



**INTERNATIONAL RELATIONS OFFICE  
STUDENT MOBILITY PROGRAM**

**INFORMATION GUIDE FOR INTERNATIONAL STUDENTS**

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<b>GENERAL INFORMATION</b>	
GENERAL INFORMATION	Universidad Tecnológica de Pereira Address: La Julita. Los Alamos. Pereira – Risaralda – Colombia Phone Number: 57 6 3137300 Fax: 57 6 3213206
RECTORY	Rector: Eng. Luis Enrique Arango Jiménez <a href="mailto:rector@utp.edu.co">rector@utp.edu.co</a> Office: Edificio Administrativo Oficina A – 302 Phone Number: 57 6 3137350 Fax: 57 6 3215839
INTERNATIONAL RELATIONS OFFICE ORI - UTP	Director: María Cristina Valderrama Alvarado <a href="mailto:relint@utp.edu.co">relint@utp.edu.co</a> Office: Edificio Administrativo Oficina A – 317 Phone Number: 57 6 3137131 Fax: 57 6 3137377
CONTACT FOR FOREIGN STUDENTS ORI - UTP	Mobility Coordinator: Daniela Herrera Grajales <a href="mailto:relint@utp.edu.co">relint@utp.edu.co</a> Phone Number: 57 6 3137131 Fax: 57 6 3137377
INFORMATION ON THE INTERNET	UTP: <a href="http://www.utp.edu.co">www.utp.edu.co</a> ORI: <a href="http://www.utp.edu.co/internacional">www.utp.edu.co/internacional</a> Information on faculties and undergraduate academic programs: <a href="http://www.utp.edu.co/facultades/">http://www.utp.edu.co/facultades/</a> <a href="http://www.utp.edu.co/programas/oferta-academica-en-pregrado.php">http://www.utp.edu.co/programas/oferta-academica-en-pregrado.php</a> Information for international students: <a href="http://www.utp.edu.co/english/">http://www.utp.edu.co/english/</a> <a href="#">Facebook</a> Page



## TYPES OF INTERNATIONAL MOBILITY

The Universidad Tecnológica de Pereira has General and Specific Agreements with international universities that allow student mobility of three types: Internship, Academic Exchange, and Double Degree.

The three types of mobility are defined below:

TYPE OF MOBILITY (Under Agreements)	RESEARCH INTERNSHIP: Allows students do a research concerning a matter of interest that is related with their field of study. The length of stay will be defined by the home and the host university.
	ACADEMIC EXCHANGE: Allows students to take courses for one semester or an academic year in the framework an agreement. Applies for the technological and professional programs <a href="http://www.utp.edu.co/registro/index.php/17/pregrado">http://www.utp.edu.co/registro/index.php/17/pregrado</a>
	Double Degree: Allows students to complete their studies and receive their degree in both universities in the framework of an agreement. Applies for the programs of Mechanical Engineering and Industrial Engineering.  <b>Only for Students coming from the ENIM, France.</b> <a href="http://mecanica.utp.edu.co/">http://mecanica.utp.edu.co/</a> <a href="http://industrial.utp.edu.co/ingenieria-industrial/inicio.html">http://industrial.utp.edu.co/ingenieria-industrial/inicio.html</a>

Any student wishing to spend a period of mobility in the UTP shall be selected by their home university. Therefore you should contact the corresponding department in your university to obtain the necessary information and requirements for participating in the respective program.

### APPLICATION FOR INTERNATIONAL INTERNSHIP

#### I. Admission Requirements:

Send by email the following documents through the corresponding office of your Home University:

- ✓ [Application for Student Mobility for International Undergraduate Students](#)
- ✓ Copy of the Passport

Partner college students do not pay tuition fees in the UTP.

The student must bear all the expenses of his/her stay in Colombia, regardless of the existence of an agreement.



## II. Official Acceptance:

Once the complete documentation is received, it will be reviewed and the selected students will receive a Letter of Acceptance. If the period of mobility is less than 180 days it is not necessary to apply for a Student Visa, but the student will not be allowed to register any subject.

When it is not necessary to apply for a visa, the student must present the letter of acceptance at the Migration Control Post at the airport of arrival, so the officer will give the corresponding entry and stay permission.

If the period of mobility is higher than 180 days the student shall directly apply for a Student Visa in the Colombian Embassy of his/her country, and the student will receive the Letter of Acceptance and the Certificado de Existencia y Representación Legal.

See instructions in the following link:

<http://www.cancilleria.gov.co/servicios/externo/visas/temporal/estudiante>

Prior to the arrival to Colombia, the foreign student shall send via email the following documents:

- ✓ Copy of the Student Visa. (If applies)
- ✓ Medical Insurance with international coverage and repatriation coverage for accident and / or death.
- ✓ Travel itinerary.

**WITHOUT THE CORRESPONDING STAY PERMISSION PIP2 OR STUDENT VISA (IF APPLIES) AND THE INTERNATIONAL MEDICAL INSURANCE IT IS NOT POSSIBLE TO CARRY OUT THE ACADEMIC MOBILITY.**

## III. Arrival to the University:

- In the first three days, please report to the ORI – UTP with the passport for the introduction to directives.
- You will be issued an ID card which identifies you as a student of UTP.
- If you applied for the Student Visa, during the first 15 calendar days of your stay, along with an official of the ORI - UTP, you shall report to the Colombian immigration authorities to do the respective registration process and have your Foreign ID Card issued, if your visa is for more than three months. See instructions in the following link: <http://www.migracioncolombia.gov.co/index.php/tramites/expedicion-cedulas-de-extranjeria.html>
- For use of the library services, students must accomplish an introductory session, in the room located at the third floor of the library.
- Keep permanent contact with the ORI – U.T.P.
- Inform the ORI if you change the return date.



#### IV. Close of the Mobility

- Fill out the academic mobility evaluation.
- Before the registration at the airline, the student must go to the taxes office of the Civil Aviation of Colombia at the airport for paying the departure tax.

#### APPLICATION FOR SEMESTER OR YEAR OF INTERCHANGE

In order to know universities with which the UTP has an agreement for this type of mobility, see: <http://www.utp.edu.co/internacional/convenios-y-redes.html>

Through these agreements, the partner universities guarantee the acknowledgement of courses taken in the UTP. Exchanges will be for one semester or one academic year and do not provide obtaining a professional qualification, or completion of studies at Universidad Tecnológica de Pereira.

Partner college students do not pay tuition fees in the UTP.

For students coming from foreign educational institutions or entities that are not covered by agreements between these and the Universidad Tecnológica de Pereira, financial enrollment per semester is equal to five (5) monthly legal minimum wage (SMMLV). The monthly legal minimum wage in Colombia can be looked up in the following link: <http://www.mintrabajo.gov.co/empleo/abece-del-salario-minimo.html>

The student must bear all the expenses of his/her stay in Colombia, regardless of the existence of an agreement.

#### I. Admission requirements:

Through the corresponding department of the home university, the following documents must be sent via email:

- ✓ [Application for Student Mobility for Foreign Undergraduate Students.](#)
- ✓ Cover letter from Home University
- ✓ Letter of motivation
- ✓ One letter of recommendation from a teacher.
- ✓ Copy of passport.
- ✓ Basic Spanish Certificate (CEB) or other equivalent certificate. (If applicable)
- ✓ Certificate stating grades and average and that the student has completed more than 50% of the career.
- ✓ 1 scanned photo whit blue or white background.
- ✓ The full academic program of the home university.
- ✓ Receipt of registration of the home university. If tuition fees are not paid, certification of being an active student.

#### II. Official Acceptance:

Once the complete documentation is received, it will be reviewed and the selected students will



receive a Letter of Acceptance and the Certificado de Existencia y Representación Legal (a legal document stating the existence and representation of an institution) of the UTP; which will be turned in at the Colombian Embassy.

With the Letter of Acceptance, the certificate and other documents, the student shall directly apply for a Student Visa in the Colombian Embassy of his/her country. See instructions in the following link: <http://www.cancilleria.gov.co/servicios/exterior/visas/temporal/estudiante>

The migratory norm does not allow any foreign citizen that enter the country as student to work or do any remunerated activity.

Prior to the arrival to Colombia, the foreign student shall send via email the following documents:

- ✓ Copy of the Student Visa.
- ✓ Medical Insurance with international coverage and repatriation coverage for accident and / or death.
- ✓ Blood group classification.
- ✓ Travel itinerary.
- ✓ Receipt of registration of the home university. If tuition fees are not paid, certification of being an active student.

**WITHOUT THE CORRESPONDING STUDENT VISA AND THE INTERNATIONAL MEDICAL INSURANCE IT IS NOT POSSIBLE TO CARRY OUT THE ACADEMIC MOBILITY IN THE UTP.**

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- Fill Academic Mobility Evaluation.
- Before the registration at the airline, you must go to the taxes office of the Civil Aviation of Colombia at the airport for paying the departure tax.

Elaborado por:	Revisado por:	Aprobado por:
Personal UTP	Coordinadora de Calidad	Jefe Relaciones Internacionales