

UDLAP[®]

Oficina Internacional

[INTERNATIONAL STUDENT]
[GUIDEBOOK]

[IN THIS GUIDE YOU WILL FIND INFORMATION ON:]
[HOW TO GET TO UDLAP] [THE ORIENTATION
WEEK] [THE COURSE REGISTRATION PROCESS]
[COURSES] [HOUSING] [OTHER USEFUL TIPS THAT
WILL HELP YOU FURTHER ENJOY YOUR STUDY
ABROAD EXPERIENCE]

Welcome

International Office

The International Team

Getting Here

Airport

Getting to UDLAP with Amigos Internacionales

How to arrive on your own

My Suitcase

What to Pack

What Not to Pack

Costs & Money

Price Level

Mexican Money (Pesos)

Dialing

Phone Cards

Area Codes

Housing

Residential Colleges

Housing Reservation

Off-Campus Apartments

Hotels near the University

General Information about Puebla

Puebla (La Ciudad)

A little bit about Cholula

Places to visit

General Information about UDLAP

Globe Info

Orientation Week

'Univercity': Campus UDLAP

Workshops

Sports

Courses

Spanish Courses as a second language

Content Courses in English

Content Courses in Spanish

Course Pre-requisites

Course Descriptions

Grading System

Credit System

Travel

Helpful Information

Transportation

Accommodation

Information for Friends and Family

Mailbox / Mail services

Important Telephone Numbers

Tourist Visas

UDLAP Website and Other Important Links

[WELCOME]

Studying abroad is a wonderful experience that will help you discover more about yourself and others. We hope that you will take advantage of the many opportunities that the Universidad de las Americas, Puebla, the city of Cholula, and Mexico have to offer.



THE INTERNATIONAL TEAM

Contact information

Front desk (recepcion.oi@udlap.mx) Building: HU-216

Tel: + 52 222 2293160 Fax: 2293169

Mail address for International Students coming to UDLAP:

Exchange and Visiting: incoming.udlap@udlap.mx

Dual degree: dual.programs@udlap.mx

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Mariana Contreras	marianae.contreras@udlap.mx	Financial Coordinator
Carlos Pérez	carlos.perez@udlap.mx	Immigration Services Coordinator

AIRPORT

The two nearest airports from **UDLAP** are:

- Benito Juárez International Airport in Mexico City (MEX), located two hours away from Puebla by bus.
<http://www.aicm.com.mx/>

Please note that this Airport has two terminals (Terminal 1 and Terminal 2)

Map: <http://201.131.32.23/informacionalpasajero/mapaaicm/interactivemap.php>

- Puebla Airport “*Hermanos Serdán*” (PBC), is located only 40 minutes away from **UDLAP** by taxi.
<http://www.aeropuertopuebla.com>

GETTING TO **UDLAP** WITH AMIGOS INTERNACIONALES

Our *Amigos Internacionales*, a group of volunteer students, will be waiting for you at the Benito Juarez International Airport in Mexico City on the first day of Orientation Week from 12:00 hrs until 18:00 hrs.

They are usually in the customs area and you can easily identify them holding the **UDLAP** sign. The *Amigos Internacionales* will be there to help you get the bus to Puebla. You will be expected to cover the travel expenses. The approximate cost, which includes bus ticket and taxi, is around \$300.00 pesos. If you plan on arriving before the scheduled time, please consult the next section.

HOW TO ARRIVE ON YOUR OWN

If you arrive at the Benito Juárez International Airport in Mexico City before the first day of the Orientation Program, you will have to organize your own accommodation and travel plans independently. The bus company *Estrella Roja* offers quick and safe transportation between the airport and Puebla. The last bus which leaves the Benito Juarez International Airport in Mexico City to Puebla departs at 2:30 am, so plan your itinerary accordingly.

Coming out of the Customs area, you will be in the main airport terminal. (The Mexico City Airport is one very long straight corridor) Follow the signs hanging down from the ceiling for Ground Transportation. By doing this you will be able to find the Bus Terminal #2.

Estrella Roja offers services to two terminals in Puebla: CAPU (Central de Autobuses de Puebla) and 4 Poniente (Recommended). The approximate cost for the bus ticket is \$250.00 pesos. For more information about *Estrella Roja* Buses please visit the following web site: <http://www.estrellaroja.com.mx/expreso-aeropuerto.php>.



TAXI SERVICE FROM THE BUS TERMINAL

4 PONIENTE (Recommended)

From 4 Poniente, the taxis inside the **terminal are safe**, but you will have to pay cash to the taxi driver directly, note that you will not be given a receipt. Make sure that you agree on the fare before you get into the taxi. It should not exceed \$100.00 pesos. The taxi driver should take you directly to your housing arrangement. Once you have settled in, you may familiarize yourself with the campus and get ready for the first orientation day.

CAPU

A taxi from CAPU to **UDLAP** should charge a maximum of \$100.00 pesos. At CAPU, you should **buy a ticket from one of the authorized taxi booths** (*taxis autorizados*), line up outside alongside the taxi stand (ask in the ticket booth where this can be found), hand in your ticket to the ticket booth there and then give it to the driver once you have been allocated a taxi. If you plan to stay in a hotel in Cholula, it is best for you to arrive there directly. Once you have settled in, you may familiarize yourself with the campus and get ready for the first orientation day.

AEROPUERTO HERMANOS SERDÁN

Puebla has a small airport, called Hermanos Serdán. It is located in the nearby town of Huejotzingo, about 20 to 40 minutes from UDLAP. From this airport, you will have to take a taxi. The trip fare is approximately \$250 pesos. Unfortunately, the *Amigos Internacionales* group of students is not able to receive international students who arrive at this airport.



WHAT TO PACK

We recommend that you bring the following articles:

- Clothes for rainy weather (rain jacket, umbrella, and waterproof shoes). This is especially important for students coming during the fall semester;
- Clothes for cold weather (warm coat, jeans, warm PJ's);
- Clothes for warm weather;
- Basic medical kit (including any personal medication).

Students who have chosen to live in the residential colleges or in off-campus apartments may wish to bring bed sheets, blankets, and pillows. At the end of the semester, these articles may be donated to local orphanages. Please note that the residential colleges also rent these items out, but they are not always available during the first night. Especially if you are arriving in January, it can be pretty chilly at night.

The electrical current used in Mexico is 110 volts, 60 cycles. The sockets are American-style, but often do not have a place for a grounding prong. We do not recommend that you bring electronic devices which use a different voltage since adaptors are expensive and hard to find. However, you may wish to bring your own adaptors from home.

WHAT NOT TO PACK

Although Cholula is a small city, it has grocery stores, pharmacies, banks, clothing stores, laundry mats, travel agencies and much more. Puebla, only 15 minutes from Cholula, has several malls and plazas where you can find Sears, Wal-Mart, Zara, C&A, Mango, Springfield, Radio Shack, Sam's Club, etc.



[COSTS & MONEY]

PRICE LEVEL

Prices are subject to change and are shown in Mexican pesos

<p><i>Course unit cost per semester (trimester in Master level)</i></p> <p>Undergraduate</p> <p>Master</p>	<p>\$ 2,270 (per unit)</p> <p>\$ 2,780 (per unit)</p>
<p><i>Exchange students can take 24 to 30 units per semester (12 per trimester) as part of the agreement among institutions. But are required to pay any extra units themselves.</i></p>	
<p><i>Visiting students:</i></p> <p>Application fee (we cannot process apps without this fee)</p> <p>Minimum course load (we cannot issue an acceptance letter without proof of payment)</p> <p>Upon arrival and during the orientation week, you will be able to pay on campus for more courses.</p>	<p>2 units (<i>non refundable</i>)</p> <p>18 units per semester</p>
<p><i>Housing (semester)</i></p> <p>Shared room in the on-Campus Residences</p> <p>Off-campus apartment (per month)</p>	<p>\$ 19,100/ semester (meals not included)</p> <p>Between \$4,000 and \$6,000</p>
<p><i>Food (around 4000 in eating in On campus cafeterias)</i></p> <p>Breakfast</p> <p>Lunch</p> <p>Dinner</p> <p>500 ml bottle of water</p> <p>Soda</p>	<p>Between \$25 and \$50</p> <p>Between \$40 and \$70</p> <p>Between \$40 and \$70</p> <p>\$8 to \$10</p> <p>\$8</p>
<p><i>Local transportation</i></p> <p>Public buses</p> <p>Taxi</p>	<p>Between \$5 and \$7 per trip</p> <p>Minimum charge of \$40</p>
<p>Books (per course)</p>	<p>Between \$300 and \$800</p>
<p>Copies</p> <p>Printing</p>	<p>\$.70 per copy</p> <p>\$15 per color print</p>
<p><i>Telephone cards</i></p> <p>Calls to:</p> <p>United States and Canada</p>	<p>\$30, \$50, \$100</p> <p>\$5 per minute</p>

Europe	\$20 per minute
Asia	\$20 per minute
<i>Workshop: (per semester)</i> Music (drums, violin, electric bass etc), dance, Hatha Yoga, Zumba, Photography, and many more.	Between \$1,700 and \$2,500
Sports	Between \$400 and \$2,000
Personal (entertainment, etc)	Movies are cheap, go often! Museums (some of them are open at night) A night at the club can cost up to \$500
Trips organized for student recreation	Prices vary and they are every weekend to interesting places.

Mexican Money (Pesos)

We have noticed that many foreigners initially find it difficult to differentiate between Mexican money. We hope that the following images can help you familiarize yourself with the currency system before you arrive.

COINS

In the pictures below you can see from the left to the right the following Mexican coins: 5 cents, 10 cents, 20 cents, 50 cents, 1 peso, 2 pesos, 5 pesos, 10 pesos, 20 pesos. The coins that you will encounter most frequently are in the range of 50 cents to 10 pesos. As you can see there is very little difference between a 1 peso coin and a 2 pesos coin, even locals sometimes have to look closely to distinguish between the two.



BILLS

In the picture to the right you can see the most important Mexican bills: 20 pesos (blue), 50 pesos (purple on top), 100 pesos (red), 200 pesos (green), 500 pesos (second one from below), 1000 pesos (first one from below). Some of the bills have various designs, but practically the same color.



At **UDLAP** and in Mexico, there are many ATM services. We recommend that you bring more than one debit card (interact cards), and a credit card. You will find that there are many ATM's that accept various international debit cards (VISA, MASTERCARD, VISA ELECTRON, etc). There are also several ATM's on campus for your safety and convenience.



[DIALING]

PHONE CARDS

LADATEL CARD OF TELMEX

The computer chip inserted into all prepaid Telmex telephone cards allow you to connect to Public Ladatel Telephones and to any internet port in a Ladanet Kiosk. The cards are available at the values of \$30.00, \$50.00 and \$100.00.

MULTIFON CARD OF TELMEX

Prepaid cards that allow access to MULTIFON phones, which are economically affordable telephone lines for your home that you request from Telmex, without a fixed contract or monthly payment. The cards are available at the values of \$30.00, \$50.00 and \$100.00.

AREA CODES

The Telmex Costumers Service number is 01 800 123 2000. If you are having any difficulty with their services you can ask for their help using the above number.

Type of call	Actual Code
National Long Distance call from a landline to a mobile phone from México City	045 + 10 digits (i.e. 045 55 12345678)
National Long Distance call from a landline to a mobile phone from Monterrey	045 + 10 digits (i.e. 045 81 12345678)
From the United States and Canada to a cell phone number in Mexico	011 + 52 + 1 + 10 digits
Calling from the rest of the World to a cell phone in Mexico	+52 + 1 + 10 digits

How to dial international calls

001 for long distances calls to The United States and Canada.

00 for international long distance calls.

Call	How to dial
Automatic National Long Distance	01 + area code + Local Number
Automatic National Long Distance with operator assistance.	02 + area code + Local Number
Automatic Long Distance to USA and Canada.	001 + area code + Local Number
Automatic Long Distance to USA and Canada with operator assistance.	09 + 1 + area code + Local Number
Automatic International Long Distance.	00 + CC + area code + Local Number
Automatic International Long Distance with operator assistance.	09 + CC + area code + Local Number

RESIDENTIAL COLLEGES

If you have chosen to live in a UDLAP Dormitory (colegios residenciales), you will be sharing your room with a Mexican student. The common area is shared with seven other flat mates. Suites are equipped with a kitchen, living area, toilet/shower facilities, and a washer/dryer. There is a television with cable and all suites have wireless Internet. Also, you have the option to rent linen upon your arrival, but it is not always available on the first night. Please note that kitchen utensils will not be provided.

You will be receiving your housing confirmation by e-mail on the third week of July (Fall entry) or mid December (Spring entry). Once you have been assigned a room, there will be no cancellations. Please note that the housing deposits are non-refundable.



Cain Murray

Tel. +52 (222) 229 2117



Ray Lindley

Tel. +52 (222) 229 2114



Ignacio Bernal

Tel. +52 (222) 229 2500



José Gaos

Tel. +52 (222) 229 2143



For further information please consult:

<http://www.udlap.mx/internas/alojamiento.aspx>

Suites: 3 shared rooms and 1 single room.



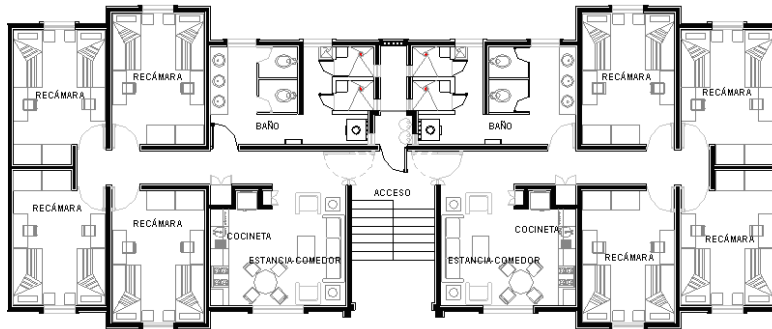
Suites : 4 shared rooms



Buildings A B, C D; Suites: 12 single rooms



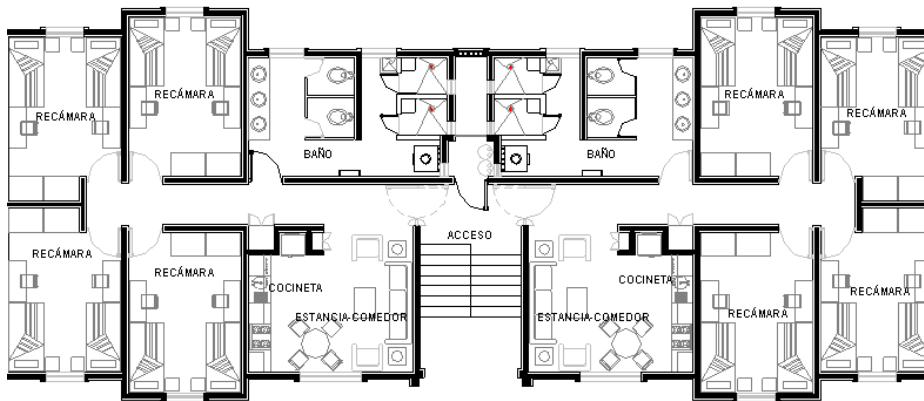
Buildings E F, G H, I J, Suites: 4 shared rooms



Buildings K L; Suites: 11 single rooms



Buildings A B, C D; Suites: 4 shared rooms



Buildings E F, G H; Suites: 8 and 10 single rooms



Buildings I, J; Suites: 11 single rooms



HOUSING RESERVATION

If your agreement includes housing, and you submitted your housing form on time, you will **automatically be assigned** to a room. Please e-mail your coordinator in case you have doubts.

If the agreement between our universities does not include housing, or if you are coming as a visiting student, a housing deposit is required in order to reserve your housing. You will need to e-mail:

colegios.universitarios@udlap.mx

2. Wait for the housing confirmation from the Residential College coordination.
3. Pay the full cost of housing during Orientation Week.

CANCELLATION POLICY

Once you have submitted your housing form and made the deposit, there will be no reimbursement for cancellation. **No exceptions.**

Please consider you must read, understand and comply with the Colegios Residenciales policies:

OFF-CAMPUS APARTMENTS

If you prefer to live off-campus, finding an apartment or house is your responsibility. The on-campus information center known as M.A.R.I in the “Centro Social” publishes listings of available apartments, the apartment address, costs and telephone numbers to contact the landlord. You will also find many signs in the streets renting apartments. Signing a lease in Cholula is still not a common practice, thus facilitating the search for apartments.

The International Office at UDLAP **does not provide** information on apartment availability. The best way to find an apartment is to arrive a few days prior to the first day of the Orientation Week program. You will have to make reservations in a hotel until you find roommates and an apartment.



HOTELS NEAR THE UNIVERSITY

Hotel las Américas

14 Oriente #6
San Andrés Cholula
Tel:+52 (222) 247- 2275
+52 (222) 2470991

Hotel Plaza Santa Rosa

Portal Guerrero # 5
San Pedro Cholula
Tel:+52 (222) 247 7719
+ 52 (222) 247 0341

<http://www.plazasantarosa.com.mx/hotel.htm>

Hotel Villas Arqueológicas

2 Poniente No. 601
Cholula
Tel (222)273 7900

<http://www.villasarqueologicas.com.mx/esp/cholula.asp>

Hotel Posada Señorial

Av. 5 de Mayo 1400
San Andrés Cholula
Tel:+52 (222) 2476677

<http://www.posadasenorial.com/>

Fiesta Americana,Puebla

Blvd. Atlixcayótl km. 5, Fracc. La Vista
72810, Puebla, Pue.

Tel.: +52 (222) 225 93 00

Fax: +52 (222) 225 93 65

<http://www.fiestamericana.com/>

Hotel Villa Florida

Boulevard Atlixcayótl 1100
Zona Angelopolis
Tel: (222) 273-2222

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

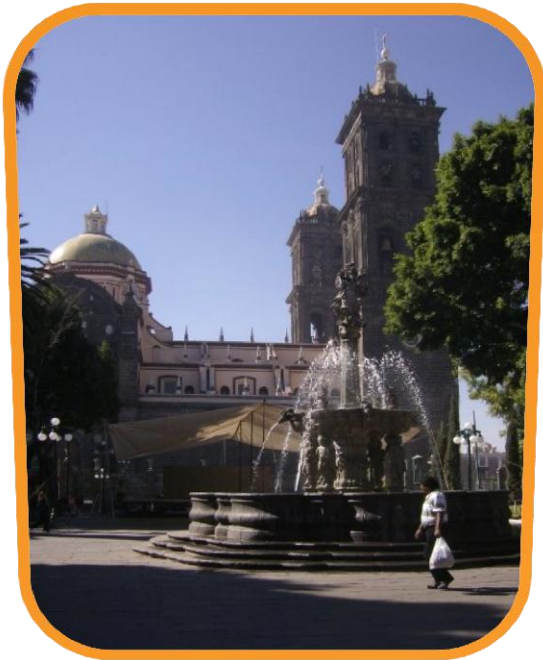
You can also obtain more information about hotels near **UDLAP** by consulting any Mexico travel guidebook. The picture below shows a simple map of Puebla with the locations of a couple of hotels.



[GENERAL INFORMATION ABOUT PUEBLA]

PUEBLA (THE CITY)

Located 136 km away from Mexico City, Puebla is the capital of Puebla's state and has a population of nearly one and a half million people. Puebla's climate is temperate, with semi-humid and rain filled summer days that continue up until the beginning of autumn. Its average annual temperature is 16°C.



Known as "Puebla of the Angels", Puebla has developed a reputation for its abundance of cultural heritage. The history of the city can be seen in its architecture as well as its cuisine. Puebla's gastronomy perfectly blends its pre-Hispanic heritage with Arabic, French and Spanish influences. This unique combination of styles is reflected in its most famous dishes, such as "Chiles en Nogada" and "Mole Poblano", which have acquired worldwide fame. Similarly, Puebla's wide arrays of handmade arts and crafts have also developed a worldwide reputation. Crockery of talavera poblana, paper paintings of *amate* and whimsical marble and onyx sculpted designs are examples of some of the locally and unique novelties available to tourists in the city's traditional markets and plazas.

Some of the more worthwhile tourist attractions in Puebla include the Chapel of the Rosary, the Zócalo (the central city plaza), and the District of Artists: a district where various painters and craftsmen come to exhibit their art. Students can also take a guided double-decker tour-bus to the historic city centre.

No one should leave Puebla without having visited properly visited the city of Cholula. One of the oldest cities of North America, Cholula is home to the site of the largest manmade pyramid in the world. Another region of Interest in Puebla is the region of Chipilo, home to Puebla's Italian immigrant population. With less than 5 thousand habitants, Chipilo has managed to preserve the culture, language, customs and architecture of the Veneto region of Northern Italy. The city is truly an outpost of Northern Italian Culture in the middle of Mexico, and also definitely worthy to a visit.



Facts City of Puebla

Nickname	Puebla de los Angeles
Surface area	546 km ²
Population	1.485.941 inhabitants
State Capital	H. Puebla de Zaragoza

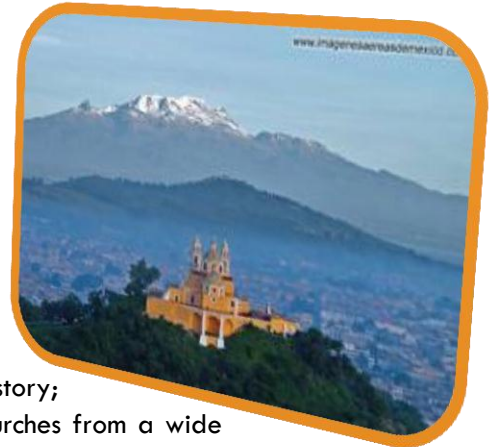


Latitude	19°03' North
Longitude	98°12' west
Altitude:	2 175

A LITTLE BIT ABOUT CHOLULA

Cholula is a site rich in cultural history located only 7 kilometers to the west of the city of Puebla, the capital city of the state of Puebla. Located between the towns of San Andrés and San Pedro Cholula are many archeological sites of interest that reflect the towns status as one of the oldest in North America.

Cholula derives its name from the Náhuatl word Cholollan, which means *water that falls in the place of escape*. The town is one of the oldest settlements of Mexico, and has been continually inhabited since the later pre-classic period. The city was founded in 1557, but before the Spanish conquest it acted as a religious centre where pilgrims gathered from all over the region of Anáhuac, and where Aztecs worshiped the god Quetzalcóatl. Today Cholula has around 80 thousand inhabitants.



Cholula's principle tourist attractions are centered on the city's impressive and long history; its art, and its various religious monuments. The city is littered with temples and churches from a wide array of time periods that dates far back as the Aztecs.



The Great Pyramid of Cholula, the city's most impressive and renowned monument, is a temple dedicated to the Aztec deity Quetzalcóatl. The structure was constructed over a period of generations, starting from 2nd century BC until the early 16th century. It is in fact the largest pyramid in the world in terms of overall size. The pyramid's restoration began in 1967 and today the pyramid has had more than 8 kilometers of tunnels excavated for archeological purposes. These tunnels also allow tourists to visit the interior of the pyramid and see the artifacts inside. Today the pyramid is covered with an artificial hill that is surmounted by a Catholic Church: the "Church of Our Lady of the Remedies", built by the Spanish in

1594. Other than the Great Pyramid of Cholula. There are many other temples that have been covered or replaced by churches as a result of the 16th century Spanish conquest of Mesoamérica.



PLACES TO VISIT



CERRO DE SAN BERNARDINO CHALCHIHUAPAN

At this site it is possible to go paragliding. It is the ideal place for this activity, since flights are offered with the best equipment, so it is recommended making reservations. It is situated 16 km away from the city of Puebla.

GRUTAS KARMIDAS

This natural wonder is named after its discoverer and is a cave that consists of a main dome surrounded by five rooms. Both, in the main and in the small halls, visitors can admire many stalactites, stalagmites and draperies. From Mexico City one can travel through Zacatlán via Tulancingo or Apizaco. The trip takes approximately 5-6 hours. From Puebla one can travel through Zacapoaxtla on a 4.5 hour journey, or through Zacatlán which takes about 5 hours.



METEPEC



Metepéc is a city filled with magic, where tradition and the provincial environment go hand in hand with modernity and progress. The town is known for its variety of crafts that are produced primarily in clay and ceramics, with one in particular: the well-known tree of life. When travelling along the México-Puebla highway, take the exit towards the Periférico ecológico and continue along it until you reach the exit towards Atlixco (Atlixco cuota). Along the route towards Atlixco there will be a detour towards highway Siglo XXI (Cuautla cuota). Some kilometers ahead you will find the exit towards Metepéc.

AFRICAM SAFARI

Africam is a safari park in which you are able to pass by the animals in your own car or in the bus provided by Africam. You will travel among several sections where you can drive among giraffes, antelopes, zebras, rhinoceros, deer, Bengal tigers and lions, among others, in refuges specially designed to resemble their natural habitats. Direction: 11 Oriente No. 2407 Col. Azcarate, Valsequillo C.P. 72007.

OTHER PLACES TO VISIT

You can always check our Facebook page for pictures of various interesting destinations all over México.
<http://facebook.com/internacional.udlap>

[GENERAL INFORMATION ABOUT UDLAP]

GLOBE INFO

The Globe Info is an information center that will be in operation during the entire Orientation Week. Information regarding registration, timetables, IDs, professional internships, community service opportunities, organized tours, student recreation activities, and general information to make your stay at **UDLAP** more enjoyable, will be posted at Globe Info.

Upon arrival be sure to first pass by Globe Info to pick up your welcome package, which contains a lot of useful and necessary information. During the Orientation Week, our “Amigos Internacionales” will be there to answer any questions you may have. Please do not hesitate to ask them! Globe Info will be located at the Student Center on the university campus.



ORIENTATION WEEK

The Orientation Week (Semana de Orientación) is **UDLAP**'s chance to welcome new international students to **UDLAP** and to Mexico. It is a week where you will receive a lot of important information about the university on topics such as course registration, immigration and financing; but it is also a week where you will get the chance to take part in immersion activities, meet new people, go on field trips, and hopefully adapt yourself to your new surroundings before you start classes.

WELCOME TO UDLAP

The week starts with an induction meeting where you will be introduced to the International Office staff and we will do our best to help you with any problems you may encounter during your time at **UDLAP**. A lot of important information will be given during this meeting, and for many of you it will be your first time being exposed to a lot of Spanish which can be quite overwhelming. The information, however, will be handled out in both English and Spanish pamphlets, so we recommend you to take the time to go over through all the information by yourself and make sure you are familiar with the details.



After the meeting, a free lunch will be provided. This will be one of your first opportunities to meet and get to know other exchange students.

THE PROCESS OF COURSE REGISTRATION

One of the most important steps during the orientation week is the course registration process. In your welcome package you will find information on what time and day you have been scheduled for registration. During the process you will be required to register your visa with the immigration services at [UDLAP](#) and sign your school agreement and letter of intent, among other things.

FIELD TRIPS

During the orientation week, some field trips will be organized. The “Amigos Internacionales” will be offering guided tours of Cholula and Puebla. This is a great opportunity to get to know some of your new surroundings!

INTERNATIONAL WEEK

During October we will have many important events including the International Week. As an international student you need to represent your country by sharing your culture. Our international students decorate a stand and give information to all our Mexican students also you have to prepare a special show and food so we can taste a delightful dish from your country. Also we invite universities from all around the world to come and be part of this international event. We have conferences, shows, art expositions and more!

So please get ready before you arrive.

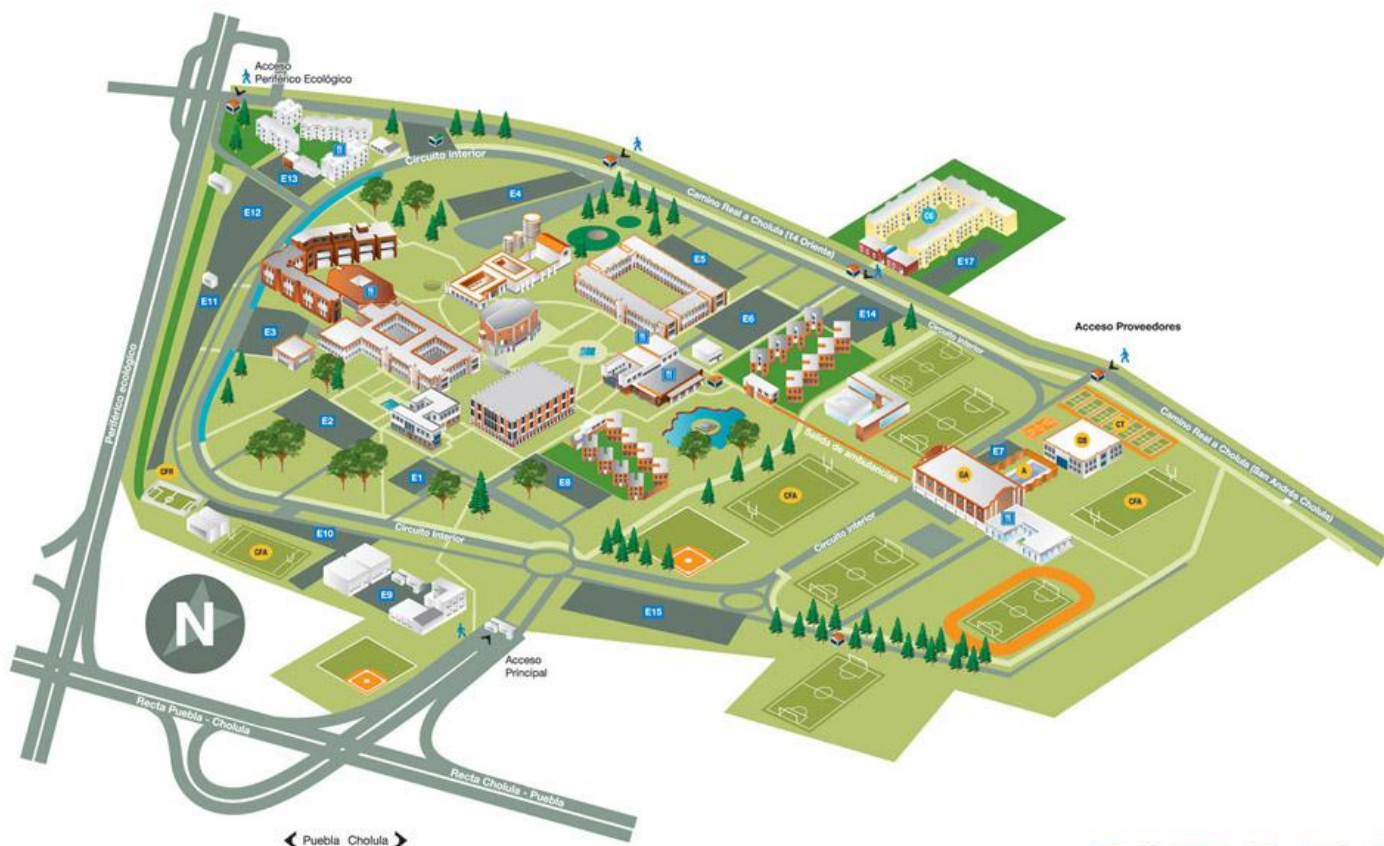
We suggest that you start thinking and preparing ideas for decorating your stand and sharing your culture with UDLAP students:

- **Representative materials for decoration:** flag, typical clothes, typical candy.
- **Sharing your culture:** music, post cards, videos.
- **Cooking a dish from your country:** think of something easy to make and make sure you bring with you specific ingredients for a recipe that you may not find in Mexico.

CONFIRMING YOUR CLASS SCHEDULE

After registering for classes, there will be a short period of two to three days which will allow you to modify your class schedule. To add or drop a class in this time, fill out the form you can find in your welcome package (to obtain your welcome package, go to the Globe Info as soon as you arrive to [UDLAP](#)), and hand in this form at the International Office. Given the limited amount of time you will have to add and drop classes, it is important that students come to [UDLAP](#) having a fairly good idea of what classes they are going to take.

UNIVERCITY: CAMPUS UDLAP



UDLAP®

Workshops

UDLAP offers a wide range of workshops for students in a variety of areas. During the first two weeks of the semester, it will be possible to sign up for an array of different workshops and activities. You can check this information at the following website:

<http://www.udlap.mx/talleres> . For more information: Coordination of University Workshops (Coordinación de Talleres Universitarios): Tel: 52 222 229 2100 ext. 4298

E-mail: talleres.universitarios@udlap.mx

SPORTS

As well as workshops, UDLAP offers students the opportunity to be part of one of its many sporting teams:

<http://www.udlap.mx/aztecas/talleres.aspx#talleres>

UDLAP sporting teams (varsity teams) and athletics are represented in sports as Basketball, Baseball, Football, Soccer, Indoor Soccer, Tae Kwon Do, Swimming, Tennis, and Indoor and Beach Volleyball.

Sports workshops: UDLAP offers more than 15 different types of sports workshops between 7am-9pm from Monday to Saturday.

Intra-school tournaments: UDLAP also runs intra-school sport tournaments that allow students to form teams with their friends and/or be part of other UDLAP students' teams.



Depending on your Spanish proficiency, you may take Spanish courses as a second language offered by the Language Department, content courses offered in English, or content courses offered in Spanish.

SPANISH COURSES AS A SECOND LANGUAGE

Spanish Proficiency Exam

The link to the exam is: <http://www.udlap.mx/examenespanol/>. If you were not able to do the Spanish exam online due to technical difficulties, please let us know immediately by email: incoming.udlap@udlap.mx

UNDERGRADUATE LEVEL

If you obtained a **basic rating**, you may take content courses offered in English, and/or Spanish as a Second Language only. We highly recommend you to take all the Spanish as a second language courses.

The beginner Spanish courses offered by the Language Department are:

ID-140 Spanish I: Grammar

ID-141 Spanish I: Communication

If you obtained an **intermediate rating A or B**, you are allowed to take content courses offered in English, and/or Spanish as a Second Language.

The courses offered by the Language Department for this level are:

ID-240 Spanish IIA: Grammar

ID-241 Spanish IIA: Oral Communication

ID-242 Spanish IIA: Written Communication

ID-244 Spanish IIB: Grammar

ID-245 Spanish IIB: Oral Communication

ID-246 Spanish IIB: Written Communication

If you obtained an **advanced (A or B) or superior rating** you have three options. You may take:

- content courses offered in English
- content courses offered in Spanish and/or
- Spanish as a second language courses

The courses offered by the Language Department for this level are:

ID-340 Spanish IIIA: Grammar

ID-341 Spanish IIIA: Oral and Written Communication
ID-342 Spanish IIIA: Mexican Literature
ID-343 Spanish IIIA: Business Communication

ID-344 Spanish IIIB: Grammar
ID-345 Spanish IIIB: Oral and Written Communication
ID-346 Spanish IIIB: Mexican Literature
ID-347 Spanish IIIB: Mexican Civilization

ID-348 Spanish III: Pronunciation
ID-349 Spanish III: Medical Areas

The superior Spanish courses offered by the Language Department are:

ID-440 Spanish IV: Grammar
ID-441 Spanish IV: Contemporary Mexico
ID-442 Spanish IV: Mexican Culture
ID-443 Spanish IV: Written Translation
ID-444 Spanish IV: Oral Translation

GRADUATE LEVEL

There are no Spanish as a foreign language courses offered at the graduate level for trimester students. Graduate students will unfortunately not be able to take these courses if they are enrolled in a trimester program.

CONTENT COURSES IN ENGLISH

UNDERGRADUATE LEVEL

All the international students at the undergraduate level who speak English are eligible to take content courses offered in English from levels 100-499. The course descriptions will be available during the orientation week.

GRADUATE LEVEL

Some courses in the Graduate level programs are offered in English. Please contact the program coordinator: <http://www.udlap.mx/ofertaacademica/mapaoferta.aspx>

CONTENT COURSES IN SPANISH

UNDERGRADUATE LEVEL

If you obtained a **basic or intermediate rating** on your Spanish proficiency exam, you will not be permitted to take content courses offered in Spanish during the first semester unless you obtain special permission from the professor.

If you obtained an **advanced or superior rating** on your Spanish proficiency exam, you may take content courses offered in Spanish from levels 100-499. You will probably find the content courses in Spanish quite challenging due to the language level. Please keep this in mind when you're doing your final course selection.

The course codes at the undergraduate level are the following:

100-199	Equivalent to first year studies
200-299	Equivalent to second year studies
300-399	Equivalent to third year studies
400-499	Equivalent to fourth year studies

GRADUATE LEVEL

Graduate level students need to obtain a **superior rating** prior to arrival in order to take graduate level courses given in Spanish. Master courses use course codes beginning at **level 500**.

COURSE PRE-REQUISITES

Some courses have pre-requisites. The students interested in one of these courses, should have taken in their home university one course equivalent to the pre-requisite. To obtain information about the equivalence of the courses, please contact the corresponding academic department at **UDLAP** before your arrival: <http://www.udlap.mx/ofertaacademica/mapaoferta.aspx>

COURSE DESCRIPTIONS

In order to ensure that the courses you take at **UDLAP** will be accepted by your home university, you may check the course descriptions before your arrival.

For more detailed course descriptions, contact the corresponding faculty:

<http://www.udlap.mx/ofertaacademica/mapaoferta.aspx>

Course codes

AD	administración de empresas
AE	Actuaría y estadística
AI	Arquitectura de interiores
AM	Ingeniería ambiental
AN	Antropología cultural

AN	Arqueología
AN	Relaciones multiculturales
AP	Artes Plásticas
AR	Arquitectura
AS	Artes
AT	Actuaría
BL	Biología
CN	Ciencias de la Nutrición
CC	Finanzas y contaduría
CO	Comunicación
CP	Contaduría
CU	Estudios generales
DA	Danza
DE	Derecho
DL	Lenguas
DS	Diseño para la innovación artesanal
DV	Diseño de Información Visual
EC	Economía
ED	Innovaciones educativas
EI	Tecnologías de información y negocios
FA	Ciencias farmacéuticas
FI	Filosofía
FS	Física
GA	Artes Plásticas
HA	Historia del Arte
HI	Historia
HR	Hoteles y restaurantes
HR	Gestión del Turismo
HU	Humanidades
IA	Ingeniería en alimentos
IC	Ingeniería Civil
ID	Idiomas
IE	*Ingeniería
	Electrónica: -y computadoras, -y comunicaciones, -y Sistemas digitales
II	Ingeniería Industrial
IM	Ingeniería mecánica
IQ	Ingeniería química
IS	Ingeniería en sistemas
IS	Tecnología de información y negocios
IT	Ingeniería Textil
LA	Lingüística Aplicada
ID	Lenguas

*this list is subject to changes, for up to date information consult the updated course catalogue

[GRADING SYSTEM]

A passing grade at the **undergraduate** level at UDLAP is **7.5**, with a maximum of 10.0. If you do not obtain a passing grade during the first semester, you will not be permitted to continue on to the second semester. At the **Master** level, a passing grade is **8.0** with a maximum of 10.0. If you do not obtain a passing grade during the first semester you will not be permitted to continue on to the second semester.

At the end of your stay, the International Office will send one official transcript to the program coordinator at your home university.

[CREDIT SYSTEM]

The credit system at UDLAP is different than most universities. It is important that you confirm the minimum number of units you are eligible to take. When studying at UDLAP at the undergraduate level, you are expected to take a minimum of 4 courses (24 units) and a maximum of 5 courses (30 units) per semester.

At the Undergraduate level, most courses are equal to 6 units, which include 3 hours of in-class studies per week for the duration of the 16-week semester.

At the Master's level you may take a maximum of 24 units during the semester. At this level, there are two study plans. One is based on a semester system and the other on a trimester system. In the semester system, courses are equal to 6 units and you may take 4 classes per semester (according to the exchange agreement). In the trimester system, courses are equal to 4 units and you may take a maximum of 3 courses per trimester.

[TRAVEL]

We encourage you to take advantage of your leisure time to explore some of the sights Mexico has to offer. If you manage your time well, you can organize trips to other places to enjoy Mexico's music, traditions, cuisine and arts

HELPFUL INFORMATION

- An easy and inexpensive way to travel is to stay in a low-cost "backpackers" hostel. If you wish to travel this way, we recommend that you take your own sleeping bag and a comfortable backpack.
- Before you leave your country, you may wish to have your vaccination record updated. To come to the UDLAP it is not necessary to vaccinate against diseases such as malaria, but if you are planning to visit other areas it is advisable that you contact your doctor or physician about the recommended immunizations for those areas.

TRANSPORTATION

The most comfortable options for traveling in Mexico are bus and airplane. Many bus companies offer services between Puebla and other major cities in Mexico. You can purchase bus tickets from the various companies at the CAPU bus terminal in Puebla.

You can also make your ticket reservation online or by phone at the following website (which also offers information about schedules and prices): www.ticketbus.com.mx

In vacation periods such as Christmas or Easter (Semana Santa), many of the lines offer a 50% discount to students. You must present your student ID at the time of purchase, which you may have to purchase several days in advance as the discounted seats are limited. The fastest way to travel is by airplane. If you purchase your tickets well in advance you may find them at a reasonable price.

ACCOMMODATION

There is a wide range of lodging options available throughout Mexico, from 5 star hotel accommodations to the simplest (and least expensive) of hostels. The internet is a great resource to search for accommodation in all areas of Mexico; the following websites are just a suggestion of where to look for information :



www.hostels.com
www.travellerspoint.com/hostels-es-co-136.html
www.hostelworld.com

[INFORMATION FOR FRIENDS AND FAMILY]

MAILBOX / MAIL SERVICES

During your semester abroad your family and friends may want to keep in touch with you. At the International Office, there is a mail box for international students. You should provide your family and friends with the following mailing address:

Universidad de las Américas, Puebla
YOUR NAME
International Office
Santa Catarina Mártir, s/n
Cholula, Puebla
72820 México
Tel: 52 222 229 3160

Once your mail arrives at the international office, we will immediately send an E-mail to your UDLAP email account, so you can pick it up at the reception.

Please note: we recommend that all your important packages should be sent by courier. There are some restrictions on what can be shipped. Before sending a package, please contact the shipping company and enquire, so that the goods are not held at customs.

IMPORTANT TELEPHONE NUMBERS

Before leaving your country, you should leave these important telephone numbers with your parent / guardian:

UDLAP (9am – 5pm Central Standard Time):

International Office	+52 (222) 229 3160
Security on campus (24 hours a day)	+52 (222) 229 2222
UDLAP Health Services	+52 (222) 229 3269

TOURIST VISAS

If you have friends or family wanting to visit you, they should obtain a tourist visa. Please consider that due to a variety of concerns, government policies are changing rather rapidly. We recommend that you contact the Mexican Embassy/Consulate in your country and confirm what requirements must be fulfilled in order to legally visit Mexico.

[UDLAP WEBSITE AND OTHER IMPORTANT LINKS]

UDLAP home page

<http://www.udlap.mx>

International Office official website

<http://web.udlap.mx/international/>

Facebook

<https://www.facebook.com/#!/udlapinternacional?fref=ts>

Immigration Services

<http://www.udlap.mx/internacional/immigrationservice/>

Internships and Community Service options

<http://www.udlap.mx/internacional/servicelearning/lets.aspx>

Residential Colleges (on campus housing)

<http://www.udlap.mx/internas/alojamiento.aspx>

**Can't find the info you are looking for?
You are always welcome to send a question to:**

For exchange and visiting: Incoming.udlap@hotmail.com

For Dual Degrees: dual.programs@udlap.mx

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