# Contact Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Extension</th>
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<tbody>
<tr>
<td>International Programs Office Director</td>
<td>Mr. Gabriel SERVÍN</td>
<td><a href="mailto:gabriel.servin@itesm.mx">gabriel.servin@itesm.mx</a></td>
<td>5800</td>
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<tr>
<td>International Students Coordinator</td>
<td>Mr. Luis Alain AGUILAR</td>
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<td>5806</td>
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<tr>
<td>International Students Advisor (Promotion, recruitment and communication)</td>
<td>Mr. Carlos ACOLTZI</td>
<td><a href="mailto:carlos.acoltzi@itesm.mx">carlos.acoltzi@itesm.mx</a></td>
<td>5811</td>
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<tr>
<td>International Students Advisor (Admission process and academic administration)</td>
<td>Ms. Alejandra GUZMÁN</td>
<td><a href="mailto:aleguzman@itesm.mx">aleguzman@itesm.mx</a></td>
<td>5812</td>
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<tr>
<td>International Students Advisor (Student services: VISA process, housing options, health insurance)</td>
<td>Ms. Wendy SANABRIA</td>
<td><a href="mailto:wendy.sanabria@itesm.mx">wendy.sanabria@itesm.mx</a></td>
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<tr>
<td>Logistics and Special Groups Coordinator</td>
<td>Mr. Alejandro CASTRO</td>
<td><a href="mailto:ja.castro@itesm.mx">ja.castro@itesm.mx</a></td>
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<tr>
<td>Outgoing Students Coordinator</td>
<td>Ms. Delia FLORES</td>
<td><a href="mailto:dflores@itesm.mx">dflores@itesm.mx</a></td>
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<td>Outgoing Students Advisor (Internships and Summer Programs)</td>
<td>Ms. Paola FERNÁNDEZ</td>
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<td>Outgoing Students Advisor</td>
<td>Ms. Mariana VALDEZ</td>
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<td>Outgoing Students Advisor</td>
<td>Ms. Alejandra VIRGEN</td>
<td><a href="mailto:avirgen@itesm.mx">avirgen@itesm.mx</a></td>
<td>5808</td>
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<tr>
<td>Address</td>
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<td>Av. General Ramón Corona # 2514</td>
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<td>Col. Nuevo México</td>
<td>CP. 45201</td>
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<tr>
<td></td>
<td>Zapopan, Jalisco. México</td>
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<td>Telephone</td>
<td>+52 (33) 3669 3000</td>
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<tr>
<td>Fax</td>
<td>+52 (33) 3669 3083</td>
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<tr>
<td>E-mail for Incoming Students</td>
<td><a href="mailto:ip.gdl@servicios.itesm.mx">ip.gdl@servicios.itesm.mx</a></td>
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<tr>
<td>E-mail for Outgoing Students</td>
<td><a href="mailto:pi.gdl@servicios.itesm.mx">pi.gdl@servicios.itesm.mx</a></td>
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<tr>
<td>Incoming Students Website</td>
<td><a href="http://www.gda.itesm.mx/pi/studyinmexico/">www.gda.itesm.mx/pi/studyinmexico/</a></td>
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<tr>
<td>Facebook</td>
<td><a href="http://www.facebook.com/internationalofficegdl">http://www.facebook.com/internationalofficegdl</a></td>
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## Undergraduate Exchange Program Information

<table>
<thead>
<tr>
<th>Academic System</th>
<th>Fall Semester: August- December</th>
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<tr>
<td>Spring Semester: January-May</td>
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<tr>
<td>Summer Session: June-July</td>
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| Academic Dates (exams included)      | Fall Semester: August 12, 2013 – December 10, 2013 |
|                                      | Summer Session: June 03, 2014 – July 09, 2014     |

| Orientation week (compulsory) Year 2013 – 2014 | Fall Semester: August 05 – 09, 2013 |
|                                                | Spring Semester: January 06 – 10, 2014 |
|                                                | Summer Session: May 29, 2014           |

| Application Deadlines Year 2013 – 2014      | Fall Semester: April 26, 2013          |
|                                            | Spring Semester: October 15, 2013      |
|                                            | Summer Session: April 25, 2014         |

### Documents Required for Application

- Students must submit:
  - Study in Mexico Online Application Form (sim.itesm.mx)
  - Authorization letter from the students’ study abroad coordinator, naming them as exchange students. Must include students’: Name as in passport, Gender, Citizenship, Date of birth, E-mail, Academic area, Level (undergraduate/graduate), Academic exchange period.
  - The students’ most recent school transcript with a minimum grade point average (GPA) of 2.5 USA System, or 80 Mexican System or equivalent. Cases of GPA between 2.0 – 2.5 or 70 – 79 will be considered at length
  - Copy of passport (photo ID page only)
  - Proof of English proficiency (please check the language requirements section)

Documents have to be scanned and sent to: ip.gdl@servicios.itesm.mx

### Language of Instruction

- Spanish 75%
- English 25%

### Do you offer any preparatory language courses?

- No

### Do you offer regular Spanish language courses?

- Yes: Basic Spanish I
  - Basic Spanish II
  - Intermediate Spanish I
  - Intermediate Spanish II
  - Advanced Spanish I
  - Advanced Spanish II
  - Business Spanish
Compulsory Language Requirements for Exchange Students

TOEFL IBT: 80 points minimum
TOEFL PBT: 550 points minimum
IELTS: 6.5 points minimum

The students who do not provide the English proficiency proof on time will not have access to the English taught course offering; furthermore, it will not be possible to give them access to it later.

Exceptions:

- International students who are English native speakers and hold a passport from an English speaking country.
- International students enrolled in an institution and/or program whose mainly language of instruction is English; however, they need to send us a letter from their school confirming this.
- International students who are not going to register courses taught in English.

The students who do not complete the 3 steps of the Spanish Evaluation will not have access to the Spanish taught course offering, including the courses of Spanish as a second language. Furthermore, it will not be possible to give them access to it later.

Exceptions:

- International students who are Spanish native speakers and hold a passport from a Spanish speaking country.
- International students enrolled in an institution and/or program whose mainly language of instruction is Spanish; however, they need to send us a letter from their school confirming this.
- International students, who are not going to register courses taught in Spanish, not even courses of Spanish as a second language.

Course Offering

Tecnológico de Monterrey, Campus Guadalajara offers courses both in English and Spanish in the following academic areas:

- Business Administration and Finance
- Humanities and Social Sciences
- Engineering and Architecture
- Information Technologies and Electronics
- Health Sciences (only basic and intermediate level courses in Spanish)

However, being in a Spanish spoken country the students can expect a wider offer of courses taught in this language.

Please note that even though a course is taught in Spanish, it may have some learning material in English, such as text book, articles, cases and even some tests.

**We do not publish our course offering in any website, not even at the SIM system.**

Do you offer internships for International Students?

Yes.
It is considered as part of the academic load; thus, it will credit 16 ITESM units.
Interested students must choose the course “EP3001 Práctica Profesional B”
The only way the students can check the course offering for next session, access the description of those courses, know the credits (in ITESM units) each course is worth, identify the language in which the course will be taught, and select the ones they are willing to take, is through our own Course Registration System.

To have access to this system, students must first:

- Successfully complete the 3 steps of the application process.
- Provide a copy of a TOEFL score of at least 550 points (PBT) or 80 points (IBT), or a copy of an IELTS score of at least 6.5 points; via e-mail to ip.gdl@servicios.itesm.mx.
- Successfully complete the 3 steps of the Spanish Evaluation (instructions lines below).

Students that have complied with these requirements will receive an e-mail with the instructions to access the Course Registration System after the application period is over.

Students and partner institutions need to be aware that this course selection will be final and must be previously approved by the students’ home institution, since no changes will be possible once it’s submitted (not even upon arrival at Campus Guadalajara).

<table>
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<th>Full Time Credit Load per Semester</th>
<th>48 ITESM units = 18 USA credits = 30 ECTS</th>
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<tr>
<td>Typical Credit Load Value per Subject</td>
<td>8 ITESM units = 3 USA credits = 5 ECTS (with few exceptions)</td>
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Grading System

The grading scale at Tecnológico de Monterrey is 1 – 100, and the minimum passing grade is 70.

Attendance to classes is mandatory. If the students surpass the absence limit in a given course they’ll lose the right to sit the final exam. Since the final exam is a requisite to get a final grade, they will automatically fail the course.

There are not resit examinations. If the students fail a course, they will have to repeat the entire course and pass the exams to get credits.
**Spanish Evaluation**

To assess the students’ Spanish level it is absolutely necessary that they complete the Spanish Evaluation. Remember that in order to take regular courses in Spanish at least an “Avanzado I” level must be obtained.

If the students have never studied Spanish as a second language, they do not have to complete this evaluation; however, they must inform us about this so we can give them access to the most basic Spanish course we have.

This evaluation has a cost of $10.00 USD and must be paid in Mexican pesos upon arrival at Campus Guadalajara.

To complete the Spanish Evaluation the students need to follow the next 3 steps:

1. **Take the Online Spanish Test** *
   - **When:** Right after completing the 3 steps of the Application Process. Students can take this exam ONLY ONCE.
   - **How:** Through the link http://webcape.byuhtrsc.org/?acct=guadalajara
   - **Password:** itesm1 (ends with the digit one “1”).

2. **Write a Short Essay in Spanish (100 words)** *
   - **Suggested topics:**
     - El uso del internet.
     - La experiencia de un intercambio académico.
     - Las ventajas y desventajas de la globalización.
     - La importancia de cuidar los recursos naturales.
   - **When:** Just after taking the online test.
   - **How:** It must be sent by e-mail to Professor Ana Meza ana.meza@itesm.mx

3. **Spanish Interview** *
   - **When:** The International Programs Office will inform the students that have completed the two previous steps the date in which they have to call the professors.
   - **How:** The students have to call one of the Spanish professors via Skype on the given date, and need to be prepared to talk with her for about 10 minutes.

* Failing to complete these three steps on time will prevent the students from taking courses in Spanish or courses of Spanish as a Second Language.

**Insurance Requirements**

Please note that at Campus Guadalajara it is MANDATORY for all international students to be covered by the Insurance Plan offered by our institution; it is the only insurance we can accept, WITHOUT EXCEPTION.

All international students will be insured as a group by the International Programs Office.

**Fees**

- **Insurance:** The approximate cost for this period is $400.00 USD. Students will have to make this payment in Mexican pesos during the first weeks of classes.
- **Spanish Evaluation:** $10.00 USD must be paid in Mexican pesos upon arrival at Campus Guadalajara.

**Do you have scholarships for international students?**

No
**Student Life**

<table>
<thead>
<tr>
<th><strong>Student Handbook</strong></th>
<th>Please check the Student Handbook at the following link: <a href="http://www.gda.itesm.mx/pi/studyyinmexico/Handbook.pdf">http://www.gda.itesm.mx/pi/studyyinmexico/Handbook.pdf</a></th>
</tr>
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<tbody>
<tr>
<td><strong>Sports and Cultural Activities</strong></td>
<td>Most of the sports and cultural activities on campus are free of charge. To find more about these activities and our facilities please visit our website.</td>
</tr>
<tr>
<td><strong>Trips and Visits</strong></td>
<td>The International Programs Office organizes trips and visits to both cultural and tourist sites like: Puerto Vallarta beach, Mexico city, Guanajuato, Huasteca Potosina and the village of Tequila.</td>
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### Approximate Monthly Costs *(in US Dollars, unless other currency is indicated)*

1. **Home Stay.** *
   - The students get to live in a Mexican home, getting a closer approach to the Mexican culture.
   - Meals are included from Monday to Friday.
   - To apply they first have to read the “Home Stay General Rules and Regulations”, and then send the document “Home Stay Application Form” to ip.gdl@servicios.itesm.mx
   - Spring Semester Fees, from January 4th to May 24th 2014: $26,600.00 pesos (per guest, shared room), $30,100.00 pesos (single room)

2. **Residence Hall.** *
   - One building on-Campus and another one in front of the Campus. Information and registration at www.gda.itesm.mx/residencias/
   - To apply the students have to follow the steps of the “Admission Process” listed under the “Inscripciones” tab as soon as possible, since they are highly demanded.
   - If the students do not receive a room confirmation from the following e-mail address: residencias.gdl@servicios.itesm.mx, it means they are NOT yet assigned and they should contact the residences administration directly.

3. **Independent.**
   - The students arrange their own lodging.
   - We do not have a directory of accommodation providers.

* IMPORTANT notice about the Home Stay and Residence Hall (limited places): The fact that the students send the respective Application Form does not guarantee that they will be assigned to their choice, since the offer is very limited. Applications are assigned on a “first-come, first-served” basis.
| Study Material | All courses have text books; it is recommended that the students acquire them since there might not be enough copies at the library.  
Our faculty is encouraged to use the most recent and updated bibliography; which sometimes results in imported books with prices higher than the ones international students are used to.  
Most of the professors upload their material to the courses platform (Blackboard). However, some may ask the students to buy printed notes at the copy centre; price will depend on the number of copies.  
Please note that even though a course is taught in Spanish, it may have some learning material in English, such as text book, articles, cases and even some tests. |
| --- | --- |
| Food | The Campus cafeteria, independently administrated, opens from 7:00 to 21:00 and offers convenient meal plans to all students.  
Regular costs are as follows:  
Breakfast $3.25  
Lunch $3.75  
Dinner $3.10  
With the meal plans the students can save up to 10% per meal.  
By preparing their own meals, the students would spend approximately $250.00 per month.  
A dinner at a regular (non-deluxe) restaurant would be around $30.00. However, dinning typical Mexican tacos would cost around $8.00 |
| City Transportation | City Bus.  
The cost for one way ride is approximately $0.55. This price remains the same regardless the distance.  
There is no transfer system.  
Taxi.  
The price should be agreed before boarding the car. Prices will vary depending on the distance, the traffic, and whether it is at day or night when one takes the cab. |
**Immigration Process**

The students must verify their visa requirements with the Mexican Consulate or Embassy in their country and on the following link, since the National Immigration Institute (INM) could modify those requirements without previous notice and because regulations might vary per country: [http://www.inm.gob.mx/index.php](http://www.inm.gob.mx/index.php)

They can search for the closest Consulate or the Embassy in the site of the Ministry of Foreign Affairs (Secretaría de Relaciones Exteriores) at: [http://www.sre.gob.mx/](http://www.sre.gob.mx/)

When they contact the Consulate or Embassy, we encourage them to ask for a **STUDENT** visa even if they’re coming for less than 180 days. This will facilitate the extension of their stay in case they decide to study another semester with us; otherwise, they’ll have to leave the country and come back again.

If they’re coming for more than 180 days they absolutely need a Student Visa. The students shall not forget to bring the payment receipt if they were charged for the Visa.

The Mexican Consulates and Embassies around the world are the only immigration authorities that can issue this kind of visas; the students cannot obtain the student status once they’re in Mexico.

The Mexican government requires that all international students have a valid FMM (Forma Migratoria Múltiple / Multiple Immigration Form), while studying in Mexico. This is the document they will get in the airport at the immigration point regardless they already have a visa or not. The law states that they must retain this document and present it at their departure from the country.

After receiving this document, the students in possession of a Student Visa will have to change it for a Temporary Resident Card at the National Immigration Institute.

All students must provide the International Programs Office with a photocopy of a valid migratory document (FMM/FM3/Tarjeta de Residente Temporal) in order to receive a transcript.