

SEMESTER ABROAD 1.2019

(SPRING 2019)

UNIVERSIDAD DEL VALLE DE MEXICO (UVM)

Universidad del Valle de Mexico, with 55 years of experience, is the largest private educational institution in Mexico; we have around 125,000 students divided in our 35 campus around the country. With our wide experience in teaching, our teachers constantly improve their method by attending to training with leading international institutions. In addition, our institution has the best facilities in the country. It is part of Laureate's International Universities Network, a leader in the field of education and lifelong access to world – class educational content.

www.universidaduvm.mx

RECOMMENDED CAMPUS

Northern Region

Guadalajara Sur
Zapopan
Hermosillo

Mexico City

San Rafael
Coyoacán
Tlalpan

Southern Region

Mérida
Puebla
Veracruz



*Any UVM campus can receive students as long as it has the career needed. The campus must be indicated in the UVM's application form.

LANGUAGE OF THE COURSES OFFERED: Spanish

SEMESTER ABROAD AT UVM

Program offered to students enrolled at Universities in the Laureate Network and partners, interested in the immersion of the Spanish language and the Mexican culture.

APPLICATION DEADLINE:

DECEMBER 7TH, 2018

COST OF THE PROGRAM:
The one specified by home Institution



FOR MORE INFORMATION, PLEASE VISIT YOUR INTERNATIONAL OFFICE.

UVM'S PROGRAMS

UVM has 104 under-degree academic programs, taught in 35 Campus distributed all around the country. Each Campus has a different offer as well as different academic calendars such as Biannual and Quarterly.

Next, are listed all the UVM's Campus with their respective web pages. In each link, you can find the under-degree programs that are available at each Campus:

LOCALIZATION	CAMPUS	TYPE OF PROGRAM	CAMPUS WEB PAGE (Check the link for available under-degree programs)
Mexico City	Chapultepec	Biannual	https://www.universidaduvm.mx/web/uvm/campus-chapultepec-aspirantes
	Coyoacán	Quarterly	https://www.universidaduvm.mx/web/uvm/campus-sur-coyoacan-aspirantes#seccion-2
	Roma	Quarterly	https://www.universidaduvm.mx/web/uvm/campus-roma-aspirantes
	San Ángel	Biannual	https://www.universidaduvm.mx/web/uvm/campus-san-angel-aspirantes
	San Rafael	Biannual	https://www.universidaduvm.mx/web/uvm/campus-san-rafael-aspirantes
	San Rafael, sede Marina	Quarterly	https://www.universidaduvm.mx/web/uvm/campus-sede-marina-aspirantes
	Santa Fé	Quarterly	https://www.universidaduvm.mx/web/uvm/campus-santa-fe-aspirantes
	Tlalpan	Biannual	https://www.universidaduvm.mx/web/uvm/campus-tlalpan-aspirantes
Mexico State	Hispano	Quarterly	https://www.universidaduvm.mx/web/uvm/campus-hispano-aspirantes#seccion-2
	Lago de Guadalupe	Biannual	https://www.universidaduvm.mx/web/uvm/campus-lago-de-guadalupe-aspirantes#seccion-2
	Lomas Verdes	Biannual	https://www.universidaduvm.mx/web/uvm/campus-lomas-verdes-aspirantes#seccion-2
	Texcoco	Biannual	https://www.universidaduvm.mx/web/uvm/campus-texcoco-aspirantes#seccion-2
	Toluca	Biannual	https://www.universidaduvm.mx/web/uvm/campus-toluca-aspirantes#seccion-2
Mexico's Southern Region	Tuxtla	Biannual	https://www.universidaduvm.mx/web/uvm/campus-tuxtla-aspirantes#seccion-2
	Cuernavaca	Biannual	https://www.universidaduvm.mx/web/uvm/campus-cuernavaca-aspirantes#seccion-2
	Puebla	Biannual	https://www.universidaduvm.mx/web/uvm/campus-puebla-aspirantes#seccion-2
	Querétaro	Biannual	https://www.universidaduvm.mx/web/uvm/campus-queretaro-aspirantes#seccion-2
	Villahermosa	Biannual	https://www.universidaduvm.mx/web/uvm/campus-villahermosa-aspirantes#seccion-2
	Veracruz	Biannual	https://www.universidaduvm.mx/web/uvm/campus-veracruz-aspirantes#seccion-2
	Mérida	Biannual	https://www.universidaduvm.mx/web/uvm/campus-merida-aspirantes#seccion-2
Mexico's Northern Region	Aguascalientes	Biannual	https://www.universidaduvm.mx/web/uvm/campus-aguascalientes-aspirantes#seccion-2
	Mexicali	Biannual	https://www.universidaduvm.mx/web/uvm/campus-mexicali-aspirantes#seccion-2
	Chihuahua	Biannual	https://www.universidaduvm.mx/web/uvm/campus-chihuahua-aspirantes#seccion-2
	Saltillo	Biannual	https://www.universidaduvm.mx/web/uvm/campus-salttillo-aspirantes#seccion-2
	Torreón	Biannual	https://www.universidaduvm.mx/web/uvm/campus-torreon-aspirantes#seccion-2
	Guadalajara Sur	Biannual	https://www.universidaduvm.mx/web/uvm/campus-guadalajara-sur-aspirantes#seccion-2
	Zapopan	Quarterly	https://www.universidaduvm.mx/web/uvm/campus-zapopan-aspirantes#seccion-2
	Monterrey Cumbres	Quarterly	https://www.universidaduvm.mx/web/uvm/campus-cumbres-aspirantes#seccion-2
	Monterrey Norte	Biannual	https://www.universidaduvm.mx/web/uvm/campus-monterrey-norte-aspirantes#seccion-2
	San Luis Potosí	Biannual	https://www.universidaduvm.mx/web/uvm/campus-san-luis-potosi-aspirantes#seccion-2
	Hermosillo	Quarterly	https://www.universidaduvm.mx/web/uvm/campus-hermosillo-aspirantes#seccion-2
	Nogales	Quarterly	https://www.universidaduvm.mx/web/uvm/campus-nogales-aspirantes#seccion-2
	Ciudad Victoria	Biannual	https://www.universidaduvm.mx/web/uvm/campus-ciudad-victoria-aspirantes#seccion-2
	Reynosa	Quarterly	https://www.universidaduvm.mx/web/uvm/campus-reynosa-aspirantes#seccion-2
Tampico	Quarterly	https://www.universidaduvm.mx/web/uvm/campus-tampico-aspirantes#seccion-2	

REQUIREMENTS

- Have an advanced level of Spanish (B2), since all UVM classes are taught in this language.
- Be 18 or older.
- Have a valid health insurance with International coverage with direct payment.
- Send the complete application file on time. The deadline is specified at the beginning of this document.

PROGRAM SPECIFICATIONS

INCLUDES UVM's academic program with **1 to 6 courses** (according to the academic offer available at UVM).

DOES NOT INCLUDE Class materials, accommodation, flight tickets, meals, local transportation, pick up and drop off at the airport, health insurance, personal expenses, VISA process, as well as other services not mentioned in this document.

APPROXIMATE COST OF LIFE **Approximately 500 to 700 USD per month** (accommodation, meals, local transportation, books). For more information, please check the document "Manual de Bienvenida".

ACADEMIC

The student can take from **1 to 6 courses** (according to availability at the UVM's campus selected). It is required for the student to fill up the document "Formato de Propuesta de Asignaturas" **with at least 12 courses from UVM** and the Home University, in order to process the final schedule. This because there is a possibility that some of the options selected will not be offered.

NOTE: The offer of the courses may vary, all according to each UVM's campus availability and will be confirmed until giving the schedule during the Welcoming Session at the campus.

Once the classes have started, the student has only one week to make changes and/or withdraw courses (previously authorized by the International Office Coordinator at the Home University). After the first week of classes, students cannot register changes nor withdraws.

The absences are not justified under any circumstance; therefore, the student must arrive on time since the beginning of the academic Program.

IMPORTANT: In case you are studying any under-degree belonging in the **Health area***, it is required to send the information of the Academic Coordinator at the Home University to get in contact with the counterpart at UVM, with the purpose of checking specific pre-requisites, extra fees, instrumentals, as well as the appropriate assignment of courses.

*Health under-degrees: Medicine, Nursing, Veterinary, Psychology, Dental Surgeon, Physiotherapy, Biotechnologist Pharmaceutical Chemistry, Nutrition.

COST OF THE PROGRAM

- The Home University establishes the fees to be paid directly on it. UVM will not ask for any of these concepts.
- The cost of the program paid directly at the home institution does not include supplies of any of our courses, therefore the student must bring their own or have a budget prepared for this concept once arrived in Mexico.
- If the course selected is practical and requires extra materials from those offered in classes, the student must pay these costs directly to UVM.
- For the students in the **Hospitality area***, the practical courses generally require supplies with extra fee. This will be confirmed at the moment of establishing the schedule and must be paid directly at UVM by each student.
- The International Student should pay symbolically four different concepts at campus that will be included in the "Semester Abroad program for International Students" bill:
 - Enrollment
 - Partial 1
 - Partial 2
 - Partial 3

The cost for each concept is for \$1.00 peso and it must be paid every term the International Student is at UVM. The total is \$4.00 pesos.
- The student will be able to attend cultural or sport classes with no extra fee, as long as they are offered at the campus selected, except the competition teams.

**Hospitality under-degrees: Administración de empresas turísticas, Negocios Gastronómicos, Lic. Internacional en Administración de empresas de la Hospitalidad y/o turísticas, Lic. Internacional en Gastronomía.*

ACADEMIC CALENDARS

UNDERGRADUATE BIENNIAL

(16 WEEKS OF CLASSES)

RECOMMENDED CAMPUS:

Tlalpan, Guadalajara Sur, Mérida, Puebla, San Rafael, Veracruz

CONCEPT	DATES
BEGINNING OF CLASSES	February 5 th 2019
END OF CLASSES	June 1 st 2019
SPRING VACATIONS	April 15 th to 20 th 2019
EXAMS:	
1 ST PARTIAL	March 11 th to 16 th 2019
2 ND PARTIAL	April 22 nd to 27 th 2019
3 RD PARTIAL	May 27 th to June 1 st 2019
HOLIDAYS	February 4 th 2019
	March 18 th 2019
	May 1 st 2019

QUARTERLY UNDERGRADUATE

(15 WEEKS OF CLASSES)

CAMPUS:

Coyoacán, Hermosillo, Zapopan

CONCEPT	DATES
BEGINNING OF CLASSES	January 14 th 2019
END OF CLASSES	May 4 th 2019
SPRING VACATIONS	April 15 th to 20 th 2019
EXAMS:	
1 ST PARTIAL	February 11 th to 16 th 2019
2 ND PARTIAL	March 18 th to 23 rd 2019
3 RD PARTIAL	April 29 th to May 4 th 2019
HOLIDAYS	February 4 th 2019
	March 18 th 2019
	May 1 st 2019

HEALTH AREA - UNDERGRADUATE

(20 WEEKS OF CLASSES)

CAMPUS:

All the campus mentioned, according to the offer above.

UNDER-DEGREES:

Medicine, Nursing, Veterinary, Dental Surgeon, Physiotherapy, Biotechnologist Pharmaceutical Chemistry, Nutrition.

CONCEPT	DATES
BEGINNING OF CLASSES	January 28 th 2019
END OF CLASSES	June 26 th 2019
SPRING VACATIONS	April 15 th to 20 th 2019
EXAMS:	
1 ST PARTIAL	March 11 th to 16 th 2019
2 ND PARTIAL	April 29 th to May 4 th 2019
3 RD PARTIAL	June 13 th to 19 th 2019
FINAL TESTS:	June 20 th to 26 th 2019
HOLIDAYS:	February 4 th 2019
	March 18 th 2019
	May 1 st 2019

***NOTE:** The exact dates will be confirmed in the Letter of Acceptance.

IMPORTANT: In the case of **Psychology**, despite of being part of the health under-degrees, it has a biannual or quarterly calendar; it does not apply the health one.

INTERNATIONAL HEALTH INSURANCE

It is a **fundamental requirement** for foreign students to obtain International Health Insurance with direct payment and coverage valid throughout their stay in Mexico. The International Health Insurance must include medical assistance for accident or sickness as well as repatriation in case of death.

ACCOMODATION

NOT INCLUDED. The selection and arrangement of accommodation is the student's responsibility. UVM does not have College Residence.

SOME OPTIONS:

- www.gplaceit.com
- www.compartodepa.com.mx/
- www.airbnb.mx/
- www.trovit.com
- www.segundamano.com
- www.metroscubicos.com
- www.lamudi.com
- www.mitula.com

In case of selecting any of the above, any situation raised will have to be negotiated between the service provider and the student. The cost is additional and independent to the payments made by the student to both institutions. ***** UVM has no interference in the process or agreement with any option.**

MIGRATORY OBSERVATIONS

- It is the student's responsibility to **verify and manage every aspect of migration and entry requirements prior to arrival** in Mexico, as well as obtaining a STUDENT VISA if applicable.
- For **Student VISA** process, a letter of acceptance is required, which will be sent to the International Office of your Home University via e-mail, subsequently UVM will send the original document.
- UVM has no interference with the Secretariat of Foreign Affairs in Mexico, since the request and/or change of immigration status is a personal and non-transferable process of the international student.
- If the student wishes to stay more than 180 days in Mexico, he/she will have to search the process to follow in the Secretariat of Foreign Affairs, in order to extend his stay and change his migratory situation.

NOTE: Please consider the necessary dates for the migration process in your country of origin.

UVM'S CONTACT

To **apply, ask for information, follow up or manage any process** for incoming students, please write to the following email address: tania.gutierrezah@uvmnet.edu

IMPORTANT: It cannot be guaranteed any follow up or answer of emails not sent to the specified email address.

REQUIRED DOCUMENTATION

In order to accept a student as part of the International Semester program at UVM, **it must be scanned and sent the following complete documentation through the International Office of the Home University.**

CHECK LIST

Only one PDF File

1. **UVM application form**, including Campus selected with a recent picture and signed.
2. **Learning agreement** including **at least 12 courses** to attend at UVM.
3. **Updated transcript** from Home University.
4. **International health insurance** with international coverage and valid throughout their stay in Mexico.
5. **Copy of a valid passport** at the postulation and during the entire period of stay at UVM.
6. **Level B2 CELA Certification or similar** (only countries where official language is other than Spanish).
7. **Guidelines of the International student** completely filled with signature.

Please save all documents in only ONE ZIP FILE, naming the folder as:

UVM CAMPUS SELECTED_HOME UNIVERSITY_LAST NAME

NOTE: File that is not sent according to what is established here will be rejected. The application will not be accepted until it is delivered as required within the dates available for postulation.

APPLICATION PROCESS IN 4 STEPS

1. All the application process must be through the International Office of Home University.
2. Within the documents, it must be included the selected UVM Campus for participating in the International Semester program.
3. The International Office of Home University will send all the applications and will follow the necessary process with UVM, through the next e-mail account: tania.gutierrezah@uvmnet.edu
4. Once the documentation of each student has been processed, UVM will send:
 - a. Letter of acceptance
 - b. Welcoming letter (where will be established the date for the Welcoming Session at Campus)
 - c. Welcoming guide

IMPORTANT: The International Student needs to bring the letter of acceptance in order to have access to the UVM Campus.

IMPORTANT CONSIDERATIONS

- If the student will arrive after the classes start, he/she needs to notify directly to the International Office at UVM Campus selected (**without exceeding two weeks after the beginning of the semester**). **After the two weeks, the student will be withdrawn from the program automatically.**
- **It is very important to make sure with each teacher how many absences they can have per course, because in case of exceeding the maximum number, the course would appear as failed. It is mandatory to have at least the 80% of assistance.**
- The student must follow the academic regulations as well as the conduct code at UVM.
- Once the International Semester program has finished, UVM Corporate will send the **Transcript** and the **Diploma of participation**, directly to the International Office of Home University. This will be sent approximately 3 months after the program has finished.
- The Home University will establish the revalidation that will apply for each student. UVM cannot interfere in this process.
- For **corrections and changes of grades**, the International Student will need to ask directly the teacher who taught the course.
- **For administrative processes, the International Student cannot apply for courses online.**
- For **final grading's corrections**, the student will have maximum one month to request any change after finishing the International Semester program at UVM.
- The **Dual Degree program is not offered** to International Students.
- **UVM does not offer internships** for International Students due to Mexican regulations.
- The International Student will have to check directly with his/her Home University the following topics, since it depends on internal arrangements and policies where UVM has no interference:
 - Recognition of Courses.
 - Migration Issues
 - Re-enrollment at Home Institution
 - Payments
- The student will have to arrange, his/her arrival at the selected UVM campus. **UVM does not offer** any type of local transportation service.
- For privacy policies, the International Student, the Home University and UVM are the only ones who have the right to access personal and academic student information. Any request by family members, guardians etc., should be reviewed directly with the student.
- If an International Student decides to renew his/her, stay at UVM. He/she must request the International Office of his Home University with copy for the International Office from campus and the Regional Coordinator of International Experience, a written letter that contains the authorization of the new courses to be taken. **A renewal does not apply automatically.** In addition, the International Student must have passed at least 80% of the courses studied at UVM in his previous stay.

WITHDRAW FROM THE PROGRAM

If an International Student desires to withdraw during the participation during an International Semester program at UVM, the student must complete the "Withdrawal Format for International Students" and send it to:

- International Office of Home University
- UVM'S campus International Office (who will inform Regional Coordination for International Experiences).

Depending on the date your delivery the withdrawal format, we will check with the Financial area of both Universities if you will have an economic penalty or not.