



UDEM

HANDBOOK FOR INTERNATIONAL AND OUT-OF-STATE STUDENTS

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Introduction

To our dear international students:

It gives us great pleasure that you have considered Universidad de Monterrey as your option for study, either as an exchange student or as a regular student pursuing a professional degree.

At UDEM you will encounter a dynamic university atmosphere to stimulate your intellectual development. We are concerned with the academic excellence and the formation of leaders endowed with self-confidence, a critical and analytical spirit, social consciousness, high ethical standards, intercultural sensibility, and global competence to which all contribute in a significant way to worldwide peace and well-being.

This concern for excellence in our functions of teaching, investigation, service, and extension was recently confirmed by our accreditation in the Southern Association of Colleges and Schools (SACS). This accreditation makes UDEM only the fourth Mexican university to achieve this distinction in the U.S.A. We are also proud of the response of the job market: 85% of our graduates encounter work within three months of graduation.

We are constantly developing new alliances with universities throughout the world to implement our programs in international education. We offer unique courses and activities that promote an understanding and appreciation of the history, culture, and society in Mexico, as well as the acquisition and perfection of communication and linguistical abilities in Spanish. We have excellent professors who are characterized by their individual attention to students.

We offer short programs and stays of one or two semesters to exchange students, as well as both undergraduate and postgraduate degree programs.

Today, Mexico is the most important Spanish-speaking country in an enviable geopolitical position as a bridge between North America and Latin America.

We welcome you to explore and to better know our country during your period of study at UDEM. I look forward to personally welcoming you in the near future and wish you the best in your future studies.

Respectfully,
Thomas M. Buntru Wenzler
Director
Department of Student Exchange

Universidad De Monterrey

<http://www.udem.edu.mx>

In Monterrey, as in other parts of the world, the student movement of the sixties influenced our way of thinking. Given these events, Universidad de Monterrey was founded in 1969 as an institution inspired by humanistic and religious ideals. Our university is the result of a scientific, technological, and cultural revolution with new educational options, combined with an integral and humanistic formation. UDEM was founded by local entrepreneurs and religious groups.

Since 1984 UDEM has been located in San Pedro Garza Garcia, on a campus of 50 hectares that is in continual expansion.

UDEM is in a constant process of improvement and development. We are an institution faithful to its principles through a team of professors and employees who teach and live a humanistic philosophy.

Since January, 2001, the undergraduate and graduate programs of Universidad de Monterrey have been accredited by the Commission on Colleges of the Southern Association of Colleges and Schools {1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone (404) 679-4501} .

Currently, UDEM is a member of the following associations:

- National Association of Universities and Institutions of Superior Education (ANUIES)
- Mexican Association for Catholic-Inspired Institutions of Higher Education (AMIESIC)
- Mexican Federation of Private Institutions for Higher Education (FIMPES)
- National Center of Evaluation (CENEVAL)
- Council for Advance and Support of Education (CASE)
- College Board

Several of our programs have been accredited, such as medicine (by AMFEM and by the Physicians' Tribunal of Puerto Rico), and psychology (by CNEIP), among others. Various associations, institutions and colleagues of several areas have personally certified many of UDEM professionals. We also offer different awards at an institutional and academic level.

The Educational System In Mexico And UDEM System

Studies in Mexico are organized as follows: kindergarten; elementary school (grades 1 to 6), junior high school (grades 7 to 9), and senior high school (grades 10 to 12). The three years of senior high school may either be in technical studies to receive basic training in a specific area, or in a college preparatory school in regular, bilingual, or bicultural programs. Upon completion of the university with a bachelors degree or called a "licenciatura" or "ingeniería" degree, a two-year masters degree and then a doctorate may be pursued.

UDEM is a private, Catholic university. There are both private and public universities in Mexico. Some offer technical programs that can be completed in two years and others, like UDEM, offer 4 to 6 year professional degrees. There are quarter, trimester, or semester plans. The professional careers offered by UDEM are varied and include arts, design, medicine, science, engineering, humanities, social sciences, and business, among others.

The UDEM semester consists of various major exams, one each month and a final exam that is averaged with the monthly exams to obtain the final grade. Graded on a scale of 0 to 10, 0 is the minimum and 10 the highest grade. The minimum passing grade is 7.

Each class is assigned a number of academic credits. Each hour per week of class receives two credits per week and each hour of laboratory or practice per week receives one credit. During professional internships, every 30 hours of work equals one credit.

UDEM offers 3 different plans of study for senior high school, 31 undergraduate programs, and 10 graduate programs. All of which are described in the Institutional Brochure of the University or on the Web site:
<http://www.udem.edu.mx/>

UDEM Students

Students of diverse backgrounds and goals are enrolled at UDEM.

Exchange Students: International and National
"Convenio" (agreement) – Mexican or international students attending UDEM for one semester or one year in an exchange program with academic credit been received at the university of origin. These students enter UDEM enrolled in a student exchange agreement classified as Bilateral, ISEP, ANUIES- CREPUQ, SUMA (FIMPES), or National Academic Mobility (Movilidad Académica, ANUIES), etc.

Direct Enrollment – exchange students who pay tuition directly to UDEM .
There is no exchange agreement between the university of origin and UDEM.

UDEM Services

The University of Monterrey offers the following services and facilities. There are no extra fees for these services with the exception of the issuing of official documents, the bookstore, the cafeterias and the snack shops, the copying services and the bank:

Center of Information and Attention to Students (includes: the Admissions Department, Office of the Registrar, and the Treasury and Financial Aid Department)
Department Heads and Academic Programs
Center for Student Orientation, COES
Department of Continuing Education

International Programs Office (formerly known as "International Exchange Office")
University Community Center (offering extracurricular and co-curricular courses)
Alumni Department
Career Center

University Security (security, mechanical assistance, first aid, etc.)
Infirmary Services (under Christus Muguerza hospital);

Library (includes books, maps, databases, videos, cubicles for individual and group study)
Copy Centers, Bookstore, and Tutorial Rooms

Workshops for Painting, Ceramics, and Serigraphy

Computer Laboratories (general use, and specialized for languages, engineering, graphic design, industrial design, architecture, and photography);
Wireless Internet Areas
Medical Laboratory (genetics, physiology, microscopy, and anatomy)
Communication and Audiovisual Center, Radio and Television Laboratories

Gymnasium and Sport facilities (basketball, volleyball, tennis, track, soccer, football, indoor soccer);

Theaters and audiovisual halls, Cafeterias, restaurants, and Snack Shops, Chapel; Bank (Banorte); And much more...

There is a peer tutoring program jointly sponsored by the International Programs Office and the Student Participation Department; the "I-link" program can match a new international student to a group of UDEM students who help in the process of adaptation and act as guides for learning about Mexico, Monterrey, and UDEM during the entire semester.

Map Of UDEM



UBICACION

Elaborado por : Seguridad, DIPI
Fotografía: Nuevo Foro

1. Entrance from Av. Morones Prieto (Control 1)	2. Entrance from Av. Alfonso Reyes (Control 2)	3. Eastern Avenue
4. Western Avenue	5. Entrance Rectory Parking Lot	6. Av. towards Community Center
7. Avenue towards San Pedro High School	8. Rectory	9. Rectory VIP Parking Lot
10. Central Parking Parking Lot	11. Collaborators' Parking Lot	12. Boarding / Drop-off Area (buses)
13. Directo UDEM (buses)	14. Parking Lot Exit	15. Ed. 1 y 2 (Classrooms and Auditoriums)
16. Ed. 3 y 4 (Classrooms, Labs and Postgraduates)	17. Ed. 5 y 6 (Teachers' offices, Languages and Postgraduates)	18. Library
19. Central Parking Parking Lot	20. East Parking Lot	21. Community Center (Internacional Programs, 2nd. Floor)
22. (Theater)	23. Founders' Garden	24. Central Parking Parking Lot
25. Board members' parking lot (CCU)	26. West Parking Lot	27. Radio UDEM
28. Control Booth (Security)	29. Directors' Parking Lot	30. General Services Building
31. Entrance to Gym and Sports Area	32. Gymnasium and Sports Area	33. Entrance Rectory Basement
34. USP Parking Lot	35. Unidad San Pedro High School	36. USP Field

Contact And General Information

If you are an exchange student (national or international) please contact the Coordinator of International Students Services or the International Student Advisors at the Department for International Programs (DIPI). They will gladly help you with the necessary paperwork for your admission to the UDEM in a Student Exchange program.

The Coordinator of International Students Services is Hilde González.

Ways to contact Hilde:

by e-mail at hgonzalez33@udem.edu.mx;

by telephone at (52) 8215-1000 extension 13977 or at (52) 8215-1397 or long distance from anywhere in Mexico toll-free at 01-800-801-UDEM;

by fax (52) 8215-1447;

or by sending mail to the following address:

Hilde González

Coordinator of International Students Services

International Office

Av. Dr. I. Morones Prieto 4500 Pte.

66238 San Pedro Garza García, Nuevo León

México

The International Student Advisors are María Rivera (for America) and Daniela Rodríguez (for Europe, Asia, Africa and Oceania). María may be reached:

by e-mail: mrivera5@udem.edu.mx

by telephone: at (52 81) 8215 1000 extension 1246, or at (52 81) 8215 1246;

by fax: (52 81) 8215 1447;

and by conventional mail through Hilde Gonzalez' address.

Daniela may be reached:

by e-mail: [drodriguez3@udem.edu.mx](mailto:drodurodriguez3@udem.edu.mx)

by telephone: at (52 81) 8215 1000 extension 1497, or at (52 81) 8215 1497;

by fax: (52 81) 8215 1447;

and by conventional mail through Hilde Gonzalez' address.

Be sure to provide this information to your family in case they wish to communicate with you, send a package, letter or fax; or if they wish to request information Hilde Gonzalez, María Rivera or Daniela Rodríguez.

If you are a medical student and are interested in an exchange you should simultaneously contact Hilde Gonzalez and the Director of the Academic Program of Medicine, Dr. Carlos Cantú at ccantu@udem.edu.mx to express your interest. The admission requirements are different for medical exchange students. Please consult the section on Medical Students in this Handbook.

If you are an out-of-state or international student interested in obtaining a degree from UDEM please consult the admissions section for information about requirements, admission dates, and additional information; or contact the Admissions Department directly at admisiones@udem.edu.mx.

If you are an international student who needs any general information, help, or assistance, either before arrival or during your stay at UDEM, please feel free to contact Hilde, Maria or Daniela at any time.

Applications And Deadlines

Degree seeking students should directly apply to the Admissions Department at UDEM. Please respect the application deadlines established by the Admissions Department. This information may be found on UDEM's webpage.

Students entering UDEM through the Department for International Programs should apply within the dates indicated below. Late applications might not be considered.

UDEM Calendar

Usually, the spring semester begins in the second week of January and ends in the last week of May. The fall semester begins in the first week of August and ends in mid-December.

There are four different summer sessions during which intensive courses are offered that are equivalent to regular courses or internships that are offered during regular semesters. The summer course offering is limited. The first session is called Summer Session I, offered during the entire month of June; the second is best known as Traditional Summer session and lasts from mid-June to mid-July; the third session is called Summer Session II, and it is offered during the entire month of July. To attend Summer Sessions I or II, it is necessary to have an excellent command of Spanish. Only during the Traditional Summer Session does UDEM offer courses in Spanish for International Students as well as extracurricular activities planned especially for international students. During Summer I and II, you can only register for one course and during Traditional Summer you may register for up to two courses.

There is also the "International Summer" program during which special sessions are developed for international students. Intensive Spanish courses are offered for different levels and a class on Mexican culture (in Spanish and / or English); and depending upon demand, any class with a specific subject (business, history, medicine, etc.) during the morning. During the afternoons, we offer activities that complement the morning courses, such as trips, visits to factories, movies, etc. If you are interested in participating in the International Summer Program, please e-mail us at hgonzalez33@udem.edu.mx.

Here is a list of general dates:

Spring Semester

Application deadline: third week in November.

Master Course catalog sent by e-mail upon request by early November

Official arrival date: Monday of the first week of January.

Orientation Session (mandatory for international students): Thursday to Saturday prior to the first day of class

Beginning of term: Monday of the second week of January

End of Term Session (mandatory for international students): Friday of the second week of May

End of classes: mid- May

Final exams: from May 15 to 31

Holidays and vacations: February 5, March 21, Easter Break, and May 1

Summer Courses

Summer I – month of June.

Deadline to apply – first week of April

Master Course catalog sent by e-mail upon request by mid-April

Official arrival date: End of May

Orientation Session (mandatory for international students): Beginning of June

Classes begin: first week of June

Classes end: last week of June

Traditional Summer – June / July

Deadline to apply – second week of April

Official arrival date: beginning of June

Orientation Session (mandatory for international students): Second week of June

Classes begin: second week of June

Classes end: second week of July

Summer II – July

Deadline to apply – third week of April

Official arrival date: End of June

Orientation Session (mandatory for international students): end of June

Classes begin: beginning of July

Classes end: late July

Fall Semester

Deadline to apply: last week of April

Master Course catalog sent by e-mail upon request by May

Official arrival date: beginning of the last week of July

Orientation Session (mandatory for international students): Wednesday to Saturday previous to the first day of classes

Beginning of term: Monday of the first week of August

End of Term Session (mandatory for international students): second week of November.

End of Term: last week of November

Final Exams: beginning to mid- December

Holidays and Vacations: September 15; November 20; third week of December to January

Other Interesting Dates

New Year's Day: January first (national holiday, no classes)

National Flag Day, February 5 (national holiday, no classes)

International Programs Fair: third week in February. Please think about bringing information for promoting your university at UDEM!

March 21, Benito Juárez's birthday: (national holiday, no classes)

Easter break (1 week vacation at UDEM)

May 1: Labor day (national holiday, no classes)

September 16: Independence Day (national holiday, no classes)

October 12: on this day international students will have a display of their culture for the rest of the student community at UDEM. Don't forget to bring pictures, typical games, dress, flags, dishes, from your home country!

November 20: Mexican Revolution (national holiday, no classes)

Exchange Students

Exchange students coming to UDEM through to an institutional agreement must apply through the international office of their home university. Please review the information there. In case the information is not available, please ask the staff at the international office of your home university to send us an e-mail .

Requirements

The requirements established by the International Programs Office for ALL exchange students (whether bilateral agreement; ISEP, AMISTAD, CONASEP by CONAHEC, SUMA by FIMPES, National Academic Mobility through ANUIES, by ANUIES-CREPUQ programs or by direct enrollment) who want admission to UDEM, are as follows.

These are the requirements for all students who wish to enroll in the exchange program at UDEM:

- Photocopy of birth certificate or of your passport (readable copy).
- Three color photographs, wallet or passport size. No Polaroid, digital or computer printed pictures accepted.
- Admission form, completely and properly filled out.
- Proof of medical insurance coverage for the entire semester. It is best to acquire insurance through the UDEM. If another insurance is used, please attach proof of coverage when submitting admission documents. Details are provided in the "Matters of Health" section. ISEP student do not have to provide this document.
- "Class request" form signed by the academic advisor at your home university.
- Copy of your transcript of courses completed to date, certified by your home university.
- Two letters of recommendation (with a seal or signature, or both) from two different teachers with certification from the International Student Office at your home university or high school.
- A letter or short essay of 250 to 500 words speaking about yourself and commenting on your background as well as your plans and reasons for wanting to study at UDEM. This is a personal essay about you, your family and friends, your likes and dislikes, expectations, etc.
- If you plan to attend UDEM through direct enrollment, you will have to pay the tuition at the UDEM.

Important Notes:

Please be sure to send all documents together, by fax, and also by priority mail as soon as possible.

Documents must be legible and the forms should be filled out completely and clearly, typed or handwritten using all capital letters. Failure to turn in any document or any form that is not completely filled out may void your application.

If you apply for an exchange through Amistad or ISEP, please remember that some documents are sent at different times, and that no document has to be submitted twice. Please also remember that once you have received the letter of admission to UDEM, you must send us the documents that UDEM requires for your admission.

International Degree Seeking Students

If you are a university student, national or international who wishes to study at UDEM to obtain a degree (high school, professional degree; masters or postgraduate) you must meet the requirements set forth by the Admissions Department, please contact them at admisiones@udem.edu.mx. To register for classes and clear up any other academic doubts, please contact the academic advisor at UDEM for your major. If you have any other questions, do not hesitate to contact DIPI. Upon your arrival, during the "Gente UDEM" event, attend the orientation sessions that DIPI offers, for they will be very helpful to you.

Receiving Course Credits And Making A Class Schedule

Degree- seeking students should contact their academic advisor at UDEM (the "Director de Programa Académico" or "DPA") by consulting the academic programs at <http://www.udem.edu.mx/Xstatic/udem/template/carreras.aspx> . If you are an international student, you should choose courses similar to those you would take at your home university.

Please remember that:

Attending classes is mandatory at UDEM, but you have the right to miss class a certain number of times. If you exceed the number of absences, you will lose the right to take the final exam for that course. For each course, you may miss up to twice the number of classes per week. If you have a class three times a week, then you have a right to 6 absences per semester. Each subject has an assigned number of academic credits. Each hour of a theoretical class per week equals two credits, and each hour of practical class per week equals one credit. For internships, you will receive one credit for every thirty hours of work.

Since the course catalogue is published after the application deadline, you may send your Courses Request sheet without setting any definite time schedule for each course (in this case we will try to make a schedule for you as conveniently as possible) or you can wait for the catalog to be published and send your Courses Request sheet with the schedule already set.

Check the Course catalog and choose those courses you wish to take. Confer with the advisors at your home university about your choices and choose more courses than needed (usually, an international exchange student takes between four and six courses), since some may not be offered during the semester of your visit, may not fit your schedule, or may not be what you need, so have several options ready (between 8 and 10). Make certain that the options you select at UDEM will be validated by your university. If you do not find the courses you want, try looking for them under a different title.

If you or your advisor has doubts about course content, please contact us so we can send you the course descriptions. Take into consideration that a Spanish-speaking student has a 12 UDEM-credit course minimum and a 36 to 42 UDEM-credit maximum load during a semester. The maximum that you can take in the Traditional Summer Session program is two courses, and one course for each of the Summer Sessions I and II.

The following codes and abbreviations are used in the course catalog:

AA:	Art and Design (Arte y Diseño)
AD:	Administration (Administración)
CB:	Basic Sciences (Ciencias Básicas)
CC:	Clinical Sciences (Ciencias Clínicas)
CD:	Student Growth and Development (Crecimiento y Desarrollo Estudiantil)
CI:	Communication (Ciencias de la Información)
CO:	Accounting (Contabilidad)
CS:	Social Sciences (Ciencias Sociales)
DA:	Architecture and Technology (Arquitectura y Tecnología)
DC:	Cultural Activities (Difusión Cultural)
DE:	Law (Derecho)
EC:	Economics (Economía)
ED:	Education (Educación)
EF:	Physical Education (Educación Física)
FM:	Physics and Mathematics (Física y Matemáticas)
FS:	Social Development (Formación Social)
HU:	Humanities (Humanidades)
ID:	Modern Languages (Idiomas)
IN:	Engineering (Ingeniería)
PA:	Religious Activities (Pastoral Universitaria)
PE:	Student Activities (Participación Estudiantil)
PS:	Psychology (Psicología)
SC:	Computer Sciences (Ciencias Computacionales)
SS:	Community Service (Servicio Social)

Each course has an assigned code along with the course number and the number of the group when the subject is offered in various sections. The designation "AA 1000-03" would be an art class, with code number 1000, section 3.

Each section is also identified with a Course Registration Number (CRN) which is the number used to enroll in the specific section. On the class schedule form, found at the end of this Handbook, please fill in ALL the information, especially the CRN along with the name of the course.

Recommended Courses For Exchange And International Students

The courses offered by DC, EF, PA, and PE might be of special interest to you. There are cultural and artistic activities (theater, manual arts, dance, etc.); sports (volleyball, swimming, tennis, gym, aerobics, football, soccer, martial arts, etc.); spiritual activities (prayer, community service, mass, Bible studies, etc.); socio-political activities (leadership, student associations, back-packing, geopolitics and more). By enrolling in these courses you will meet many people, accelerate your adaptation, learn the language faster, have fun, grow as a person, and no tuition is charged for these courses. Also, these are pass/fail courses with no final number (or letter) grade.

Other courses we recommend:

About Mexico

AA 1850 Prehispanic Mexican Art: Analyze the development of the prehispanic cultures and its expression in Mesoamerica.

AA 2090 Mexican Colonial Art: Learn the expressions of art produced during the reign of the viceroys.

AA 2690 Modern Mexican Art: Study the art of Twentieth Century Mexico including contemporary art.

CS 1190 Archeology: Gives a general idea of what archeology is and how it has been and is currently being carried out in Mexico.

CS 1210 Geography of Mexico: Offers basic knowledge of the geography of Mexico.

CS 2410 Union Movement in Mexico: Study the unions, their organization and their role with regard to business.

CS 1830 Analysis of Political Groups: Understand the political situation in which the organized social groups of major influence in the dynamic of national power developed.

DA 1575 Theory of Industrial Design in Mexico: Offers information for mastery of the history, development and theory of industrial design in Mexico.

DA 2035 History of Mexican Architecture: Analyze Mexican Architecture as an expression of the sense of identity of a people; learn about the prehispanic cultural universe, the feudal system of the New Spain, the European models recreated in the independent Mexico, from the time of the revolution to today.

DA 2370 Regional Architecture: Understand the structure of architecture as a reflection of the regional cultural profile.

EC 1510 Economy of Mexico: Understand how the background of the economic structure of modern-day Mexico was forged, and the implications for the future.

HU 1150 Social and Cultural Roots of Mexico: Study Mexican history in order to understand the cultural complexities of modern Mexico.

HU 1540 Mexican Literature: Study the principal examples of the literature of Mexico and analyze its main models from the Fifteenth to the Twentieth Centuries.

HU 1550 Political and Economic Roots of Mexico: An opportunity to develop a critical attitude towards the current political and economic reality of Mexico, to come to your own conclusion in a rational and informed manner, with the capacity to accept and understand other concepts and different ways of thinking.

HU 1730 Regional Culture: Develop a sensitivity to perceive, appreciate, judge, and conserve the Mexican Northeastern cultural values.

HU 1750 Industrialization of Monterrey: Analyze the process of the industrialization of Monterrey and of the Mexican Northeast from the historic perspective from 1850 to 1980, with Monterrey as the central driving force of the phenomenon.

HU 1770 Cultural Currents of Mexico: Endeavor to learn the different cultural expressions of Mexico in its different periods to the present; includes philosophical, historical, literary and artistic perspectives.

HU 1930 Culture of the Mexican Northeast: Learn to value the Northeastern Mexican cultural heritage and its roots.

HU 2250 Mexico in the Modern World: Understand the dynamics of the process of globalization, learning about the different regions of the world and their relations with Mexico; understand the transformations which have occurred recently in the world, their origins, and their impact on modern Mexico.

PS 1440 Psychology of the Mexicans: Analyze and evaluate the psychology of the Mexicans.

Languages

- CI 0510 Written Communication Abilities: increase verbal abilities (in Spanish) in the four skills: speaking, listening, reading and writing.
- CI 0610 Comprehensive Reading Abilities: develop abilities (in Spanish) in perception, functional memory, creative questioning, logical reasoning, and critical evaluation.
- CI 0710 Writing Abilities: develop the ability to communicate (in Spanish) in an effective and precise manner through writing, polishing form and style, and making use of written symbols.
- CI 1130 Oral Communication: develop verbal abilities (in Spanish) for informal dialogue, interviews, and public discourse.
- CI 1140 Advanced Spanish: promoting spelling and stylistic perfection through understanding and practice of morphology and syntax.
- CI 1530 Strategies of Argumentation and Discussion: practice (in Spanish) abilities to discuss, participate in debates and present a project.
- ID 1601 Spanish as a Foreign Language I: introduce the non-Spanish-speaking student to the fundamental elements of Castilian grammar and its fundamental practice as an aid to understanding regular courses.
- ID 1602 Spanish as a Foreign Language II: aid the non-Spanish-speaking student advance in understanding and practice of Castilian grammar in order to take full advantage of regular courses.
- ID 1603 Spanish as a Foreign Language III
Spanish for Business
Spanish Conversation for foreign students

There are also language courses to learn or perfect English, French, and German.

Courses In English

UDEM offers several courses in English. Some courses use text books in English and others are taught by teachers who give the entire class in English. The courses may change from one semester to another. Some of the current courses are:

- AD 2510 Consumer Analysis
- CS 1150 Introduction to Anthropology
- CS 1190 Archaeology
- CS 1310 Medical Sociology
- CS 1510 Political Geology
- CS 1570 Political History of the United States
- CS 1630 International Relations
- CS 2050 Analysis of Comparative Politics
- CS 2150 International Negotiations
- CS 1710 Political History of Canada
- CS 2070 Method and Technique of Political Analysis
- CS 2111 Seminar in History of the United States
- CS 2130 International Organizations
- CS 2440 Public Politics
- DE 1510 Private International Law
- DE 1950 Comparative Law
- DE 1990 Laws of the United States and Canada
- DE 2160 Arbitration Law
- ID 2210 English Literature
- ID 2230 American Literature
- PS 2360 Intervention Techniques with Children and Adolescents

UDEM has established an Online Program through an agreement with Athabasca University (Canada). These courses are in English, and the ones available in this program include: Consumer Behavior, Strategic and Competitive Analysis, Accounting Information Systems, Macroeconomics, and Changing Global Economy. If you are interested in these courses consider that the registration for these online courses is different and earlier than for the other courses.

Courses In International Subjects

CI 1260 Intercultural Communication: understanding, creating or changing intercultural communication processes through an understanding of the processes of communication.

CS 1590 History of American Thought: offering a panorama of thought and values of the American people.

CS 1610 Organization of the Global System: Describe and explain the diverse dimensions of the global system and examine some of the implications to countries and regions.

CS 1630 International Relations: manage conflicts through analysis of international relations.

CS 2090 Model of the United Nations: prepare the student to be able to discuss worldwide problems.

CS 2150 International Negotiation: understand the negotiating process, identifying unifying elements, and framing this process in the international scenario.

CS 2160 Promotion of Foreign Commerce: enabling students to recognize the socioeconomic characteristics of the countries of Southeast Asia, their relation with Mexico and existing cultural differences for the development of new businesses.

CS 2180 Models of Negotiation and International Agreements: provides the student, regardless of the area of study, with a global and historic perspective of the political and economic order predominant at the beginning of the twenty-first century.

CS 2190 International Negotiations Seminar: familiarize the student with the process of negotiation and develop negotiating abilities at an international level, providing a global vision of the cultural differences which affect the styles and practices of negotiation among the people of the principal regions of the world.

CS 2192 International Contracting Seminar (Intercultural Aspects): demonstrates the mechanism of International Contracting.

DA 2135 History of Architecture in Latin America: understand the cultural heritage which defines the identity of the Latin American people as expressed in architectural works, using as a geographical frame the area south of the Rio Grande river to Patagonia and the Caribbean Islands.

EC 1230 International Economy: introduction to the dynamic scene of business within the framework of international economy and an analysis of intervening factors.

EC 1550 International Finance: introduction to the context of international finance, permitting an understanding of the functioning of the international financial market, as well as the use and application of the most important financial instruments.

EC 1630 Latin American Economy: presents a socioeconomic framework of Latin America during the Conquest and Colonial periods; studies international commerce and economic development during the nineteenth and twentieth centuries; describes the agricultural, social and financial systems; analyzes the processes of industrialization, and the structures of the economic sectors and the implications for development.

EC 2330 International Commerce: provides the bases to understand the processes and problems which originate in international commerce through the understanding of some elements of the subject.

HU 1210 History of Ideas in Latin America: understand the Latin American identity through a historic-philosophic-literary analysis of the ideas of the principal essayists.

HU 1350 Panorama of Latin American Literature: establish parameters of the Latin American literary tradition analyzing the principal schools and authors from the sixteenth to the twentieth centuries.

HU 1510 Contemporary Latin American Literature: selection of reading and analysis of some contemporary Latin American authors in poetry, narrative, drama and essay.

HU 1580 Images of Women in Latin American Literature: analyze different images of women presented in hispanoamerican narrative from the point of view of the theory of the genre.

In addition, there are courses in Social Sciences and Law ;concerning specific international themes, and in Social Sciences, History, and Literature which are taught in English (please consult the previous section.)

Tuition

If you are studying under an exchange agreement, the tuition will be stipulated in the contract with your home university.

Tuition is charged according to the number of course credits taken. Each course has a determined value in credits which consist of academic credits and credits to be charged. For payment, the "credits to be charged" are considered. For each credit, there is a determined sum to be paid. For example, if you are studying 4 courses of 6 credits each, there is a total of 24 credits. If the administrative credit to be charged costs \$1,363 Mexican Pesos (approximately \$130 USD) , you will pay tuition of \$32,712 Mexican Pesos (or approximately \$2,975 USD).

If there is no such agreement between UDEM and your home university and you are not from Mexico, there will be a 15% surcharge on the total. In this case, you would enter by "direct enrollment", making payments directly to UDEM according to the schedule and as described above. The payment could be made personally upon arrival to UDEM, in cash or by personal check or cashier's check drawn on a Mexican bank, or by credit card (with the exception of American Express and Diner's Club); through the Internet, or personally by bank deposit with an international money order

Scholarships

For all exchange students, starting Spring semester 2004, there are only two programs that grant scholarships. The first is for students from the University of Houston and is awarded by the Chapa-O'Quinn Foundation. The second is the "Amistad" Program for students enrolled in the following Universities: Laval University and Calgary University in Canada, and Washington University and the State University of New York (Plattsburgh) in the United States. Here are the descriptions:

Chapa-O'Quinn Foundation Scholarship

During each semester, the Chapa-O'Quinn Foundation grants financial aid scholarships to study at the University of Houston, Texas, to students with economic necessity who wish to study abroad for one semester. The scholarships are available for approximately ten students of any major, especially those focused on Social Sciences. The scholarships help students cover part of their expenses

abroad for a semester (ie housing, food, books, etc.). This is a program exclusive to Houston and UDEM. For more information, visit the following webpage:
<http://www.uh.edu>

AMISTAD Project

Student mobility project between the Mexican, American, and Canadian government, sponsored by PROMESAN (Program for Student Mobility in Higher Education in North America). The Mexican Ministry of Public Education is involved as well. The scholarship consists in granting a partial scholarship to cover transportation, housing, or food expenses when participating in an exchange program in different universities in these countries.

Both programs offer varying sums to cover part or the entire exchange program expenses at UDEM. If you attend any of the universities involved in these programs and you are interested in applying for one of these scholarships, please check for important dates and requirements with your home university's international exchange office.

Currently, the University of Monterrey offers scholarships exclusively to Mexican students who wish to obtain a degree from UDEM. If you need a scholarship or financial aid, you may apply to the corresponding entities at your university or country. Another option for funding your studies in Mexico is to consult the embassy or Mexican consulate near you.

Other sites that might be of interest to you:

Benjamin A. Gilman International Scholarship: The Institute of International Education (IIE) promotes this program sponsored by the U.S.A.'s Department of State, by the Cultural and Educational Affairs Bureau. It is administered through the Southern Regional Center of the IIE, and allows students with limited economical resources to participate in an exchange program around the world. The program gives grants of up to \$5,000 USD for American undergraduate students enrolled in institutions from 2 to 4 years to study abroad for a semester or a whole year. To be eligible, students must be receiving, at the moment of application, a "Federal Pell Grant". Other restrictions apply. For more information, the application requisites and online applications, visit the Gilman Program Website, at the following address: <http://www.iie.org/gilman>.

Edupass: FinAid's website specifically for international students:
<http://www.edupass.com>.

Embark: has joined with Princeton Review to provide resources to students:
www.embark.com or www.Princetonreview.com.

Fastaid: contains a special resource specifically for international students:
<http://www.fastaid.com>.

British council: connects people worldwide with learning opportunities and creative ideas from the UK and builds lasting relationships between the UK and other countries: <http://www.britcoun.org> .

Council on International Educational Exchange: provides resources for international students: www.ciee.org/index.htm

International Education Financial Aid: contains almost 900 scholarship listings for international students, as well as links to many resources:
<http://www.iefaf.org>.

International Students.com: contains excellent funding resources and information about United States study for international students. International Students also provides a scholarship search engine for users of IE 4.0 or better: <http://www.internationalstudents.com>.

University of Minnesota's International Service and Travel Center: online database of over 1,500 study abroad programs listed by location, subject and other criteria. The ISTC database contains over 200 study abroad scholarships: http://www.istc.umn.edu/html/misc_scho.html.

Petersons: provides excellent information about study in the United States, but does not list many scholarships: <http://www.petersons.com>.

Bridging Scholarships:
<http://www.colorado.edu/ealld/atj/Brisging/abroad.html>.

ExPAN Scholarship Search:
<http://www.collegeboard.org/fundfinder/bin/fundfind01.pl>.

FastWEB—Financial Aid Search Through the Web: <http://www.finaid.org>.

Rotary Foundation: <http://www.rotary.org>.

Ministry of Foreign Relations—Mexican Government: the information includes special programs about themes for which México can offer valuable alternatives. It includes a Memorial Program to celebrate the New Millennium, dedicated mainly to prospective studies and risk monitoring and another for Special Lectures for visiting professors. Requisites and formats are at: <http://becas.sre.gob.mx> and the calendar at: <http://becas.sre.gob.mx/Documentos/calendoper2005extr.doc>.

Comexus Grants for U.S. Citizens: Consistent with the Fulbright Program's interest in promoting educational and cultural exchange between the people of Mexico and the United States, enhancing mutual understanding between the two countries, and providing unique exchange opportunities, preference for Fulbright-Garcia Robles awards will be given to U.S. citizens with limited previous exposure to, and without recent experience in, Mexico. Visit the following site: http://www.gob.mx/wb2/egobierno/egob_COMEXUS_Becas_para_estudiar_en_Mexico or <http://www.comexus.org.mx>.

Scholarships for Foreigners from the SEP (Secretaría de Educación Pública or the Ministry of Public Education):
http://www.sep.gob.mx/wb2/sep/sep_Becas_a_Extranjeros.

The Language

Except where indicated, courses are taught in Spanish so be prepared to manage oral reports, reading, group and individual work, essays, and written work with fluency in Spanish in both homework as well as in classwork and exams with time limitations.

If you plan to study Spanish at UDEM, there are courses in Spanish for International Students and some classes in English either in the classroom or in online courses. If you are interested in any of these options, ask the International Student Advisor about them, or check out the previous section on available courses.

In any case, remember to send us your Spanish level test, honestly answered, so that we may place you in the most appropriate level.

Internships

The city of Monterrey, as you probably know, is a city of active, working people. The work culture is regarded with utmost importance in the mindset of the Regiomontano. Because of this, Monterrey has become one of the three most important cities in Mexico and one of the leading business cities in Mexico. There are a large number of businesses established in the metropolitan zone in diverse areas of industry, commerce, and service. Internship opportunities are endless in Monterrey.

For some years, UDEM has implemented guided internships for all its academic programs as a requirement to graduate. As in all UDEM programs, guided internships consider the current conditions of the job market in the country and around the world. The internships take into account the needs and wishes of the students and the companies, while giving all students the opportunity to develop and grow as professionals, faithful to the goals, and objectives of the University.

There are a diverse number of academic programs at UDEM, and each of them is in a niche in the job market of the city. Whether a student of engineering, medical sciences, art, social studies or humanities, it is possible to quickly find a place in a company, association, government or non-federal institution, a museum, hospital, school, or law firm. You only need to maintain a positive attitude and UDEM will provide support throughout so that your experience will be as beneficial as possible.

Internships At Udem

A guided internship in Mexico during your student exchange program will provide a number of benefits, among them: combining academic knowledge with an experience in your chosen field, in an current environment and under actual conditions; acquiring international experience working in a country other than your own; learning the conditions and characteristics of work in Mexico thus understanding another aspect of Mexican culture; providing an important addition to your résumé; and making contacts in your chosen area for future professional references.

Your UDEM internship will allow you to live this experience in an appropriate setting, according to the ethical and humanistic principles practiced day-to-day in our University. For an internship at UDEM it is necessary to fulfill the requirements, answer some questions, enroll in the guided internship classes in your study area, and participate in interviews. It is necessary to begin this process at least one month before the first day of class at UDEM.

Although the academic advisor must be consulted for the particular requirements of each academic program, these are the general guidelines:

- Participate in a UDEM student exchange program
- Have completed at least three years of university studies.
- Fill out the appropriate application found in the final section of this Handbook
- Provide two credential-sized photographs
- Send a Résumé in Spanish and in your native language; attach a copy of the class schedule for the period of your student exchange
- Register in the Professional Internship (Prácticas Profesionales) class corresponding to your major.

Write an essay (approximately 500 words) telling of your interests, work experience, your objectives, and your qualities and flaws.
Provide at least one letter of recommendation from a previous employer; or, if not available, from a teacher with whom you have worked.
Submit proof of medical insurance (preferably Mexican), covering workplace accidents in case the Mexican employer cannot cover you.
Meet with your Academic Advisor (DPA) at UDEM or, according to the case and career, report to the Department of Job Placement (Bolsa de Trabajo) for an interview.
Mastery of basic Spanish or mastery of English.
Report to the firm to which you have been assigned to arrange and carry out an interview.
If you have been accepted by the firm and you have agreed that it is an adequate experience for your professional practice, the firm and your Academic Advisor (DPA) each should give you a letter at the beginning of the professional practice (the format for the letter can be provided by the DIPI. Give the letters to the International Student Advisor.
If your home university has specific requirements to validate your practice hours, please notify the DIPI.

If your home institution asks you for specific requirements to validate your internship hours, please let us know at DIPI. Failing to comply with these requisites may eliminate your possibility for an internship.

Once you have reported to the company where you will be doing your internship:

You must receive authorization from the migration office in Monterrey (DIPI will help you).
Attend the Professional Practices class corresponding to your area of studies at UDEM, complying with the requirements of the class during the semester so you can pass and receive the proper academic credits.
Report to the professor of the Professional Practices class as well as with your direct supervisor at the company in which you are practicing.
At the end of the semester you should have accumulated a certain number of hours of practice depending on your area of studies.
At the end of the semester, turn in a journal-style or a diary-style essay describing your internship experience, including information from the beginning of your internship, your expectations, your progress, and your conclusions.
If you wish, you can complement your internship by taking other courses offered by UDEM and combining your class schedule with your work schedule.

Note: Your Academic Advisor and Internship Counselor have the final word in authorizing your internship.

Payments And Salaries

Unfortunately, due to migration issues, international student cannot receive economic remuneration for their work. However, some companies obtain government consent to aid the student in some other way (transportation, food, etc.)

How To Find An Internship Position

1. Make a personal inventory, a self-evaluation of your knowledge, skills, and values to identify opportunities for work and development that suit you.
2. Design a long-term plan for your personal and professional life. Think of what you wish to obtain from the work experience in Mexico as it fits in with your life plan.
3. Manage your personal marketing. Use every method and/or contacts which can be translated into an opportunity for success. Take advantage of the fact that you live in the internet era; you have access to different sites that handle vacancies for professionals and students in Monterrey:

www.vacantes.net/caintra

www.cvfuturo.com.mx

www.bumerang.com

www.laboris.com

www.occ.com.mx

www.elnorte.com

4. Design an honest and concise résumé. Write about who you are, what you have achieved, and want to achieve. Be brief without omitting information, do not exaggerate. Specify your phone number and/or e-mail address. If you include a picture, take care that it reflects a professional, sober, and well-groomed image. If you include a presentation letter, it must be typed, well written, and free of errors.
5. Work on a professional personal image: remember that you are “promoting” yourself. This means organization, neatness, and coherency between what you are and what you want to be. In Mexico, a person’s image is very important.
The dress code expected by the average company of an internship student would be:

Men: Casual pants (no jeans), casual shirt (no sleeveless shirts or tank tops), closed shoes, no earrings or dyed hair.
Women: Casual pants (no jeans), casual blouse (no sleeveless, strap, short or low-necked blouses), knee-length skirts, no dyed hair (like green or blue).
In general, wardrobe must be clean and discreet. Neutral colors are the most appropriate.
6. Commit yourself to attending an interview only when you are truly interested; saying “no” to an interview is not impolite, not showing up or arriving late, is. The interviewer might arrive late on occasions, but the interviewee must always be on time. Remember to take your résumé.
7. It is true that you are being evaluated during an interview, but this is also your chance to evaluate the company. Do not be afraid to ask about anything that might interest you and to know if the company agrees with your personal expectations.
8. Beware of legal aspects. By law the company must make sure that their employees have some kind of insurance; you must be enrolled in the Internship Course of your UDEM academic program.
9. It is important to be courteous to everyone, from the receptionist to the president.

How To Write A Résumé

The objective of a résumé is to obtain a job or internship interview, so it is important to state your abilities, skills, and predominant areas of interest. Over time there have been different ways of writing a résumé; before, people tended to make an extensive, bound presentation, (the more pages, the better.) Nowadays, this trend has changed, and the curriculum has become simpler and more practical; legibility, clarity and background information are highly prized. It is important to keep up with the current trend in the design of your curriculum – it creates an impact on the image that the interviewer has of you. The interviewer does not know you and must be convinced by a piece of paper that you are so valuable to the company that you deserve half an hour or so of his/her time.

The main points to include in a résumé are as follows:

Personal Information: the tendency is to include only complete name, address, telephone number and e-mail address.

Professional Objective: Always begin with a verb. It should reflect the direction you wish for your professional life and the jobs or areas of interest to which you aspire.

Areas of Interest: Specify the specific areas in the firm in which you wish to develop.

Professional Experience: Begin with the most current employment and end with the earliest. Any previous internship should be included at this point. It is important to provide dates from beginning to end; name of the company (if not well-known, briefly include a brief description of its activities), your title or post and your accomplishments in the job. Include your achievements for each aspect of the functions you performed.

Education: Begin with the highest university degree obtained, specifying the name of the university, major and minor areas, dates of admission and graduation. It is not necessary to include high school and elementary studies. You can add a space for "Academic Achievements" mentioning acknowledgements or honorific awards (scholarships, academic prizes, etc.) obtained during your university studies (never include awards received during elementary or high school.) Also, write any extracurricular activities worth mentioning.

Languages: specify the languages and level of fluency.

Software Management: Indicate the computer software with which you are familiar. Proficiency in use of the internet is highly valued in some companies.

Extracurricular Activities: Participation in the organization of a convention, membership on boards of organizations, varsity teams, and social or cultural activities provide an important addition to your curriculum.

Photograph: If you include a photograph, it should be small, projecting a formal and professional image (men and women wearing a blazer.) It should be attached to the upper right-hand corner.

Example of a résumé:

Name
Address
Telephone numbers
E-mail address

Professional Objective:

To develop professionally, applying my skills in negotiation, planning, and organization to the area of exports and imports in an international company.

Areas of Interest:

International commerce, exporting-importing, traffic and logistics, international relations

Professional Experience:

June-December 1999: Vitro Corporation
Position: Internship in the area of International Purchasing
Achievements: Effective management of the J.D. Edwards Program to obtain 95% of the purchase orders expedited within the required time.

Education:
1995-1999 Degree in International Studies
Universidad de Monterrey

Languages:

English 90%; TOEFL: 570 points
Software Management:
Office and Internet

Extracurricular Activities:

1997-1998 Secretary of the Student Association of International Studies
1996 Member of the Varsity Soccer team

Companies In Monterrey

These are just some of the companies to which the Department of Job Placement can introduce you for a possible internship. However, UDEM cannot guarantee that you will be accepted in a specific company.

SIGMA-Food: SIGMA is the leader in the production and distribution of refrigerated and frozen foods in Mexico.

El Norte: the newspaper with the highest circulation in the north of Mexico.

CYDSA: an important entrepreneurial group in diverse sectors of the industry of chemical and plastic products, textiles, flexible packaging, and environmental services.

FEMSA: Mexico's largest brewery and one of Latin America's leaders with exports to the United States, Canada, Latin America, Europe and Asia.

Grupo IMSA: one of Mexico's most diverse industrial groups, organized into four segments: IMSA ACERO, processed steel products; ENERMEX, batteries and auto parts; IMSALUM, aluminum products; and IMSATEC, steel and plastic products.

Marcatel Internacional: provides integral telecommunication services to companies.

VITRO, S.A. de C.V. (NYSE: VTO; BMV; VITROA): includes four divisions: Vidrio Plano, Acros, Whirlpool, Crisa and Envases. Involved in various markets including: construction, automotive industry; domestic appliances, glass articles, bottles, fibers for various applications, cosmetic and pharmaceutical products; food and drink; raw materials and capital assets.

METALSA: metallic products for the construction industry.

HYLSA or HYLAMEX: iron and steel industry of ALFA with nine operative units; HYLSA includes Aceros Planos, Alambrón y Varilla, Materias Primas y Servicios y Tecnología; HYL – Galvacer, includes Galvak, Galvamet; Hylsa División Aceros Tubulares, Aceros Proxima and Acerex. Also, a service center for the transformation of steel in association with Worthington Industries, a leading enterprise in the field in the United States.

CEMEX: one of the three largest cement companies in the world and focused on the production, distribution, commercialization and sale of cement, premixed concrete, aggregates and clinker.

Cigarrera La Moderna: Cigarette production.

ALESTRA: provides national and international AT&T long-distance services.

LG Electronics: sale of domestic appliances, audio, video and high-media products.

Arthur Andersen: specialized professionals in appraisals and transactions.

Alimentos Madre: manufacturing LUCAS brand name candy.

Axtel: a Mexican telecommunications enterprise providing local, national and international long-distance internet and other telephone services.

Philips Iluminación, Philips Mexicana, S.A. de C.V.: manufacture, importation and exportation of electrodomeestic articles, electronics and illumination.. Also commercialization of equipment and appliances for the private and public health sector.

Villacero: involved mainly in the production, transformation and commercialization of steel products. Also participates in the agroindustrial sector and other diverse industries.

Exchange Programs For Medical Students

If you are a medical student and wish to pursue a period of training, internship, or residency as an UDEM exchange student for a few months, a semester, or a year, there are specific requirements that you must meet. The requirements are stated later on in this section.

Differing from other universities, UDEM allows you to attend the same classes as an exchange student at a basic level as any other UDEM student, or you can attend as an exchange student while beginning your medical internship after having completed your fifth semester. UDEM offers the advantage of an intense and diverse practice which can be undertaken in one of 14 hospitals: 11 public hospitals, (one in the Health Sector and 10 in the Mexican Institution of Social Security) and 3 private hospitals—two of which are affiliated with UDEM (Hospital Maternidad Conchita, which is owned by UDEM, and Christus Muguerza Hospital).

Other advantages of an UDEM internship in medicine:

The medical program is accredited by national organizations such as AMFEN (Mexican Association of Medical Schools and Faculties) and the international organization Tribunal Examinador de Médicos de Puerto Rico (Medical Examination Tribunal of Puerto Rico). These assure that UDEM is deeply committed to quality and to the processes of improvement.

The opportunity of learning in a small group with a teacher-student ratio of 1 to 4.

The pre-degree internship is also diverse and enriching.

Professors in the area of Clinical Sciences are specialists in their areas providing a high cognitive level for the student.

The requirements for application as an exchange student depend on the level for which you are applying.

For students in normal courses:

Apply as any other student (consult the requirements in this Handbook).

Must have completed third semester of Medicine at home university.

Mastery of Spanish at a 50% level minimum.

Contact Dr. Carlos Cantú, Director of the Program, by e-mail or by telephone at: ccantu@udem.edu.mx or at (+52 81) 8124 1000 ext. 1272 or at (+52 81) 8124 1272.

For student professional practice:

Apply as any other student (consult the requirements in this Handbook).

Must have completed fifth semester of Medicine at home university.

Mastery of Spanish at an 80% level minimum.

Application documents and in addition:

Letters of recommendation from two faculty teachers.

Résumé.

An essay stating your intentions, expectations, and characteristics.

Fill out the form for Professional Practice (Internship) found in the final section of this Handbook.

Send the study plan in Medicine of your home university with an official seal or certification to the DIPI.

Contact Dr. Carlos Cantú, Director of the Program, by e-mail or by telephone at: ccantu@udem.edu.mx or at mcp@udem.edu.mx (+52 81) 8124 1000 ext. 1272 or at (+52 81) 8124 1272.

Type of Medical Internship	Periods
Medical Internship	Semester sessions, beginning in January or August.
Pre-degree Internship	A year in hospital rotations in year-long sessions, beginning in January or August.
Short-term Internship	Begins according to the rotations established by the evaluating committee.

Some points to consider are:

The decision to accept exchange students in the UDEM Medical Internship Program will be made by an Evaluation Committee based on the documents submitted by the student.

According to the type and origin of the medical internship authorized for the student during the exchange period, an administrative, or participation fee, or both, may be charged.

Students who are taking a medical internship at UDEM according to an agreement between UDEM and their home institution must pay the participation fee.

Exchange students who are "directly enrolled" at UDEM either in courses or Medical Internships must pay the number of credits that correspond to each course, as well as the 15% surcharge, by the deadline established by UDEM for all its students. If you are taking a Pre-degree Internship or Short Medical Internship, you must pay the administrative and participation fee when the DIPI indicates so.

The administrative fee since August 2004 has been established at \$1,000.00 MXP and may increase without previous notice.

The participation fee is equivalent to any expense that UDEM must cover for the internships.

Please consult the following chart for the documents to be presented at the end of your internship:

Type of Medical Internship	For exchange students through an agreement:	For exchange students through direct enrollment:
Medical Internship	UDEM will send an official transcript of courses completed directly to the student's home institution.	UDEM will send an official transcript of courses completed (semesters beginning in January or August).
Predegree Internship sessions	For one year of hospital rotations, UDEM will send an unofficial transcript as well as a letter from DIPI to the student's home institution.	For one year of hospital rotations, UDEM will send an unofficial transcript (annual sessions beginning in January or August).
Short-term Internship	A certificate of participation is sent directly to the student's home institution.	A certificate of participation is given to the student.

Living In Monterrey

The Mexican Culture

Unlike post-industrial cultures, Mexican culture has maintained colonial and even pre-colonial traditions. Thus, there are many indigenous groups that make this country a diverse place, in which many conflicts are still unsettled, such as in the state of Chiapas.

The Mexican Republic, still undergoing development, continues to follow a conservative outlook in human relations, where the family is the center and the base of society. Children, in general, continue to live in the family home until marriage. The father tends to be stricter in the education of his daughters than with his sons, who are responsible for carefully guarding their sisters and their social involvements, their friendships, boyfriends, etc. Both family and social ties are based on close relationships, shown by hugs and/or a kiss on the right cheek. For the same reason, the existing physical space between two people having a conversation in Mexico (and throughout Latin American) is much closer, than, for example, two Americans would have. The work ethic is at the same level as is the social ethic, therefore, before closing a deal, it is necessary to share coffee and breakfast or a meal during which the details are discussed.

As a good Latin American and within being social, the Mexican is expressive and "pachanguero" (enjoying parties and celebrations). There are always reasons for a celebration in our country and anyday is a good day to plan or to attend a "fiesta" especially if the weekend is approaching.

The City Of Monterrey

Universidad de Monterrey is located in the community of San Pedro Garza Garcia, in the metropolitan area of the city of Monterrey, capital of the state of Nuevo León. Both cities were founded by Don Diego de Montemayor in 1596. The city of Monterrey is an important industrial zone of Mexico, and is known as the "industrial capital" of the country because of its contribution to the national development. In December of 1999, it was recognized by Fortune magazine as the best place in Latin America to do business. Monterrey is also considered as a safe city, and the Public Safety and Security Ministry of San Pedro Garza Garcia is considered one of the best in Mexico.

The city is at an altitude of 538 meters above sea level, located 1,082 kilometers north of Mexico City, and 250 kilometers from the United States border. The city is situated in a valley, surrounded by four main mountains: the Cerro de la Silla (Saddle Mountain, the symbol of the city), the Cerro de las Mitras, the Sierra Madre Oriental, and the Cerro del Topo Chico. The metropolitan area has a population of approximately 3.5 million inhabitants and, in spite of this, is considered one of the safest cities in the country. Monterrey and the surrounding area have the characteristics of a modern industrial zone. 90% of the productive activity of the state is concentrated here, providing 6% of the Gross National Product and 12% of the industrial production of the country.

The metropolitan area of Monterrey is made up of: the city of Monterrey (center), San Nicolás de los Garza (northern zone), Escobedo (north, northwest), Apodaca (north, northeast), San Pedro Garza Garcia (south, southwest; this is where UDEM is located), and Santa Catarina (west).

The culture of Monterrey has mostly Mexican influences, although American influences are certainly present given the close proximity to the United States. Both social and political life in our city are dominated by the people in the high industrial circles who run and influence society. For more information about the city of Monterrey, consult the following sites:

http://www.gob.mx/wb2/egobierno/Egob_Extranjeros

<http://www.surf.to/monterrey>

<http://www.monterrey-mexico.com/>

<http://www.turismomonterrey.com>

<http://www.sanpedro.gob.mx/>

<http://www.mundoregio.com>

<http://www.nl.gob.mx>

<http://www.webdemexico.com.mx>

<http://www.mexicoglobal.com>

Interesting Facts About Monterrey

Tallest building in the metropolitan area is the Dataflux Tower with 43 floors. Second largest building is the Comercial América Tower with 30 floors. Highest monument (in all Mexico) is the Faro del Comercio in the Macroplaza with 70 meters.

There are 56 leagues affiliated with the Little League Baseball program.

The State University stadium can hold 43,000 fans.

The Youth Football Association (AFAIM) has 24 registered clubs.

In the metropolitan area of Monterrey there are about 700,000 cars, 4,800 buses and 8,000 taxis.

Public transportation costs \$5.20 pesos for the regular route, and \$3.70 pesos periphery route.

It costs \$6.80 pesos initially to take a cab with \$3.50 pesos for each kilometer.

There are more than 350 bars and discos in the center of the city.

There are 62 churches.

A professional earns between \$5,000 and \$15,000 pesos monthly.

A mariachi serenade costs about \$1,300 pesos.

On weekends, there are 45 patrol cars, 35 motorcycles, and 50 bicycles maintaining order in the city.

There are 5,808 km. of water lines and 4,723 km. of sewage lines.

A liter of gasoline costs between \$6 and \$8 pesos.

A can of Coke costs \$4.50 pesos and a can of beer, \$8 pesos.

After Coke, beer is the favorite beverage in Monterrey.

12 eggs cost \$15 pesos.

1 kg. chicken breasts costs \$40 pesos.

1 liter of milk costs \$13 pesos

A McDonald's Big Mac is about \$19.90 pesos

On average, parking downtown costs \$7 to \$10 pesos per hour.

A movie ticket is priced anywhere from \$40 to \$80 pesos (in a luxury theater) and Wednesdays 2 for the price of 1.

There are 38 universities in Nuevo León.

A night in the fanciest hospital in Monterrey costs \$2,841 pesos.

The most economical car on the market is priced at \$79,000 pesos.

Museum admissions are free on Wednesdays and Sundays.

A meal in the UDEM restaurant costs on the average \$35 pesos and the buffet \$45 pesos.

There are airline flights that travel regularly between Monterrey and Mexico City, Atlanta, New York, Houston, Dallas, Chicago, Philadelphia and Guadalajara, San Antonio, Phoenix, etc.

Monterrey natives are called regiomontanos (-as).

The most popular careers in the universities: Law (9,000 students), Accounting (5,000), Architecture (4,000), and Communication Sciences (4,000).

The Weather And How To Dress At UDEM

The state of Nuevo Leon has a reputation for having an extreme climate and the low humidity makes temperatures seem lower than those registered on the thermometer. Because of its location so close to the mountains, UDEM is almost always 2° to 3° cooler than in downtown Monterrey.

During the summer, temperatures fluctuate between 24°C and 35°C (76°-95°F) but can reach 40°C (104°F). If you are here for the summer, you will need only light clothing and a sweater or light jacket for cool nights. Remember to bring a raincoat or umbrella, since you can not rule out the possibility of rain.

At the end of summer and early fall, the temperatures can vary greatly, but it does not get really cold until early November. So if you are here for the August-December semester, it is best to bring more summer than winter clothing. Also remember that September is usually a very rainy month.

During winter, from November to January, it can get pretty cold. Temperatures fluctuate between 5°C and 15°C (41°-60°F) and even if it rarely ever snows, it may hit the freezing point (32°F). In May, there can also be a short rainy season which prepares us for summer.

Other regions of Mexico can be cooler during spring and summer, so if you plan to travel around the country during these seasons, bring some light winter clothes. In general, if you come for a complete semester, bring clothes you may wear in layers.

Students at UDEM generally dress informally (jeans and tennis shoes), except for some classroom project presentations. Some bars and restaurants require more formal attire. Since it is likely that you will be invited to parties and/or weddings, bring a formal outfit, a suit and tie or cocktail dress, or a long evening gown and remember to bring a pair of formal shoes.

Travel And Arrival In Monterrey

Before you leave home, be well prepared. We suggest that before you pack your bag, make a list and check it over. This will help you avoid headaches while packing. When planning your trip we recommend that you consider the following:

- If you are traveling through other countries before arriving in Mexico: you may need a visa, especially if your passport is not recent and you go through the United States;
- if your baggage goes through the U.S. your suitcases may be opened and checked, so if you lock them they will most likely break the locks or the suitcase to check them while in transit;
- calculate enough time between your connecting flights (at least two hours).

When packing your clothes, remember the time of year in which you are traveling so you avoid bringing clothes you will not use. Carefully choose what you want to bring. It is best not to bring anything expensive or of great sentimental value for you. Do not worry, it will still be there when you return, and a semester or a year of absence, instead of the possibility of losing it, seems like a small price to pay. On the other hand, remember to

bring some pictures of your family and friends to cheer you up if you get homesick.

If you wear glasses, bring a spare pair.

If you are taking medication, bring enough for your entire stay. Always bring the medical prescription with you.

Put locks on your baggage.

Remember that there is a weight limit on your flight. Lugging two or three bags through the airport is a problem, so the fewer suitcases you bring, the less chances you have of losing them. Tracking bags from one country to another can be a headache. In any case, it is a good idea to put some clothes and basic personal hygiene articles in your carry-on bag.

When preparing the carry-on bag, include a list with your contact information in Monterrey, and make sure that you keep your passport, student visa, tickets, ID, baggage key and money in a safe and handy place.

Wear comfortable clothing for travel. Try not to draw attention to yourself.

If you miss your flight or are delayed, try to advise UDEM.

If you have never traveled by plane or left your country, ask someone you trust for information, so that you are prepared for the experience and have the information you need for the trip.

Also consider that safety rules in airports are strictly applied nowadays and there are a series of objects and materials that cannot be transported or are forbidden.

Here is a synthesized list, the complete list may be consulted at:

http://www.aeromexico.com/lo_nuevo/lo_nuevo/pop_restringidos.html.

According to the Firearms and Explosives Law:

Any type of gun, revolver, rifle, shotgun, cartridge, substances, explosives, detonators, munitions weapons, and BB guns.

Any type of weapon (bows and arrows, clubs with either flexible or leaden handles, throwable or not, martial arts weapons, harpoons, and other submarine weapons).

Any cutting object (hikers' picks, ice picks, knives, blades, stilettos, daggers, letter openers, replacement blades, swords, sabers, foils, axes, or similar).

Tear gases or defensive pepper sprays, nor taser guns, self-defense objects, etc.

Toys that resemble weapons or real replicas.

Power sources. .

Time devices (switch).

Chemicals

Acids nor corrosives.

Wet batteries or containers for any sort of gas, insecticides, extinguishers, nor bottled oxygen.

Any type of gas (butane, propane, carbon dioxide cartridges, kerosene).

Carbonic show (when it exceeds 2 lts).

Any sort of incendiary device (fireworks, matches (in large quantities), any type of gunpowder), flammable liquids, gasoline, lighter fluid.

Paints, solvents, acetone (above 250 mL), lye nor bleach, nor poisons.

Radioactive materials.

Dry ice (solid carbon dioxide) when it exceeds 2 kg per passenger).

Toiletry articles (perfumes, hairsprays or other aerosols) that exceed 2 kgs or liters per passenger.

Wines and liquors between 24 and 70 gl (no more than 4 lts per person, factory sealed), liquid alcohol or gas (no more than 250 mls).

Portable electric drills, portable electric chainsaws, electric cattle prods.

Diving lamps and others that produce excessive heat, like artistic lighting, tv cameras, etc.

Heat welding elements, hair curlers, or hydrocarburates.

Mercury barometers or industrial thermometers, insulating packaging containing refrigerated liquid nitrogen.
Motorized wheelchairs that work with solid or liquid batteries.
Pointed scissors, metal files, corkscrews or switchblades.
Sporting equipment like baseball bats, pool cues, golf clubs, skis, hockey and cricket sticks, leather whips.
Screwdrivers and hammers, large and heavy tools such as: wrenches, pliers, etc.

Considering airport security controls, avoid carrying in your handbag any sort of cutting material or object (metal nail files, nail clippers, letter openers, blades, etc.) or any other similar object to those we listed, or they will be confiscated by airport authorities. As for safety, trust your instincts and use common sense. The airport is a very safe place, but you can never be too careful. The bus station, like many bus stations around the world, can be less safe. So try not to appear that you are unfamiliar with the place, act naturally and with confidence. Do not allow anyone to help with your luggage unless they are wearing a badge, uniform or some identification as station personnel. Do not show your money or leave your bags unattended.

If you are an exchange student, fill out the "Arrival Advisory" form and send it 15 days before your arrival. We'll do everything possible to have someone meet you at the airport (Aeropuerto Internacional Mariano Escobedo), at the bus station or at a previously arranged place in Monterrey—as long as you arrive before 8 PM (including delays) and on a weekday.

In general, try to arrive in Monterrey in the daytime and during office hours; this will make it easier for you because there are more services available. In any case, before leaving home, it will be helpful to consult <http://www.guiaroji.com.mx/> to print or at least look at a detailed map of Monterrey and the metropolitan area.

Upon arrival, it will be necessary to convert some money to pesos. There is an ATM and a bank located in the airport. At the bus station there is neither but you can make your initial payments using U.S. dollars and then look for an ATM or bank. There is a bank (Banorte) at UDEM campus open from 9 a.m. to 4 p.m.

At the airport or bus station you can find a "Tarjetas Ladatel" ("Ladatel" cards) announcement from the Telmex company where you can buy a phone card ranging from 30 to 200 pesos. These are used for all public telephones since coin-operated phones no longer exist. Call Hilde González to let her know of your arrival so she can give you directions. If you can not find a "Tarjeta Ladatel" you may dial 01 800 8494 757, extension 1497 to reach us. Go to an official taxi booth. If you have any problems, do not hesitate to call Hilde González or the Director of UDEM Security, who speaks both English and Spanish who can be located through 8215 1000, 24 hours a day. The security guards will be able to locate him.

There are several options if you want to call home:

If you do not have a Ladatel card and want to call the United States:

Use Telmex phone service dialing 01 800 1234567.

Dial AT&T service at 01 800 4624240 and request collect call or use a prepaid phone card from the U.S.

Use your Ladatel card from the airport, these are the long distance codes in Mexico:

To United States or Canada, dial 001+ area code + home phone

To Europe and the rest of the world, dial 00 + area code + home phone

Dial 090 for the international operator to make a collect call.

There is also access to 01 800 numbers in the U.S. but there is a fee. To use this service, dial 01 880 and the rest of the original 01 800 number in the U.S.

Housing

Arrival

If you arrive during office hours, go directly to UDEM. Buy a taxi ticket to San Pedro, Santa Catarina zone. From the airport, this will be zone 4. Tell the taxi driver to take Avenida Constitución and then Avenida Morones Prieto towards Santa Catarina. Further along Morones Prieto, you will see a small chapel on the left; a few meters ahead is the sign indicating the entrance to UDEM (which will be to your left). Travel from the airport to the UDEM takes about 40-50 minutes. The bus terminal is located downtown and will take about 30 minutes. Just like at the airport, buy a taxi ticket at the bus station. The taxi should head downtown towards Av. Constitución and to Santa Catarina. The route will be just like if you had arrived at the airport.

We can find lodging for you for the first nights. It might be a student apartment, family housing or a hotel. If necessary, DIPI staff might house you for a couple of nights.

If you opt for a hotel, indicate on your arrival form the amount you would be willing to spend and let us choose the most appropriate place for you. One night in an acceptable quality hotel (3 stars) costs from \$600 to \$1000 (MXP). If you indicate a willingness to share with another international student in the same situation, this will reduce expenses for both.

Where To Live In Monterrey

UDEM has on campus residences, and a Housing Office that provides information to the international exchange student according to tastes, budget and needs.

The person in charge of the Housing Office (also called "BuscoHogar.UDEM") is currently Alicia Virginia ("Vicky") Carlos and she may be contacted:
by e-mail at acarlos@udem.edu.mx and buscohogar@udem.edu.mx
by phone at (52) 8215 1000 extension 1354;
only from Mexico toll-free at 01 800 801 UDEM, extension 1354

To help you find housing, an elaborate list has been made of all acceptable possibilities within the city. The Housing Office will take care of providing you with this information upon your arrival, and then help contact the home or apartment owners of places that interest you, arrange for a visit and offer advice when signing a lease.

We recommend that you live in an area close to UDEM: Colonia Garza Ayala and Colonia Valle de Vasconcelos. The majority of UDEM students live in the Colonia del Valle. Although this area is the most expensive, it is easier to find someone to ride with from there and is the safest and most pleasant area of our city.

Please consider that when we refer to "services" in an apartment or home, we mean water, electricity, telephone, and gas services, which are the basic services. Having internet or cable television implies an extra cost. Most of the housing options do not include bed sheets nor towels so remember to bring at least one set of bed sheets and a towel.

Keep in mind that in any case, you will most likely have to pay at least one month's rent as a security deposit (which is rarely returned) and one month's rent in advance.

Your housing options include:

Individual house or apartment:

This is the most expensive option because living alone always implies more expenses since you must pay for everything yourself. It gives you much more freedom, but it also implies a greater responsibility and maturity. Generally, we do not recommend that newly arrived students live alone, because the adaptation period may be hard on some people and it is always best to have company. The approximate cost is from \$6,000 to \$ 8, 000 pesos per month.

Shared house or apartment:

This is one of the best options. It gives you a lot of freedom, is cheaper, and you share something more than just expenses because you can make lasting friendships. It is an excellent way to get to know the Mexican culture, for which we recommend that you live with Mexican students from other parts of Mexico. Living with people that you do not know, may be difficult at first (especially if you are used to having a lot of privacy) but establishing rules and good communication with your roommates will turn it into an excellent experience. The cost may vary from \$2,000 to \$4,000 pesos a month plus services, which would be divided amongst all who live in the house or apartment. The more people that live together, the cheaper it will be. If you chose this option, make sure that you do not live with more people than you can tolerate.

Family:

This is a "total immersion" experience in the Mexican culture. You should be willing to comply with the rules the family establishes. For example, not arriving too late on weekends, letting them know where you are, and your short and long term plans. You should also be more aware that integrating yourself into a family may be more difficult. In exchange for what you will have to give up, you will have the opportunity to enjoy a pleasant, different experience. Very few students consider this option and there are very few families that are willing to accept an international exchange student in their homes for long periods. The cost may vary much, but an estimate would be about \$5,000 pesos per month.

Homestay

There are many different kinds of homestays and include many different things in their prices. Homestays are generally run by a married lady, a homemaker, as a business and income source. The rules are generally pretty strict and include a curfew, and not using the telephone for long-distance calls or receiving visits from the opposite sex, or family members (whether they are or not from the opposite sex). These rules are compensated by being able to live in a safe place, with lots of security, and it includes services that you would not normally have access to living in a shared house or apartment. The price for housecleaning may include your room and bathroom, your laundry, internet access, cable TV, and meals (one to three per day). The price for a homestay in a house in the Colonia del Valle (the most expensive neighborhood), including extra services may run to \$5,000 to \$6,500 pesos a month. A room at a homestay with basic services and two meals a day (breakfast and dinner) may cost from \$3,500 to \$5,000 pesos per month.

Renting a room:

This type of lodging is more or less like a homestay except that sometimes you have more freedom to move around and receive visitors. The cost ranges from \$2,500 to \$4,000 pesos per month (including services, but no meals).

Mixture

For example, it might happen that a family rents the second floor of their house, with an exclusive entrance as though it were an apartment, and that they rent rooms to students that might not know each other.

Health Concerns

An insurance policy is mandatory for all UDEM students. Not complying with this rule may void your application.

You can obtain UDEM insurance on your arrival in Mexico so you should have another policy in effect during your travel time. You should also know that UDEM's insurance does not cover travel expenses, neither for you or for the transportation of family members to Mexico in case of emergency. UDEM insurance is a major medical expense policy, and does not cover minor expenses such as medical consultations; however, at our campus we have a Health Service with on-call doctors all day long. If you suffer from any chronic illness, or if you must see a medical specialist frequently, we recommend for your own safety and peace of mind that you let DIPI know.

If you prefer to acquire insurance in your country, try to find one that includes direct agreements with some of the hospitals in Monterrey and request a list of these so that in case of hospitalization, you are not obliged to pay and wait for reimbursement. You will need a letter (preferably in Spanish) certifying your contract with them and that your medical expenses will be covered. This document should include adequate identification and a detailed description of the coverage included.

Remember that a copy of the letter must be sent to the DIPI in order to complete your enrollment. If you fail to turn in a copy of the documents that prove you have medical insurance coverage, it may void your application.

In order for your insurance to be made valid by UDEM, it must comply with the following requisites:

- coverage everywhere on Mexican territory and 24 hours a day
- must cover illness and accidents
- should be paid and cover you from the first day of classes
- must give you coverage during your whole exchange period at UDEM including vacation periods
- the policy must include specifications such as contact telephone numbers and your insurance number
- the policy must be in Spanish (preferably) or if not, in English, French, Portuguese, or German

It would be a good idea to have a complete medical examination before coming to Monterrey and to make an "emergency plan" with your family. Even though, there will probably be no need to use it, it is best for you and your family to be prepared. Also remember, that UDEM will always be present to provide help and support for you.

A Matter Of Money

Mexican currency is the Mexican peso (MXP). It is indicated by a "\$" sign for whole quantities and the "¢" for cents. We have paper bills, in paper and plastic fiber, and coins. There are \$500, \$200, \$100, \$50, and \$20 peso bills. Coins may be worth \$20, \$10, \$5, \$2, and \$1 pesos and cents include 50 ¢, 20 ¢, 10 ¢ and 5 ¢ coins.

The first expenses to be covered on arrival in Monterrey and UDEM are: payment of tuition if you are here by direct enrollment, some taxis, a few nights' lodging (according to your choice, between \$600 and \$1000 MXP for every day you stay there), daily meals, and a month's rent plus a month in advance once you decide on living arrangements. Two months' rent costs approximately \$6,000 (MXP).

Banorte has a branch office on campus where you can receive money transfers, use credit cards from your country (it has an ATM), or open an account at this bank. If you are here with a tourist visa, you should know that in order to open a bank account it will be necessary to have your student visa ready and registered at the migration offices (please see the "Visa" section).

Credit Cards

You can use the following credit or debit cards in the ATM: Visa Electronic, Plus, Cirrus, Red. It should be noted that American Express and Diner's Club credit cards are not accepted in many places. If your bank is a local one without a large network, it may be more difficult to manage money from home. The more worldwide recognition your bank has, the easier your transactions will be.

Checks And Travelers' Checks

We do not recommend that you bring checks or cashier's checks since they are not generally accepted in banks or businesses, and there is a high surcharge for cashing them.

As for Travelers' Checks, practically the only ones accepted are from American Express. If you are considering others, please speak to Hilde González first to see if they are accepted in Mexico.

Money Transfers To A Banorte Account

If you plan on opening an account at Banorte so that your family may send you money, it is important that you give your family the following information.

To ensure reception of funds for customers of UDEM branch of Banco Mercantil del Norte, S.A. (Banorte), the sender asks for a money order from the home bank including the following information:

Name of the bank where the account is located; in this case Banco Mercantil del Norte, S.A. specifying:
Monterrey, N.L., Mexico as the location
Branch UDEM 086
SWIFT code M E N O M X M T

Your complete account number

Your full name

Name of the corresponding bank of Banco Mercantil del Norte, S.A.
in this case, the Bank of New York
located in New York, N.Y., U.S.A.
A B A is 021 0000 18

Complete name of the institution or person sending the money (vital requirement).

It should be noted that a transfer to your account is paid in Mexican pesos, but must pass through U.S. dollars at the current exchange rate on the day the transfer is received, and a fee of \$15 USD is charged for the transaction.

It will take one or two days to complete a money transfer from the United States, Canada or Europe. It will take at least 3 days from South America, Asia, or Africa. This information will come in handy so that you may consider the time required for you to receive the money transfer.

General Expenses

This is a general estimate of possible expenses you will incur during your stay [in Mexican pesos (MXP)]:

- \$ Medical insurance coverage: \$ 3,000 MXP per semester including vacation periods (from January to August or August to January).
- \$ Rent for shared house or apartment: \$2,500 – \$3,500 monthly plus services \$500 - \$800 monthly.
- \$ Food: \$1,500 - \$2,000 monthly.
- \$ Transportation: \$300 - \$500 monthly.
- \$ Class material: \$200 monthly except for the Design or Architecture majors which require additional expenses for purchasing material.
- \$ Immigration:
- \$ If you have a tourist visa: it costs \$500 to change to a student visa plus mandatory enrollment in the Foreign National Registry (Registro Nacional de Extranjeros) \$500.
- \$ If you have a student visa: \$500 for the enrollment in the Foreign National Registry (Registro Nacional de Extranjeros).
- \$ Fun, entertainment and personal expenses: \$500 to \$1,000 monthly.
 - = The approximate monthly total, without including migratory charges or medical insurance: \$5,000 to \$8,000.
 - = The total for a semester, including insurance, and student visa could range from \$25,000 to \$35,000 (MXP).

Depending on the student and the financial resources available, the area in which they will live, and the life status that they are used to, the semester expenses may range from \$2,500 to \$3,500 USD, considering the currency exchange rates from the summer 2004 period, which fluctuates from \$10 to \$11 MXP.

The Visa

To study at UDEM, or in any university in Mexico, as an international student, a student visa is mandatory except in cases of summer courses when a tourist visa is acceptable. If you are American, Canadian, or bear the nationality of a country belonging to the European Union, then the tourist (FMT) visa is accepted. This is a requirement of the Mexican government and through "Secretaría de Relaciones Exteriores" in your country and in Mexico through the "Subsecretaría de Población."

On the following page <http://www.sre.gob.mx/delegaciones/> you may look for the representatives of the Secretaría de Relaciones Exteriores (Ministry of Foreign Relations, Embassies and Consulates). Another page that might be useful for you is the Instituto Nacional de Migración at <http://www.inm.gob.mx/>. Yet another helpful page is the Aduanas de México (Customs) page at <http://www.aduanas.gob.mx>.

A student visa may be obtained from the Mexican embassy or a consulate in your country. If this is not possible, you may enter on a tourist visa. If you intend to

work, you need a work visa. You will not be allowed to both work and study, but you may have a job as your main activity and study a few hours a week.

On arrival in Monterrey, the DIPI will help you obtain a student visa and with other processes, such as registering a visa, changing universities or homes, etc. This service has a cost (\$45 USD). DIPI can only provide assessment obtaining a work visa (this will carry no extra costs). According to legislation, international students may not work in Mexico. However, a student enrolled in a university internship may do so and receive very little remuneration. If you are interested in an internship or otherwise wish to work in Mexico, consult the DIPI for information and to receive the necessary forms.

The FMT is a long-shaped form that says at the top: "Forma migratoria para turista, transmigrante, persona de negocios o visitante consejero". You must fill out some personal information (remember to sign it both on the front and the back) and present the form along with your valid passport to the authorities at the INM at the customs checkpoint. The authorities will revise it, stamp it, sign it, and give you the detachable bottom half of the form, which you must save. Keep your FMT visa with your passport, in a safe place. Here is an example of the FMT form:

As mentioned above, in certain cases the law allows you to come to Mexico with a tourist visa or FMT. Are you a citizen of one of the countries that appear on the following table?:

Germany	Argentina	Australia	Austria	Belgium	Belize
Bermuda Islands	Canada	Czech Republic	Chile	South Korea	Costa Rica
Denmark	Slovenia	Spain	United States	Finland	France
Great Britain	Greece	Hungary	Ireland	Iceland	Israel
Italy	Japan	Liechtenstein	Luxembourg	Monaco	Norway
New Zealand	Netherlands	Poland	Portugal	Puerto Rico	San Marino
El Salvador	Singapore	South Africa	Sweden	Switzerland	Uruguay
Venezuela	Slovak Republic	Guatemala	Honduras	Nicaragua	Panama

In this case obtaining your FMT is very easy: you must fill out the form shown above during your trip to Mexico, on the airplane or at the border, just before you meet with the immigration authorities (INM). In certain cases you will have to pay a fee to obtain your FMT visa.

If you are a citizen of any of the countries that appear on this table, then you must request your visa at the Mexican Embassy or Consulate:

Albany	Andorra	Antigua and Bermuda	Dutch Antilles	Saudi Arabia
Algeria	Bahamas	Barbados	Benin	Bolivia
Botswana	Brazil	Brunei Darussalam	Bulgaria	Burkina Faso
Burundi	Bhutan	Cape Green	Cayman Islands	Cambodia
Cameroon	Chad	Cyprus	Comoros	Ivory Coast
Curacao	Djibouti	Ecuador	Egypt	Arab Emirates
Eritrea	Ethiopia	Philippines	Gabon	Gambia
Granada	Guadalupe	Guinea Bissau	Equatorial Guinea	Guinea
French Guyana	Indonesia	Fiji Islands	Marshall Islands	Seychelles
Turks and Caicos Isles	British Virgin Isles	U.S. Virgin Islands	Jamaica	Kenya
Kiribati	Kuwait	Laos	Lesotho	Madagascar
Malaysia	Malawi	Maldives	Mali	Malta
Morocco	Martinique	Maurice	Mauritania	Montserrat
Mozambique	Myanmar	Namibia	Nauru	Nepal
Niger	New Guinea	Oman	Papua	Paraguay
Peru, Qatar	Rep. Argel	Rep. Centro Africa	Dominican Republic	Micronesian Republic
Rep. Tanzania,	Romania	Rwanda	Solomon Islands	Western Samoa
Saint Kitts and Nevis,	Saint Vincent and the Grenadines	Santa Lucia	Santo Tome y Principe	Senegal,
Sierra Leone	Sudan	Surinam	Swaziland	Thailand
Togo	Tonga	Trinidad and Tobago	Tunisia	Tuvalu
Uganda	Vanuatu	Yemen	Zaire	Zambia
Zimbabwe				

If you are a citizen of a country that does not appear on the charts, you must first apply for an "internment permit" and then request a tourist visa. For any assistance, please contact us at least three months before the beginning of term.

To obtain a visa, whether a tourist visa (FM-T - Forma Migratoria de Turista), or a student visa (FM-3 – Forma Migratoria tipo 3 – no migrante), visit the Mexican Embassy or a Consulate. You will be given a list of requirements, turn in necessary documents, type out the necessary forms, and ask for a receipt every time you make a payment for the visa. It is advisable to make copies of any material submitted, and that the Embassy or Consulate stamp them to prove that they have also received copies or original documentation.

The requirements to obtain a visa vary from one country to another and in some cases it is necessary to ask for a hearing before requesting a visa. If you have a student visa (FM3) be certain that your visa specifies on page 4 that you are "a nonimmigrant student" according to article 42, section VII (...artículo 42, fracción VII, de la ley...). Also verify that all the information is correct. If you are in Mexico only to study (without doing an internship), your visa should declare that you are a student (estudiante). If there is any other designation, you will have to pay for another visa and pay the corresponding fee on arrival in Mexico. On reaching the Mexican border, you must be sure that an official of the "Instituto Nacional de Migración" (INM) affixes a seal to your migratory document whether FMT or FM3. If there is no seal on your document, you will be subject to a fine which can amount to \$50 (USD). It is very important that you comply with these

requirements. It is advisable to plan your arrival during office hours because otherwise it may be difficult to find a representative of the INM.

As mentioned before, you will need to register in the National Register of Foreigners (RNE) of the INM, within thirty days of your arrival. This documentation is mandatory for all foreigners who will reside in Mexico for more than 3 months or longer than the permission granted by a tourist visa. The RNE has a cost which you must pay, but the DIPI will help you with this transaction. It is almost the same process you went through to obtain your student visa, which is why we insist that you keep and bring to Mexico all copies and original documents you turned in to the embassy or consulate for your FM3 student visa. This means that, if your nationality allows, it might be a better idea to come with a tourist visa. You will have to pay a little more, but it is the best if you want to avoid some frustrating moments.

Keep all documentation including visa application, entrance visa, airplane, or bus tickets with boarding passes at least until the transaction with the INM has been initiated.

You must be aware that while you do not have a student visa, FM3 or RNE, in order to leave and reenter the country you must apply for a special permission and pay a fee of about \$260 (MXP) to the INM; otherwise, you will not be permitted to reenter Mexico. This special permission requires about a week to receive, so you must plan accordingly.

What To Bring With You

There are some things that you will surely like to bring, such as electronic appliances, a CD player, radio, hair dryer or iron, so you must know that the electrical outlets in Mexico have two contacts in the plug, with flat contact pieces of the same length and width, "American"-type outlets, so if you have appliances with a different plug type, you will need to find an adapter in your home country.

Electrical systems generally are of 110 Volts-60Hz alternating current. You will not have a problem with a laptop computer although UDEM has several computer laboratories and Monterrey has an abundance of cyber cafes.

As for pre-paid long distance telephone cards, remember that the free number given as access to the service is the number you would dial from your home country, ask the company for the access number for service in Mexico.

Other items you might want to bring include are an international student I.D., a backpack for your books, and a small suitcase for sight-seeing trips around Mexico.

Something very important that you should remember is to bring information from your home university. If you are here for the Fall semester, remember that we will celebrate October 12 with a display of any toys, traditional outfits, flags, national dishes, or any other fun stuff that you wish to share from your country of origin.

To Bring Your Car

If you bring your car to México it will be thought of as "a temporary import of a vehicle". For a vehicle with license plates, registration, or permit from a country other than Mexico, a temporary import permit is required for the car to circulate legally within the country. The process to follow to obtain the permit is the following. Usually, the permit given is for 180 days spread throughout the year with a permit for exiting and entering the country several times. You can do the

transaction from the border with your visa (Student or tourist) and then going to the “Banjercito” bank, to the special window, for the transaction. You can also initiate the process at the Mexican Embassy or Consulate nearest you. There is also the possibility of making part of the transaction through the internet by visiting the following website: <http://www.banjercito.com.mx>.

The requirements for obtaining a temporary import permit for vehicles are as follows:

Present your vehicle at Banjercito as well as the originals and copies of the following documents:

Valid passport;

Valid visa to enter Mexico;

Documents that prove your ownership of the vehicle: title certificate, valid registration, an invoice, or invoice letter from the company to whom you owe the car. If your car is property of the company you work for you must prove this ownership and that you work for this company as well.

Valid driver's license

Paying for the transaction: for Spring 2004, if you paid at the border, the cost was \$27 USD plus taxes (15%); if you pay at a booth at the consulate, the cost was \$35.20 USD. Keep in mind that these prices are subject to change without warning and that at the border booths, you must pay in cash.

Buy car insurance (by law, it is mandatory that your vehicle have insurance coverage in Mexico)

When you get to the border you must present your vehicle to the Mexican authorities.

You must pay a deposit to ensure that your car will leave Mexico before the permit is void. The amount for this deposit can be from \$200 USD for models from 1994 and older, up to \$800 USD for other cars, depending on the make.

You must paste the sticker that Banjercito will give you on your car. Place it on the windshield of your car and keep the internment card that Banjercito gives you as well. The card will allow your car to leave and reenter Mexico easier during only 180 days in the course of one year.

During your stay in Mexico:

Your car must be insured. We recommend that you purchase a week-long insurance policy at the border and when you are settled in Monterrey we can help you find the best option for your car insurance.

Always carry the internment card, copy of your visa, and driver's license with you at all times.

Do not use your car for profit or lend your car to anyone (except a spouse). It is illegal for any person other than the owner, to drive the car.

Always keep in mind that if you commit an infraction with your car during your stay in Mexico your car may be confiscated for good and you may be given a fine for up to 50% of your car's total value.

What Can Be Sent From Home

If your family or friends wish to send a package or letter, take note:

You can receive your mail at DIPI with the address provided in the Contact and General Information section of this Handbook. On all envelopes and packages, your name should precede the annotation “c/o Hilde Gonzalez.” Packages should always be sent by a private, express mailing service which should be sent to the DIPI at UDEM. This is the fastest and safest method. Family and friends should understand that whatever is sent must pass a customs inspection, so perishable items should not be sent, nor cotton

textile products nor anything else that would not normally pass customs inspection. It is almost impossible to recover items detained at the border.

Comments:

This Handbook was elaborated by Juliette Reding Blasé, at the Universidad de Monterrey.

We would like to thank the following people for their participation in the elaboration of this Handbook:

Guadalupe Elena Ramos Villarreal, Vicerrectora de Educación Media Superior y Formación Integral

Thomas Buntru, Director for the International Programs Office (DIPI);

Rafael Garza, Vicerrector de Educación Superior;

Daniela Febre, Head of the Department for Job Placement;

Minerva García, former Head of the Admissions Department;

Dr. Carlos Cantú, Director for the Médico Cirujano Partero (medicine) program;

Roberto Garza Villarreal, Auxiliary for Press and Mass Media;

Cordelia del Carmen Quintanilla González;

Daniela Eugenia Reding (for many reasons, but especially for her help in the elaboration of the cover art).

For their interest, patience, and valuable help: Thank you.

SEPTEMBER 2005

Institutional Document

Clave F68-001-C

Vigencia temporal



UEM

Application Forms



- Exchange Student Application Form
- Class Request
- Spanish Level Test
- Notice Of Arrival
- Housing Request
- On Your Way Checklist
- Handbook Evaluation



UEM

APPLICATION FORM FOR EXCHANGE STUDENTS



DIRECCION DE PROGRAMAS INTERNACIONALES

For UDEM exclusive use

PROGRAMA PERIODO

<input type="checkbox"/>	CB	<input type="checkbox"/>	SUMA	<input type="checkbox"/>	NO PAGA
<input type="checkbox"/>	ISEP	<input type="checkbox"/>	MA	<input type="checkbox"/>	PAGA
<input type="checkbox"/>	CE	<input type="checkbox"/>	ID	<input type="checkbox"/>	OYENTE

PRIMAVERA _____
OTOÑO _____
VERANO _____

OBS _____

MATRÍCULA

Favor de llenar todos los espacios, claramente, en mayúsculas- No hacerlo puede eliminar su postulación.

Please fill in all the spaces clearly, using capital letters- Failure to comply may eliminate your application.

1.- NOMBRE/ Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>APELLIDO PATERNO/Last name</small>	<small>APELLIDO MATERNO/ Mother's maiden name</small>	<small>NOMBRE (S)/Name(s)</small>

2.- LUGAR DE NACIMIENTO/ Place of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>CIUDAD/ City</small>	<small>ESTADO/State or Province</small>	<small>PAÍS/ Country</small>	<small>NACIONALIDAD/ Nationality</small>

3.- FECHA DE NACIMIENTO/ Date of birth

4.- SEXO/ Sex

5.- RELIGIÓN / RELIGION

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>DIA/Day</small>	<small>MES/ Month</small>	<small>AÑO / Year</small>	<small>EDAD /Age</small>	<input type="text"/>	<input type="text"/>

<input type="checkbox"/>	<input type="checkbox"/>
M	F

6.- DOMICILIO ACTUAL/ Current Address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>CALLE/Street</small>	<small>NÚMERO/ Number</small>	<small>COLONIA/ Neighborhood (if applicable)</small>	<small>CODIGO POSTAL/ Zip Code</small>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>CIUDAD/City</small>	<small>ESTADO/State or Province</small>	<small>PAÍS/ Country</small>	<small>TELÉFONO (con código)/Telephone (LD Code)</small>

E – MAIL

<input type="text"/>

7.- LENGUA MATERNA / Native language

8- OTROS IDIOMAS QUE DOMINA / Other languages

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

9.- DATOS FAMILIARES / Parents' information

<input type="text"/>	<input type="text"/>
<small>NOMBRE DEL PADRE/ Father's name</small>	<small>NACIONALIDAD/ Nationality</small>

<input type="text"/>	<input type="text"/>
<small>NOMBRE DE LA MADRE/ Mother's name</small>	<small>NACIONALIDAD/ Nationality</small>

DIRECCIÓN / Parents' address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>CALLE/Street</small>	<small>NÚMERO/ Number</small>	<small>COLONIA/ Neighborhood (if applicable)</small>	<small>CODIGO POSTAL/ Zip Code</small>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>CIUDAD/City</small>	<small>ESTADO/State or Province</small>	<small>PAÍS/ Country</small>	<small>TELÉFONO (con código)/Telephone (LD Code)</small>

10.-NOMBRE DE LA UNIVERSIDAD DE ORIGEN / Home Institution Name

TIPO DE INSTITUCIÓNn

PRIVADA Private	PÚBLICA Public
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RESPONSABLE DE INTERCAMBIO EN LA UNIVERSIDAD DE ORIGEN/Chief exchange officer at home institution

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DIRECCIÓN / Address

CALLE/Street	NÚMERO/ Number	COLONIA/ Neighborhood (if applicable)	CODIGO POSTAL/ Zip Code
CIUDAD/City	ESTADO/State or Province	PAÍS/ Country	TELÉFONO (con código)/Telephone (LD code)

11.- ÁREAS DE ESTUDIO / Areas of study

--	--	--	--

CARRERA EN LA QUE DESEA INSCRIBIRSE EN LA UDEM/ Academic program in which you want to register at UDEM

Por favor indica solamente UNA opción/ Please choose only ONE option

Bachillerato Bilingüe Bilingual High school	Bachillerato Bicultural Bicultural High school	Lic. en Diseño de Interiores / Interior Design (LINT)	
		Lic. en Diseño textil y de Modas / Fashion Design (LDTM)	
Contador Público y Auditor / Accounting (CPA)		Ing. Industrial y de Sistemas (IIS)	
Lic. en Administración de Empresas / Business Administration (LAE)		Ing. en Sistemas Computacionales (ISC)	
Lic. en Comercio Internacional / International Comerse (LIN)		Lic. en Tecnología de la Información (LTI)	
Lic. en Economía / Economics (LEC)		Ing. Mecánico Administrador / Mechanical Engineering (IMA)	
Lic. en Finanzas Internacionales / International Finance (LFI)		Ing. en Diseño Gráfico Digital (IDGD)	
Lic. en Mercadotecnia Internacional / International Marketing (LMI)		Digital Graphic Design Engineering (ISI)	
Lic. en Relaciones Humanas / Human Relations (LRH)		Ing. en Sistemas de Información (ISI)	
Lic. en Ciencias de la Educación / Education (LED)		Information Systems Engineering (IMT)	
Lic. en Psicopedagogía/ Psycho pedagogy (LPP)		Ing. en Mecatrónica / Mecatronic Engineering (IMT)	
Lic. Ciencias de la Información y Comunicación/ Mas Media (LCIC)		Maestría en Administración de Empresas / Master in Business Administration (MAE)	
Lic. en Estudios Humanísticos y Sociales (LEHS)		Maestría en Desarrollo organizacional (MDO)	
Humanities and Social Studies		Master in Organizational Development (MDE)	
Lic. en Derecho / Law (LDE)		Maestría de Derecho de la Empresa (MDE)	
Lic. en Estudios Internacionales / International Studies (LEI)		Master in Corporate Law (MED)	
Lic. en Turismo Internacional / International Tourism (LTU)		Maestría en Ciencias de la Educación (MED)	
Lic. en Ciencia Política y Administración Pública (LPA)		Master in Education (HUM)	
Political Science and Public Administration (LPS)		Maestría en Humanidades / Master in Humanities (HUM)	
Lic. en Psicología / Psychology (LPS)		Maestría en Diseño Gráfico / Master in Graphic Design (MDG)	
Médico Cirujano Partero / Medicine (MCP)		Master in Graphic Design (MIP)	
Ing. Biomédico/ Biomedical Engineering (IBI)		Maestría en Ingeniería del Producto (MIP)	
Enfermería / Nursing (LEN)		Master in Product Engineering (MIIS)	
Arquitectura / Architecture (ARQ)		Maestría en Ingeniería Industrial y de Sistemas (MIIS)	
Lic. en Artes /Fine Arts (LA)		Master in Industrial and Systems Engineering (MSI)	
Lic. en Diseño Gráfico / Graphic Design (LDG)		Maestría en Sistemas de la Información (MSI)	
Lic. en Diseño Industria I/ Industrial Design (LDI)		Master in Information Systems (MSI)	
		Especialidad Médica/ Medical Specializations	

12.- ¿QUIÉN PAGA TU COLEGIATURA? Por favor, indica el porcentaje/ Who pays your tuition? Please indicate what percentage .

PADRE/Father	MADRE/ Mother	TUTOR/Tutor	YO MISMO/ Myself	BECA (TIPO)/ Scholarship or sponsor (specify)	

13.- ANTECEDENTES MÉDICOS [Esta información será confidencial y no será determinante para ser aceptado(a)] / Medical History (This information will be confidential and will not determine your acceptance)

¿CUÁL ES TU SEGURO DE GASTOS MÉDICOS MAYORES?/ Write the name of your health insurance company

UDEM

Otro (especifica) / Other (specify): _____

¿CUÁL ES TU TIPO DE SANGRE? Blood Type _____ RH _____

¿HAS SUFRIDO ACCIDENTES GRAVES? (Explica)/ Have you ever suffered a serious accident? (Please explain)

¿HAS SIDO SOMETIDO A CIRUGÍAS MAYORES? (Explica)/ Have you ever had major surgery? (Please explain)

¿TIENES ALGÚN MALESTAR CRÓNICO? (Explica)/ Do you have any chronic problems? (Please explain)

¿TOMAS ALGUNA MEDICACIÓN? ¿CUÁL? ¿REGULAR O ESPORÁDICAMENTE?/ Are you under medication? Which? Is it regular or sporadic?

PERSONA A CONTACTAR EN CASO DE EMERGENCIA (dé los datos necesarios):

Person to contact in case of emergency (include telephone numbers and address):

14.- HAS TRABAJADO? EXPLICA/ Have you ever worked? Explain:

15.- EXPERIENCIAS INTERNACIONALES ANTERIORES/ Previous international experiences

Hago constar que los datos contenidos en esta solicitud son verdaderos y estoy de acuerdo en que la universidad de monterrey no me expida ningún documento oficial en tanto no haya hecho entrega de la documentación necesaria o en caso de adeudo.

I hereby state that the information provided in this application is correct. I also agree that the universidad de monterrey will not issue any official document of studies in my name, until all needed documentation has been completed and all debts have been satisfied.

FIRMA DEL ALUMNO
STUDENT'S SIGNATURE
(OBLIGATORIO/MANDATORY)

FIRMA DEL PADRE O TUTOR
PARENT'S OR GUARDIAN'S SIGNATURE
(MANDATORY FOR MINORS)

FECHA / DATE



SOLICITUD DE CLASES CLASSES REQUEST



**DIRECCION DE
PROGRAMAS
INTERNACIONALES**

Nombre/ Name: _____

Universidad de origen /Home university: _____

Lunes-Miércoles-Viernes								
<small>Monday- Wednesday-Friday</small>								
HORA	L	M	V	CRN	DPTO	Cve	GPO	NOMBRE DEL CURSO
<small>hour</small>	<small>M</small>	<small>W</small>	<small>F</small>	<small>code</small>	<small>dept</small>	<small>key</small>	<small>group</small>	
07:00-7:50								
08:00-08:50								
09:00-09:50								
10:00-10:50								
11:00-11:50								
12:00-12:50								
13:00-13:50								
14:00-14:50								
15:00-15:50								
16:00-16:50								
17:00-17:50								
18:00-18:50								
19:00-21:45								

Martes-Jueves							
<small>Tuesday-Thursday</small>							
HORA	M	J	CRN	DPTO	Cve	GPO	NOMBRE DEL CURSO
<small>Hour</small>	<small>Tu</small>	<small>Th</small>	<small>Code</small>	<small>Dept</small>	<small>Key</small>	<small>Group</small>	
07:00-8:15							
08:30-09:45							
10:00-11:15							
11:30-12:45							
13:00-14:15							
14:30-15:45							
16:00-17:15							
17:30-18:45							
Martes 19:00-21:45							
Jueves 19:00-21:45							

Notes:

Nombre del asesor académico / Name of academic advisor:	
Puesto del asesor académico/ Position of academic advisor:	
Fecha/ Date	Firma / Signature



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ACADEMIC REFERENCE



Please print or type. To be filled in by the applicant.

Name: _____ Date: _____

Semesters completed at the university: _____ Home university: _____

To be completed by the person providing the reference:

The applicant named above is applying for an academic exchange to the Universidad de Monterrey. We are particularly interested in his/her academic work and his/her personal development.

1.- How long have you known the applicant?

2.-In what context have you known the applicant?

3.-Please evaluate the applicant's ability and academic competence according to the following chart.

	Excellent	Good (above average)	Average	Below Average	Not Known or Unable to Evaluate
Academic achievement					
Intellectual abilities					
Work habits					
Seriousness and purpose					
Adaptability to new situations					
Maturity and responsibility					
Self-reliance and independence					
Initiative and motivation					
Interpersonal skills					

Please use the space below to write your comments about the applicant's academic capacity to study abroad, and the strengths and weaknesses of the person. If additional space is required, please submit further information on an institutional letterhead.

Name of the person providing the reference

Department

Position

Signature

Seal or stamp of Academic Department
Or of the International Office:



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Solicitud De Prácticas Profesionales



DIRECCION DE PROGRAMAS INTERNACIONALES

FAVOR DE LLENAR SOLAMENTE SI SE DESEA REALIZAR UNA PRÁCTICA PROFESIONAL

Favor de llenar todos los espacios, claramente, en mayúsculas- No hacerlo puede eliminar su solicitud. No olvides anexar tu Currículo Vital y las cartas de recomendación.

NOMBRE: _____

EDAD: _____ Años NACIONALIDAD: _____

IDIOMAS QUE DOMINAS: _____ %
_____ %
_____ %

UNIVERSIDAD DE PROCEDENCIA: _____

ESTUDIOS: _____

GRADO O NIVEL: _____

DOCUMENTO MIGRATORIO: FM T (turista) FM 3 (estudiante)

NÚMERO DE FM: _____

No. DE RNE: _____

FECHA DE EMISIÓN: _____ DE VENCIMIENTO: _____

SEGURO DE GASTOS MÉDICOS: _____

EMPLEOS ANTERIORES: _____

ASESOR DE PRÁCTICAS PROFESIONALES: _____

ASESOR EN TU UNIVERSIDAD DE ORIGEN: _____

ÁREA: _____

E-MAIL: _____

ÁREA ESPECÍFICA EN LA QUE TE GUSTARÍA DESEMPEÑARTE Y PROYECTO: _____

GRACIAS POR PARTICIPAR EN ESTE PROGRAMA!



UEM

Notice Of Arrival



DIRECCION DE PROGRAMAS INTERNACIONALES

If you are coming by car or if you want to be received at the airport or bus station by DIPI's staff, you must fill this form and send it to DIPI at least **15 days before your arrival**. This is not a contract and therefore there is no guarantee this service will be available. Please ask for confirmation from DIPI. Please program to arrive on a weekday and before 8:00 P.M. (including flight delays) if you want to be picked up.

Name: _____ Date: _____

Transportation: Car Bus Plane Date you will travel: _____

Will you be traveling alone? Yes No With whom? _____

If you come by car

Place of departure: _____

What will be your driving route? _____

When and where will you arrive to? _____

If you are planning on arriving to the house of someone you know, please give us the contact information (name, phone number, etc.):

_____ Please contact Hilde Gonzalez as soon as you arrive to make an appointment.

If you travel by bus:

Date and time of departure: _____

Place of departure: _____

Name of the bus company and bus number (if you are taking several buses, please list them all):

_____ Date and time of arrival: _____

_____ Please contact Hilde Gonzalez as soon as you arrive to make an appointment or send her an e-mail.

If you come by airplane (list all connecting flights please):

From	Time	Airline	Flight #	Arrives at
	Arrival time			

Are the flight(s) confirmed? YES NO

Please notify DIPI of any travel changes. Once you have received confirmation from DIPI, any changes will not be guaranteed the pick up service.



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Housing Request



DIRECCION DE PROGRAMAS INTERNACIONALES

Please fill in all the spaces clearly, using all capital letters. This document is not a contract and thus implies no obligation for UDEM.

Name: _____ e-mail: _____

Place of origin: _____
Country State or province City or town

Current studies: _____ Time at the university: _____ semesters

Arrival at UDEM Spring semester Summer session Fall semester

Present housing

* You live in: House Apartment Dormitory Other (Please specify): _____

* You live with: Family Friends Students Other (Please specify): _____

* With how many people? _____ How long have you been living there? _____ Months _____ Years

* Cost \$ _____ Mexican Pesos. Per week Per month

* Your room is: Individual Shared with _____ person(s)

Previous housing

* You lived in: House Apartment Dormitory Other (Please specify): _____

* With: Family Friends Students Other: _____

* With how many people? _____ How long did you live there? _____ Months _____ Years

* Cost \$ _____ MXN Per week Per month

* Your room is: Individual Shared with _____ person(s)

Preferred housing:

Please choose your preferences from the following housing options:

* House Apartment Family Room and Board Room

* Shared Individual

* With Family With professionals With no one

With students: - Locals - Out of state - Internationals

* Share with maximum of _____ persons

* You want to live with persons: Same sex No preference

In Mexican pesos, what is your budget for housing only (indicate a range)?

\$2,300	\$3,000	\$4,000	\$5,000	\$6,000	\$7,000	\$8,000
\$2,500	\$3,300	\$4,200	\$5,200	\$6,300	\$7,300	\$8,500
\$2,800	\$3,500	\$4,500	\$5,500	\$6,500	\$7,500	\$9,000
	\$3,800	\$4,800	\$5,800	\$6,800	\$7,800	\$10,000

Including services (minimum of \$3,300 Mexican Pesos)? Yes (only water, electricity and gas) No

Special needs

Are you: * Vegetarian: Yes No * Diabetic: Yes No * Asthmatic: Yes No

* Allergic Yes (Please specify): _____ No

* Smoker? Yes No Would you live with smokers? Yes No

Please comment on any other special needs you might have.



UEM

On your Way (Check List)



This Form Is For Your Personal Use

Did you send ALL your application documents to UDEM?
Did you receive all the necessary documents from UDEM?
Did you buy a health insurance program covering you at all times during travel and your stay in Mexico?
Have you received a check up from your family's doctor?
Did you give your parents and your home institution your telephone numbers and address so they may contact you in Mexico?

Did you pack:
everyday clothing;
bathing suit; a hat for the sun; sun glasses;
shoes; tennis; formal shoes;
medicines (if you need them) and your medical prescription;
eye glasses and a replacement set;
make-up and personal hygienic articles;
electric adaptor;
photo camera;
pocket calculator;
needle and thread;
pillow and one set of towel and pajamas (optional)?

Do you have your passport, visa and identifications (international student ID)?
Do you have your airplane tickets and/or bus tickets?
Are your flights confirmed?
During your travel, will the information of the International Students Advisor and the UDEM's be at hands' reach?
Do you have the information about your place of arrival?
Does your luggage have UDEM's address so they will arrive safely?
Is your carry-on bag ready in case your luggage arrives after you?
Did you get an International Student ID card?
Do you have, safely hidden, enough money?
Will you have, safely kept during travel, enough money in cash for your first day (around \$200 USD)?
Did you send your arrival notice form to UDEM? Remember to send it at least 15 days before your arrival!



UEM

Handbook Evaluation



**DIRECCION DE
PROGRAMAS
INTERNACIONALES**

Please answer this evaluation about the Exchange Student's Handbook and send it back to us by e-mail, postal mail, fax, or bring it with you to our International Office.

Choose the options you considerate most appropriate:

Name: _____

The information given to you was:

Enough

Not enough

Clear

Confusing

Other (Please specify): _____

What made you choose the UDEM?

What are your expectations about this exchange program?

Is there any information you think is missing form the handbook?

Considering the information:

was the presentation appropriate?

YES

NO

was the organization appropriate?

YES

NO

the way we gave it to you (e-mail, www, printed) was appropriate?

YES

NO

If you have any other comments, please let us know it:
