**UNIVERSIDAD NACIONAL AUTÓNOMA DE MÉXICO**

**Office of the Vice-Provost for International Affairs**

**Office of International Programs**

**INFORMATION SHEET FOR THE ACADEMIC YEAR 2012-2013**

| University: | **Universidad Nacional Autónoma de México UNAM**  
Av. Universidad No. 3000,  
Col. Universidad Nacional Autónoma de México CU  
Delegación Coyoacán  
México, D.F. 04510 México  
Phone number: (52+55) 5622-1091, (52+55) 5622-1101 |
|---|---|
| Vice-Provost for International Affairs  
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**Office of International Programs (OFI)**  
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México, D.F. 04510 México  
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| Director of International Programs: | **Director of the Office of International Programs (OFI)  
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| Contact person for Incoming Students: | Assistant Director for Student Mobility – Incoming students  
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Phone: (52+55) 5622-0779  
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| Relevant websites: | **UNAM:** [www.unam.mx](http://www.unam.mx)  
Office of the Vice-Provost for International Affairs: [www.global.unam.mx](http://www.global.unam.mx)  
Information for foreign students: [http://www.global.unam.mx/estud-ext/index.htm](http://www.global.unam.mx/estud-ext/index.htm)  
Information about application for exchange students and visiting students: [http://www.global.unam.mx/estud-ext/convoc-ext.htm](http://www.global.unam.mx/estud-ext/convoc-ext.htm)  
Academic offer. Undergraduate programs: [https://www.dgae.unam.mx/planes/carrera.html](https://www.dgae.unam.mx/planes/carrera.html)  
Academic calendar: [https://www.dgae.unam.mx/noticias/calendar/calendar.html](https://www.dgae.unam.mx/noticias/calendar/calendar.html)  
Course information: [https://www.dgae.unam.mx/planes/carrera.html](https://www.dgae.unam.mx/planes/carrera.html)  
| (general information for exchange students, academic calendar, course information) |
**Application process**
Includes two steps. Both have to be accomplished in time and form

<table>
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<tr>
<th>INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED</th>
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| Application Deadline: | Spring semester 2012 (February – June): **September 23, 2011 (closed)**  
Autumn semester 2012 (August – December): **March 23, 2012** |
| Application with all documents required |
| Documents have to be sent to nvillanueva@global.unam.mx; cc: nora.montiel@global.unam.mx |

| Application Deadline: | Spring semester 2012 (February – June): **October 7, 2011 (closed)**  
Autumn semester 2012 (August – December): **April 20, 2012** |
| Application with all documents required |
| Mailing address: Universidad Nacional Autónoma de México  
Oficina de Fomento a la Internacionalización  
Av. Universidad # 3000,  
Edificio de Posgrado, piso 2 a un costado de la Torre 2 de Humanidades  
Col. Universidad Nacional Autónoma de México CU  
Delegación Coyoacán C.P. 04510  
México D.F. MÉXICO |

- Health/Medical History (provided by OFI)  
- Checking list (provided by OFI) |

### Academic information

#### Dates, academic offer, campuses

<table>
<thead>
<tr>
<th>Dates for academic year: 2011/2012</th>
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<tbody>
<tr>
<td>Dates for the year: 2012 - 2013</td>
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| Holidays:  
Winter 2011: December 19 – January 4  
Spring break 2012: April 2 – 6  
Summer 2012: July 2 – July 20 |
| 2011 Summer holidays for administrative staff: July 4 – 22 |

**For the Autumn semester 2011:**  
Students should arrive 5-7 days before the beginning of the semester  
**Welcome and Orientation Session: August 5th, 2011 9:30 am, Auditorio “Ing. Javier Barros Sierra”, Facultad de Ingeniería. Attendance is mandatory**  
**Semester starts:** August 8, 2011  
**Final examinations:** November 28 – December 9  
**Semester ends:** December 9, 2011

**For the Spring semester 2012:**  
Students should arrive 5-7 days before the beginning of the semester  
**Welcome and Orientation Session: January 27, 2012 9.50 am location to be confirmed Attendance is mandatory**  
**Semester starts:** January 30, 2012
Final examinations: May 28 - June 8, 2012  
Semester ends: June 8, 2012  

Holidays:  
Spring break April 2 – 6, 2012  
Summer holidays: June 11 – August 3, 2012  

Summer holidays for Administrative Staff: July 2 -20, 2012  

**For the Autumn semester 2012:**  
Students should arrive 5-7 days before the beginning of the semester  

**Welcome and Orientation Session:** August 3, 2012 9:30 am *location to be confirmed*  
Attendance is mandatory  

Semester starts: August 6, 2012  
Final examinations: November 26 – December 7 (to be confirmed)  
Semester ends: December 7, 2011  

**For the Spring semester 2013:**  
Students should arrive 5-7 days before the beginning of the semester  

**Welcome and Orientation Session:** January 25, 2013 9:30 am *date and location to be confirmed*  
Attendance is mandatory  

Semester starts: January 28, 2013

**Faculties / Schools / Centers in which students can take undergraduate courses:**  
All undergraduate programs (licenciatura) offered by Faculties, Schools and Research Centers (Facultades, Escuelas y Centros de Investigación) within the main Campus (Ciudad Universitaria) and outside.  

For areas like Medicine (Physician-Surgeon), Dentistry and Veterinary Medicine, please contact us at OFI. Study plans are highly restricted and very few places are available.  

**Campuses in Metropolitan (Mexico City and surrounding) area:**  
- National School of Music (Coyoacán)  
- National School of Plastic Arts (Xochimilco)  
- National School of Nursing and Obstetrics (Tlalpan)  
- Faculty of Higher Studies (FES) Acatlán  
- Faculty of Higher Studies (FES) Aragón  
- Faculty of Higher Studies (FES) Cuautitlán  
- Faculty of Higher Studies (FES) Iztacala  
- Faculty of Higher Studies (FES) Zaragoza  

**Campuses outside of Mexico City:**  
- The Sisal Multidisciplinary Teaching and Research Unit (UMDI-Sisal): Coastal Zone Sustainable Management, *Sisal-Yucatán*  
- Center of Ecosystems Research, (Environmental Sciences) *Morelia-Michoacán*  
- Center of Applied Physics and Advanced Technology, *Junquilla-Querétaro*  
- Center of Genomic Science, *Cuernavaca-Morelos*  
- Center of Energy Research, (Renewable Energy Engineering), *Temixco, Morelos*  
- Center of Nano Science and Nanotechnology, (Nanotechnology) *Ensenada, Baja California*  
- Peninsular Center of Humanities and Social Sciences, (Development and Intercultural Management) *Mérida, Yucatán*  

*Each Faculty, School and Center has its own requirements*

**Course restrictions / requirements:**  
A regular Mexican student takes 6 courses per semester; foreign students are free to choose from three up to six courses per semester in one or more faculties.
### Special requirements

**Escuela Nacional de Artes Plásticas:** All applicants most fulfill the special requirements for all undergraduate study programs offered by this School. Please contact us at OFI for specific details.

**Escuela Nacional de Música:** For undergraduate programs in Singing and/or Performance, please attach to your application a copy of student’s ID with photograph and a live recorded video of the student performing, solo and with accompaniment, with a piece of his level’s repertoire. Maximum 15 minute duration. For the first part of the application process, please send it in Format MP4 via e-mail. A CD or DVD must be sent attached to the original application papers afterwards.

**Facultad de Arquitectura:** A Portfolio of Work in digital format is required for the undergraduate programs offered by this Faculty. This must be sent electronically via e-mail and a CD or DVD is to be attached to original application papers.

**Facultad de Derecho:** From three (3) to seven (7) courses or subjects per semester can be selected.

**Facultad de Ingeniería:** A minimum average mark of 8.0 (or equivalent) is required for applications. We suggest that additional subjects are considered by the student applying so that these can be exchanged for others in the case of overlapping or schedule problems. The following link must be reviewed by all interested students: [http://www.ingenieria.unam.mx/paginas/movilidad/otras_generales.php](http://www.ingenieria.unam.mx/paginas/movilidad/otras_generales.php) as well as the links included here to look for study plans, academic advisors or tutors and full information regarding the Faculty of Engineering.

**Facultad de Odontología:** The current study plan from the origin university is required. Student must comment about three top areas he/she is interested in so that additional activities can be planned apart from the normal academic courses, at the Postgraduate and Research Division of Higher Studies.

**FES Cuautitlán:** Undergraduate Program in Design and Visual Communication - Portfolio of Work to be sent in electronic format.

**Centro Universitario de Estudios Cinematográficos CUEC:** Please contact us at OFI to ask for CUEC’s study plan applicable for exchange students.

### Courses taught in English

NONE. All courses are taught in Spanish.

### Preparatory course

Optional: Foreign students interested in brushing up their Spanish language skills are welcome to participate in the six week Spanish Language and Mexican Culture courses offered by the CEPE (Centro de Enseñanza para Extranjeros [www.cepe.unam.mx](http://www.cepe.unam.mx)) - either during Summer or Winter –. Ask for possible 15% discount.

### Before and During the Exchange

**HOUSING, LIVING COSTS, VISA, INSURANCE**

**Housing /Accommodation**

Since UNAM does not offer accommodation facilities, we suggest your students consult the following information:

- HEY STAY: [www.heystay.com](http://www.heystay.com)

**Housing application procedure and deadlines:**

Thus UNAM is not involved in students’ accommodation, students must check with the land lord/company about procedures and deadlines. The Office of International Programs is always willing to give advises about rates, areas and contacts.

**What is the approximate cost of accommodation per month?**

- $3,500.00 - $4,000.00 MXN per month (monthly fee may include electricity, water, gas and internet expenses)
- $340 USD approx. (Considering 12MXN=1USD)
### Access to the Central Library
To access the services offered by the Central Library in the University City, students must have UNAM's ID and make a deposit of $500.00 (MX).

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### Fees:
- $20.00 MX (Mexican pesos) fee - official student ID (per semester)
- $669.00 MX (Mexican pesos) fee – Foreigners’ List Registration in the Instituto Nacional de Migración. *Both are mandatory.*

### Culture & Recreation
UNAM offers a variety of cultural and recreation activities of which exchange student can take part.
- Dance, Theatre, Music, Sports, Botanic Garden, Murals,
  - [http://www.cultura.unam.mx/](http://www.cultura.unam.mx/)

### Other requirements for incoming mobility students
#### Admission requirements
**Admission Requirements for mobility application:**

- **General point average: 8.5 or equivalent** (UNAM’s grading system goes from 10 to 5, 10 the highest mark and 6 the lower mark to approve, 5 means unapproved/failed):
  1. Checking documents’ list form (provided by OFI)
  2. Application form with photography
  3. Nomination Letter given by the university, in original
  4. Official Transcript in original including general average, and translation to Spanish by an official translator*
  5. A list of the subjects taken during the semester previous to mobility
  6. A letter explaining the reasons for studying at UNAM (letter of intention), original in Spanish
  7. Two letters of recommendation, in original (pe written by the dean, a professor, teacher, project’s coordinator) translated to Spanish by an official translator*
  8. A letter of compromise stating that the student will acquire a medical and travel insurance valid in Mexico during the length of the mobility program (length of stay in Mexico) in Spanish.
  9. Health Certificate in letterhead of registered Physician in home country, in original, translated to Spanish
  10. Health/Medical History form (provided by OFI)
  11. A copy of valid passport (1st and last pages)
  12. Two photographs (2.5 x 3.0 cm) identical, in color and recent
  13. Documents proving an advanced level of Spanish, equivalent to level B2 of the Common European framework for languages.

#### Insurance
**Mandatory for all foreign students**
The Medical and Travel Insurance Policy must be valid during the complete length of stay in Mexico; must have a minimum of 10,000.00USD coverage. Including (at least): accidents, repatriation of remains, medical assistance and mayor health expenses.

Prior departure from home land all students are required to learn how to use their medical and travel insurance policy in case of any emergency occurs.

We require a translation to Spanish of the medical insurance policy (at least first page).

#### Visa and migration policies for foreign students
When a student receives the letter of acceptance is time to obtain the student’s visa in the closest Mexican Consulate: [www.sre.gob.mx](http://www.sre.gob.mx) (Representaciones)

**MIGRATION POLICIES FOR STUDENTS** [www.inm.gob.mx](http://www.inm.gob.mx)


Foreign students must obtain a student entry visa for the Mexican Republic issued by the National Immigration Institute (Instituto Nacional de Migración or INM). To obtain the visa, students must file an application at least 60 days prior to the date of their entry to Mexico, at the Mexican Consulate in their country. The documents that must be submitted to obtain the permit are:
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Office of the Vice-Provost for International Affairs
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- Certificate of economic solvency. If the applicant was awarded a scholarship, it must be legalized by the Mexican Consulate in the city where the issuing institution is located.
- If the scholarship documentation is not issued in Spanish, it must be translated by an official translator in Mexico.
- Copy of the applicant’s valid passport.
- If accompanied by family, spouse and children, the applicant must submit marriage and birth certificates duly legalized by the Mexican Consulate.
- Specify the Mexican Consulate in which the applicant will file an application for the migration documents that will grant him/her access to the country.

*If the entry procedure is not completed in advance, Mexican Consulates may postpone the entry.

All accepted foreign students must travel/enter Mexico with a student’s visa; from the day of arrival they have a 30 day (natural days) period to attend the Instituto Nacional de Migración –INM- to subscribe in the ‘Registro Nacional de Extranjeros’ (National Registry of Foreigners) for this purpose requisites are:

- Valid passport
- Duty payment ($ 669.00MX) original and two copies
- Forma migratoria multiple (FNM) in original and two copies – obtained and sealed at the Mexican airport the day of arrival

After proper registration the students must provide a copy to OFI of the FNM form with number given by the Instituto Nacional de Migración.

¡Bienvenido a la UNAM!

Please remember, DGECI is only responsible for Undergraduate Exchange.
For graduate exchange, visit http://www.posgrado.unam.mx/