>Student Service Fee***</td>
<td>US$ 275.00</td>
</tr>
<tr>
<td>Tuition per course (8 Ibero credits each)</td>
<td>US$ 900.00</td>
</tr>
<tr>
<td>Extra Credits (for each 4 Ibero credits)</td>
<td>US$ 450.00</td>
</tr>
</tbody>
</table>

**SUMMER SESSION 2017 (6 WEEKS, MAY 25 – JULY 07)**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee*</td>
<td>US$ 65.00</td>
</tr>
<tr>
<td>Student Service Fee**</td>
<td>US$ 90.00</td>
</tr>
<tr>
<td>Tuition per course (8 Ibero credits each)</td>
<td>US$ 900.00</td>
</tr>
<tr>
<td>Extra Credits (for each 4 Ibero credits)</td>
<td>US$ 450.00</td>
</tr>
</tbody>
</table>

**FALL SEMESTER 2017 (17 WEEKS, AUGUST 14 – DECEMBER 08)**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee*</td>
<td>US$ 65.00</td>
</tr>
<tr>
<td>Student Service Fee**</td>
<td>US$ 275.00</td>
</tr>
<tr>
<td>Tuition per course (8 Ibero credits each)</td>
<td>US$ 900.00</td>
</tr>
<tr>
<td>Extra Credits (for each 4 Ibero credits)</td>
<td>US$ 450.00</td>
</tr>
</tbody>
</table>

* non-refundable  ** non-refundable after first month of classes  *** non-refundable after beginning of classes

Regular courses provide 8 Ibero credits. An 8 Ibero credits course has 4 hours of professor-led classes during the week with at least 4 hours of individual study per week outside the classroom. During the six week summer session, classes are held daily for two hours.

As an incoming exchange student, you can choose up to 7 courses during your exchange semester (including Spanish classes), plus the optional course “Getting to know Mexico City” (2 credits). If you wish to take more courses, you will have to pay the fees above for the additional courses. The Student Mobility Office recommends that visiting students take from 4-6 courses, so a normal semester workload would be around 5 courses with 8 Ibero credits each = $4,500 USD for Study Abroad students.
The housing option we most recommend for those students who want to have a deep immersion into the Mexican culture and want to substantially increase their Spanish skills is our supervised Ibero housing service (for more details, see page 21). In our supervised Ibero housing service, exchange or visiting students are placed two to a room with a shared bathroom, hosted by a Mexican family. If available, single rooms may be requested in advance.

### HOUSING FEES (REGULAR)

<table>
<thead>
<tr>
<th>Service</th>
<th>US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing without food (semester only)</td>
<td>$1,700.00</td>
</tr>
<tr>
<td>Housing, 2 meals/day, moderate laundry (summer only)</td>
<td>$1,300.00</td>
</tr>
</tbody>
</table>

### HOUSING FEES (ADDITIONAL FEES)

<table>
<thead>
<tr>
<th>Service</th>
<th>US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private room (semester)</td>
<td>$350.00</td>
</tr>
<tr>
<td>Private room (summer)</td>
<td>$225.00</td>
</tr>
<tr>
<td>Extra day of housing (semester; double room)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Extra day of housing (semester; single room)</td>
<td>$22.00</td>
</tr>
<tr>
<td>Extra day of housing (summer; double room)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Extra day of housing (summer; single room)</td>
<td>$42.00</td>
</tr>
<tr>
<td>Cancellation of housing</td>
<td>$80.00</td>
</tr>
</tbody>
</table>
Appendix 1: HOUSING REGULATIONS FOR IBERO SUPERVISED HOUSING

ONCE AN EXCHANGE OR VISITING STUDENT DECIDES TO USE THE UNIVERSIDAD IBEROAMERICANA HOUSING SYSTEM, HE OR SHE IS COMMITTED TO REMAIN IN THE SYSTEM FOR THE ENTIRE SEMESTER OR SUMMER PROGRAM.

VALUABLES: We recommend that the exchange or visiting student do not bring valuable jewelry or watches. Neither Ibero nor the housemothers are responsible for the loss of valuables either at the university or in the homes. We recommend that the exchange or visiting student and housemothers agree upon a safe place to keep money, documents, and airplane tickets, or the student may use the safe in the Student Mobility Office.

ROOMS: The exchange or visiting student is required to keep their room tidy. Food is not permitted in rooms. Any damage within the household where the student is assigned, even if accidental, will be charged to the student. If the damage bill is not paid to the housemother, the Ibero has the right to withhold the student’s transcript until the amount due is fully covered.

MEALS: Meals are not included for the semester session. Meals are included only for the six week summer session and some special programs. Exchange and visiting students may eat in restaurants, at the three Ibero cafeterias or may make arrangements for their meals on a monthly basis directly with the housemothers if the housemother is willing to provide this service.

LAUNDRY: Except for a towel change twice a week and a linen change once a week, laundry is not included for the semester session. Exchange or visiting students can either do their laundry at the nearest Laundromat or make arrangements for laundry service with their housemothers. Laundry service is only included for the six week summer session and some Special Programs. Ironing is not included. Exchange or visiting students may not use the housemother’s washing machine or dryer. THE UNIVERSIDAD IBEROAMERICANA WILL NOT BE RESPONSIBLE FOR ANY MEAL, LAUNDRY, OR KITCHEN USE ARRANGEMENTS MADE DIRECTLY WITH THE HOUSEMOTHERS.

TELEPHONE: The telephone is the property of the housemother, and as such, it is her right and responsibility to impose the rules for its use. No telephone calls may be made or received after 10:00 p.m. except in an emergency. WITHOUT EXCEPTION, LONG DISTANCE CALLS ARE NOT PERMITTED FROM THE HOMES. An exchange or visiting student can make long-distance calls from most public telephones by purchasing a telephone card. An exchange or visiting student might also wish to purchase a cellular phone service while in Mexico. In case of an extreme emergency, students may ask to use the phone in the Student Mobility Office.

VISITS: Exchange and visiting students may not have in-house company before 4:00 pm, nor after 10:00 pm. Company must be received exclusively in the living room of the house. Under no circumstances may a student have company of the opposite sex in the bedroom.

CURFEW: An exchange or visiting student may not arrive home later than 12:00 pm on weekdays and not later than 2:00 am on weekends. In special cases, a student must notify the housemother beforehand.

KEYS: An exchange or visiting student who is given a key or keys to the entrance doors of the assigned residence should be extremely careful with the keys. In case of loss or theft of the keys, the housemother will need to change the locks for safety, and the student will be charged for the locksmith service as well as for replacing keys for all family members and any other students living at the house.

PAYMENTS: For housing payment procedures please contact the Ibero Housing Office.
**CHANGING RESIDENCES:** An exchange or visiting student has the option of changing residences within the system to satisfy his/her particular needs. **UNDER NO CIRCUMSTANCES MAY AN EXCHANGE OR VISITING STUDENT CHANGE HOUSES WITHOUT THE AUTHORIZATION OF THE HOUSING OFFICE.** Changes of housing are only authorized when it is absolutely necessary. At least 15 days before a change is to be made, the exchange or visiting student must fill out a form which has to be authorized and signed by the Housing Coordinator. After this authorization the exchange or visiting student must advise the housemother of the planned move.

**DRUGS AND ALCOHOL:** Under no circumstances may alcoholic beverages or drugs be introduced into the homes.

**PARTIES:** Parties may not be organized without the authorization of the housemother.

If an exchange or visiting student requests supervised housing and does not adhere to the above procedures, he/she runs the risk of being dropped from the supervised housing program. The officials of the home university will be informed, and a joint decision will be made between the authorities of the Ibero and the home institution.

**THE UNIVERSIDAD IBEROAMERICANA, A.C. RESERVES THE RIGHT TO DISMISS AT ANY TIME ANY EXCHANGE OR VISITING STUDENT WHOSE CONDUCT RENDERS HIS OR HER PRESENCE IN THE INSTITUTION UNDESIRABLE.**

_______________________________  __________________________
NAME (Print in block letters)                                          DATE

_______________________________  _________________________
SIGNATURE                                                             HOME INSTITUTION
Appendix 2:

HOUSING PREFERENCE FORM FOR EXCHANGE AND VISITING STUDENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MALE →</th>
<th>FEMALE →</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BIRTH DATE:</th>
</tr>
</thead>
</table>

**PARENTS' ADDRESS**

<table>
<thead>
<tr>
<th>NAME</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>STREET AND NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CITY, STATE, COUNTRY, ZIP CODE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TELEPHONE</th>
<th>E-MAIL:</th>
</tr>
</thead>
</table>

**PERMANENT ADDRESS IN DEGREE SEEKING COUNTRY**

<table>
<thead>
<tr>
<th>NAME</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>STREET AND NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CITY, STATE, COUNTRY, ZIP CODE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TELEPHONE</th>
<th>E-MAIL:</th>
</tr>
</thead>
</table>

**PERIOD AND YEAR OF STUDY**

<table>
<thead>
<tr>
<th>FALL ✗</th>
<th>SUMMER ✓</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SPRING</th>
<th>SPECIAL PROGRAM ✓</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>HOME INSTITUTION:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SMOKE?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

**LIST ANY ALLERGIES, HEALTH ISSUES, OR PHYSICAL DISABILITIES**

<table>
<thead>
<tr>
<th>OTHER INFORMATION THAT WOULD HELP IN ASSIGNING APPROPRIATE HOUSING</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PREFERRED ROOM ACCOMMODATION**</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SINGLE ROOM ✓</th>
<th>DOUBLE ROOM (WILL HAVE ROOMMATE)</th>
</tr>
</thead>
</table>

**Refer to FEES for costs.**
Medical Certificate

Name of the patient:

…………………………………………………...   …………………………………………….  □ m ♂ □ f ♀  …………………

Last Name(s)  First Name(s)  gender  born (dd/mm/yyyy)

The undersigned doctor, legally authorized to carry out his/her profession, having exercised physical examination on the above mentioned patient attests:

□ There are no symptoms of any organic/infectious/contagious disease.

□ The patient does not suffer any chronic disease that would constrict him/her physically.

Observations/diseases/comments:

……………………………………………………………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………………………………………

Blood Type:  ............
Rhesus Factor:  ............

Seal and/or professional license number:  
Date:  ..................................................

Doctor’s name:  ..................................................

Doctor’s signature:  ..................................................
Calendario Escolar

Información General
- Inicio de cursos
- Fin de cursos
- Fecha límite de captura de calificaciones
- Cambio de nota. Publicación reportes de tablero
- Descanso obligatorio
- Vacaciones del personal
- Publicación de horarios en Internet
- Reinscripción
- Ajustes
- Bajas académicas
- Fecha límite de baja total
- Solicitud de admisión y becas 1er. ingreso
- Examen de admisión
- Ceremonia de primer ingreso
- Fecha límite entrega de documentos 1er. semestre
- Solicitud de exámenes a título de suficiencia y/o extraordinarios
- Aplicación de exámenes a título de suficiencia y/o extraordinarios
- Entrega de actas de exámenes a título de suficiencia y/o extraordinarios
- Fecha límite de pago de colegiaturas
- Solicitud de becas reingreso
- Entrega de actividades a becados
- Aplicación del SEPEI en línea
- Ceremonia de egresados de licenciatura
- Ceremonia de San Ignacio de Loyola
- Ceremonia de egresados TSU
- Día de la Comunidad