



# Exchange Student Handbook



This handbook was designed to help you prepare before your arrival and accompany you during your stay in Buenos Aires.

Here you will find key information about the immigration process, health insurance, housing, academic offer, student life, and useful tips to help you quickly adapt to the city and make the most of your semester at UCEMA.

---

## Pre-Arrival Information

Before arriving in Argentina, students must have a valid student visa and health insurance covering their entire stay in the country. Both documents must be sent by email to: [exchange@ucema.edu.ar](mailto:exchange@ucema.edu.ar)

Additionally, to finalize the enrollment process in UCEMA's Global Semester Program, payment of an administrative fee is required, as detailed below.

### Immigration Affairs: Student Visa

All international students must obtain a student visa or residence permit to study in Argentina.

- [Student Visa – In-person Process](#)

The student visa can be processed in person at the [Consular Office of the Argentine Republic](#) corresponding to your jurisdiction within the three months prior to the start of the program.

## ["Electronic Entry Processing \(TIE 24H\)" - Online Process](#)

Those who meet the requirements may complete the process online through the website: ["Electronic Entry Processing \(TIE 24H\)."](#)

**In both cases**, at least ten days before the chosen appointment date, students **must complete the following form** so that we can issue and send the required documentation.

If the online process is chosen, in the field *"Argentine Consular Office where the student visa will be requested"*, indicate the corresponding consulate according to jurisdiction, and in *"Appointment date at the Consular Office"*, indicate the planned start date of the process.

**IMPORTANT:** Immigration regulations are subject to change, so students are always advised to consult the relevant consular authorities.

## Health Insurance

Exchange students must have **valid health insurance** covering the Argentine territory for the entire duration of the semester.

The insurance must include, at a minimum, basic medical coverage (emergencies, hospitalization, medication, etc.) as well as emergency evacuation and repatriation of remains.

## Administrative Fee

All exchange students must pay a one-time administrative fee of USD 350 to complete their registration. Admission to the program is subject to payment of this fee.

Students will receive an email from [facturacion@ucema.edu.ar](mailto:facturacion@ucema.edu.ar) with payment instructions. Please check your inbox regularly, including your spam folder.

---

# University Information

## Location

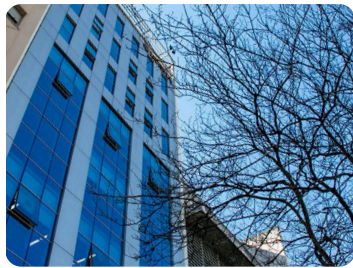
The University of CEMA is strategically located in the heart of Argentina's economic and financial district. Its central location provides quick and direct access from all areas of Greater Buenos Aires and the Autonomous City of Buenos Aires.

The university currently has four campuses in the city:



**Córdoba - Main Building**

Av. Córdoba 374



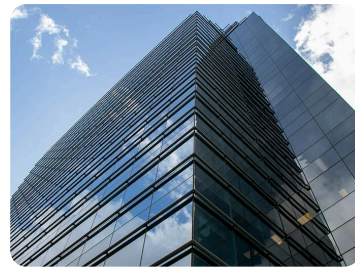
**Reconquista**

Reconquista 775



**Florida**

Av. Córdoba 637



**Alem**

Alem 882 (2.º piso)

## Academic Calendar

The academic calendar includes the course period, second exams, and final/retake exams. The first semester of 2026 runs from March 16 to July 31:

**Orientation Session:** March 12 (time and room to be confirmed)

**Course Period:** March 16 to July 3

**Midterm Exams:** to be determined within the 16-week class period

**Second Exams:** July 6 to July 17

**Final/Make-up Exams:** July 20 to July 31

## Language of Instruction

**The Global Semester program is taught in English**, so a good command of the language is essential to follow classes and participate actively.

## Course Information

UCEMA offers a carefully curated academic structure within the Global Semester Program, designed to provide an integrated learning experience combining theoretical and practical components. Rather than an open course catalog, the program includes a specific selection of subjects developed exclusively for international students, focused on key areas of business, economics, and technology.

When enrolling, students should select courses that align with their academic interests, the content required for credit transfer at their home institution, and the number of credits they need to complete during their stay. This selection must be made in coordination with the academic advisors of their home university to ensure compliance with all academic requirements.

Participants may register for up to five courses. Additionally, they may take part in workshops (practical courses), typically held two hours per week.

During the first two weeks of classes, students may modify their initial course selection. After this period, they must submit their final "Learning Agreement," which constitutes their definitive course list and cannot be changed afterward. All courses listed in this document will appear on the official transcript issued at the end of the semester.

## Academic Offer

The final course schedule will be available in February, when final enrollment for the semester's courses will take place.

## Grading System

Courses at UCEMA are graded on a ten-point scale. The highest possible grade is 10. The minimum passing grade is 4.

Calification	Letter	Performance
10	A+	Outstanding
9	A-	Excellent
8	B+	Very Good +
7	B-	Very Good
6	C+	Good
5	C-	Acceptable
4	D	Minimum passing grade
1-3	F	Failed

## Course Format and Passing Requirements

Each course syllabus specifies the passing requirements, communicated by the professor at the start of the term. Requirements vary but generally include a minimum attendance rate of 70–80%, passing midterm and final exams, practical assignments, presentations, and projects. A final grade is assigned once all requirements are met.

Courses may be taught in person, online, or in hybrid mode; in the latter two cases, the instructor may switch to in-person classes when deemed necessary. All exams are conducted in person.

International students must ensure that **their stay covers all evaluation dates**, as exam schedules and formats cannot be modified.

## Credit Conversion

UCEMA does not use a credit system. However, ECTS equivalence can be estimated by considering both classroom hours and additional study time. It is estimated that students must dedicate at least two hours of study per classroom hour.

Credit conversion formula:

$(\text{Total contact hours per course} + \text{Study hours}) \div \text{the number of hours your university defines as one credit.}$

Example: If 27 total hours correspond to 1 ECTS, then:

Courses totaling 54 contact hours represent 6 ECTS

$$(54 \text{ contact hours} + 108 \text{ study hours}) \div 27 = 6$$

## Transcript of Records

At the end of the exchange period, students receive an official transcript of records certifying the courses completed at UCEMA and corresponding grades. The transcript includes only academic courses taken and their final grades. Extracurricular activities or academic events are not listed.

---

# Life in Buenos Aires

## Accommodation

International students are responsible for finding, arranging, and covering the cost of their accommodation during their stay at the University of CEMA. UCEMA does not provide on-campus housing.

It is recommended to look for housing in safe areas near the university. Suggested neighborhoods include Barrio Norte, Recoleta, Palermo, and Belgrano.

You can consult accommodation options recommended by the Buenos Aires City Government at the following link: [See accommodation options.](#)

## Money

The official currency in Argentina is the **Argentine peso (ARS)**.

We recommend contacting your local bank before traveling to learn how to transfer funds to Argentina, whether they have agreements with local banks, and which regulations apply for foreign operations.

The most common and recommended ways to manage money during your stay include:

- **Credit cards:** widely accepted in shops, restaurants, and services. Some establishments may charge an additional fee. Check with your bank for international transaction fees or spending limits.
- **Debit cards:** allow direct payments from your bank account but may also have daily limits or fees. Verify these details before traveling.
- **Money transfers:** services such as Western Union allow receiving cash in Argentina but usually charge transaction fees.

You may also exchange foreign currency (USD or EUR) for Argentine pesos at authorized banks and exchange houses. Check daily exchange rates on reliable sources such as [Banco Nación](#) or [Dólar Hoy](#).

## Estimated Cost of Living in Buenos Aires (2026)

The following amounts are estimates for reference only, as each student's lifestyle may vary. When planning your budget, consider additional expenses such as visa processing, international flights, and insurance, among others.

Concept	Estimated Cost
Accommodation (shared apartment)	USD 450 - 600 monthly
Services (water, electricity, internet, gas)	USD 50 - 80 monthly
Food (full meal at economic restaurant)	USD 7 - 13
Coffee (at a cafeteria)	USD 3 - 4
Beer (at a bar)	USD 2.5 - 5
Public Transport	USD 15 - 30 monthly

