



LA EDUCACIÓN PARA LA LIBERTAD



**UNIVERSIDAD  
IBEROAMERICANA**  
CIUDAD DE MÉXICO

**The Universidad Iberoamericana welcomes international students for exchange from our partner universities or for independent study abroad stays. Studying outside one's home country and university offers great opportunities for academic, intercultural, and personal growth.**

The Universidad Iberoamericana has over 11,000 students including around 800 graduate students. There are approximately 2,000 faculty members which ensure that students benefit from personal attention. The language of instruction is Spanish. A Spanish Language and Latin American Culture Program runs each semester and during the six week summer program for those students who are in the process of acquiring Spanish proficiency.

The Francisco Xavier Clavigero Library is an integral part of campus life. The library contains over 300,000 volumes, a rare and antique book collection, and subscribes to 1,500 journal, magazine, and newspaper publications. The library holds Porfirio Diaz's personal correspondence which is used regularly by both national and international researchers.

The Universidad Iberoamericana has architecture, communications, computer, design, engineering, chemistry, nutrition, photography, physics, and psychology laboratories and workshops with state-of-the-art equipment. Other facilities include health services, cafeterias, auditoriums, book store, art supplies store, and recreational areas for sports.

## **Requirements for Admission**

Applications should be made through the International Office and be accompanied by an application form. In the case of university groups, applications are made by the authorized university official.

### Accreditation

### Application Forms

### Fees and calendars

If credits are to be transferred, the approval of the student's college advisor is necessary. The candidate must obtain a testimony from his advisor to the effect that his maturity, academic rating and moral character are acceptable. Permission from parents is required for students under 21 years of age. A medical certificate of good health is also required of all students. No special form is provided. A medical testimony of general health will suffice. The candidate must agree to observe all disciplinary and academic regulations established by the Universidad Iberoamericana authorities.

The Student Exchange Office has the right to cancel any course for which there are not sufficient registrants. A minimum of six students is required to conduct a course. Students who choose to audit classes pay the same fee as if they were taking the courses for credit.

All students enrolled in a Spanish grammar, conversation or composition course will take a placement test. Junior Year Abroad students may enroll in any courses listed in the Study Abroad at Universidad Iberoamericana brochure. If they have a high level of Spanish, they are free to choose their courses from any of those taught within the University departments.

## **SPANISH LANGUAGE PROGRAM REGULAR DEPARTMENT COURSES**

### Spanish Placement Test

For non-native Spanish speakers a written Spanish Placement Test is required. This test would be applied on your campus by a proctor who would sign a form stating that the exam had been given in a supervised setting. There is no charge for this test, but your Study Abroad or Exchange Office must return the answer sheet to our Exchange Office by fax. We would send your Exchange Office the Spanish Placement Test by electronic mail as well as the answer form.

After the Language Department professors evaluate the Spanish Placement Test, we will begin to advise the student about what class options would be available.

If a student scores at beginning and intermediate levels, he/she will be required to take the Spanish Language and Latin American Culture program which would include formal Spanish learning with two hour classes Monday--Friday (9-11 am) for 22 UIA credits. It is recommended that these students also take eight Friday field trips to points of cultural interest in Mexico City for 2 UIA credits. There are 180 classroom instruction hours in the daily Spanish classes and 24 hours of field trip time in the workshop course. Students would take two other complementary courses in this program in different areas such as art, history, literature and political, economic, and social analysis. These courses are taught by bilingual teachers competent in their academic fields.

If a student scores at the advanced level of the Spanish Placement Test, he/she may take classes in the regular departments and/or also participate in the Spanish Language and Latin American Culture Program. It is advisable that students scoring at the advanced level take an 8 UIA credit class of Advanced Spanish Language which would meet twice a week for a total of four hours per week with a professor.

#### Course descriptions

Students enrolled through the Student Exchange Office cannot pre-register for courses on-line. These students must personally register in the various Departments prior to the beginning of each semester. You can find a detailed course description in Spanish via the following path:

- [www.uia.mx](http://www.uia.mx)
- Left hand side of page: click on Licenciaturas
- Click on appropriate academic area
- Right hand side of page: click on Plan de Estudios
- Scroll down to Plan ideal aquí and click
- Click on course title to bring up course description

For brief descriptions of the Spanish language levels and complementary courses, click

- [www.uia.mx](http://www.uia.mx)
- Click on International Programs at top right hand side of page
- Click on Summer Program toward bottom right hand side of page
- Click on Course selection for Spanish Language and Latin American Culture
- Click on blue descriptive banners

The classes and schedules for classes in the regular Departments for the semester will be available on the home page at Horarios: for spring, during the last week of November, for summer, during the second week of May, and for fall, during the last week of June.

#### REGISTRATION AND ORIENTATION

FALL 2008, SPRING 2009, SUMMER 2009, and FALL 2009

General Orientation: Mandatory Attendance

#### Fall Semester 2008: July 31 and August 1

General orientation and registration of classes for the Fall Semester 2008 will take place on July 31 and August 1 for the Fall Semester 2008. Those students who are native Spanish speakers, students presenting the Superior Diploma of Spanish issued by the Cervantes Institute, or those students who have tested at the advanced level on the Spanish Placement Test, will meet in the Crescencio Ballesteros auditorium which is located to the right of the Student Exchange Office (building F, ground floor) as you enter the building at 9:00 am on July 31. This orientation will be given in Spanish and will last until approximately 1:00 pm. If a student has university supervised housing, he/she will have another meeting from 11:30-12:00 pm. Appointments will be made with the Academic Coordinators for July 31 and August 1 for registration of classes. Students must meet with the Academic Coordinator in order to be admitted to class. Classes begin on August 4 and end on December 4.

Students who are not native Spanish speakers and who have not previously taken the Spanish Placement Test should meet in the Student Exchange Office at 8:00 am on July 31 for approximately three hours of testing and oral interviews. If a student in the Spanish Language and Latin American Culture Program has university supervised housing, he/she must also attend the 11:30 pm meeting on July 31. The orientation session in English will be given from 3:00-5:30 pm on July 31 in the Crescencio Ballesteros auditorium.

#### Spring Semester 2009: January 8 and 9

For the Spring Semester 2009 students will meet on January 8 and 9 in the Crescencio Ballesteros auditorium for orientation and information for registration of classes following the same schedule as described for fall 2008. Classes begin on January 12 and end on May 21.

#### Summer Session 2009: Regular Program, May 29 Spanish Language and Latin American Culture Program, June 1

For Spanish speaking students wishing to take courses in the regular Departments, during the Summer Session 2009, classes begin on June 1 and end on July 9. You should report to the Student Exchange Office on Friday, May 29 for orientation and registration of classes. Appointments will be made with the Academic Coordinators for May 29 for registration of classes. Students must meet with the Academic Coordinator in order to be admitted to class.

For the Spanish Language and Latin American Culture Program Summer 2009 orientation and class registration will take place on June 1. Students should meet in the Crescencio Ballesteros auditorium which is located to the right of the Student Exchange Office (building F, ground floor) as you enter the building. Students who have not previously taken the Spanish Placement Test should meet at 8:00 am for approximately three hours of testing and oral interviews. General orientation and class registration in English will take place from 3:00-4:30 pm. Students having university supervised housing will have another meeting from 11:30-12:30. The summer session ends on July 9.

#### Fall Semester 2009: August 6 and 7

For the Fall Semester 2009 students will meet on August 6 and August 7 in the Crescencio Ballesteros auditorium for orientation and information for registration of classes following the same schedule as described for the semester of Fall 2008. Classes begin on August 10 and end on December 7.

## Visas

Students who study at the Universidad Iberoamericana for a year must have a student visa. Upon acceptance to the university, a student will receive a letter in Spanish addressed to the Mexican Embassy or Consulate in the country of origin. This letter certifies that the student has been accepted for a temporary study program at the Universidad Iberoamericana in Mexico City.

The student must then present this letter to officials in the Mexican Embassy or Consulate in the country of the student's origin. An official student visa will be issued, and this could take from a few days to several weeks. The student must inform himself/herself about current visa fees in the Mexican Consulate or Embassy.

When the student enters Mexico, he/she must show this document, the FM3 which is a small green booklet, to the Mexican immigration official. The official will stamp the booklet to show the date of entry. The student will have thirty days from the date of entry to Mexico to present himself/herself at the Office of Immigration (Instituto Nacional de Migración) and register. There is another fee of approximately the equivalent of \$80.00 (eighty) USD for this required registration. The registration consists of filling out government forms in duplicate, presenting new photographs with certain specifications, being fingerprinted, and signing the registration at the INM in exactly the same way as the signature appears on the student's passport. Personnel from the Student Exchange Office will remind students of this legal obligation of registration, and will indicate the exact steps to follow.

A student arriving to Mexico with a tourist visa and who will be studying at the UIA for a year will need to pay fees of approximately \$180.00 (one hundred and eighty) USD in order to comply with this required registration process.

A student who will study during the summer session or most international students who study for less than six months may enter Mexico with a tourist visa. The tourist visa is given to the traveler by the airline upon check-in or sometimes during the actual flight. These forms are also available in the customs section of the airport in Mexico. The tourist visa may need to be extended, and this process has a cost of around \$30 (thirty) USD. Please write the Student Exchange Office to inform them of your nationality to be sure that you may enter Mexico with a tourist visa. A student should fax a copy of the valid passport to the Student Exchange Office or email a copy of the document to be properly advised about procedures.

**ANY STUDENT WHO DOES NOT COMPLY WITH THESE REQUIRED REGISTRATION PROCESSES, WILL BE DROPPED AS AN INTERNATIONAL STUDENT IN THE UNIVERSIDAD IBEROAMERICANA AND WILL NOT RECEIVE ANY TRANSCRIPT OR CREDIT FOR WORK DONE. NO REFUNDS OF HOUSING OR TUITION FEES WILL BE MADE TO STUDENTS IN THIS CASE.**