



EXCHANGE PARTNER INFORMATION SHEET

Institution	Universidad La Salle Mexico	
Address	Center for International Education, La Salle (CIEL) Benjamin Franklin 47 Col. Condesa 06140, Mexico City, Mexico	
Head of International Relations Office	Mrs. Joan Landeros, Director	
Contact for Incoming & Outgoing students	Mrs. Elvira P. Castillo, Academic Exchange Coordinator	
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Web pages	Universidad La Salle & Centro Internacional de Educación, La Salle Exchange Students	
Areas and levels of study	<p><u>Undergraduate programs</u> 27 programs in 6 faculties are open to exchange students:</p> <ol style="list-style-type: none"> 1. <u>Business</u> 2. <u>Humanities and Social Sciences</u> 3. <u>Law</u> 4. <u>Chemistry</u> 5. <u>Engineering</u> 6. <u>Architecture, Design and Communication</u> <p>Medicine is not offered to Exchange students</p>	<p><u>Graduate programs</u> <i>Especialidades</i> in the Faculty of Business are open to students who have authorization from home university and have completed four years of study at university level. Courses may be restricted.</p>
Courses Information	<p><u>Courses for exchange students</u> Request course descriptions to CIEL, if needed. List of courses requested must be included in application. Course registration is done during orientation week. Students must register at least 4 courses.</p>	
Language requirements	<p>Students must have an advanced level (B1) of Spanish to enroll in the exchange program. An official <u>DELE</u>, <u>BULATS</u>, <u>Bright Language</u>, <u>ELYTE B1 certificate</u> may be presented, otherwise a test will be completed upon arrival. Students not meeting the B1 level must enroll in <u>Spanish courses</u>, fees of \$3850 MX per course apply (subject to change)</p>	

ACADEMIC CALENDAR 2017-2018 (TENTATIVE)

Nomination deadline (a link will be provided):	Semester 1 (Fall 2017): April 30	Semester 2 (Spring 2018): October 30
Application deadlines (file sent by e-mail)	May 15	November 15
Arrival and Orientation Week dates (mandatory)	Students must arrive at least one day before Orientation Week. Late arrival/early departure will only be accepted if the Partner University informs us in advance, and there is a justified cause.	
	July 31 to August 4	January 15 to 19
Beginning & end of semesters (including examination dates)	Undergraduate: August 7 to December 1 Graduate: August 28 to December 2	Undergraduate: January 22 to June 4 Graduate: January 8 to April 28
	<i>Current academic calendar</i>	
Supplementary exams (if course is failed)	December 13 to 19	June 14 to 20
Transcripts released	Digital transcripts are sent to exchange coordinator in home university, approximately three weeks after the end of each semester.	

EXCHANGE STUDENTS INFORMATION

Application form and documents required	Registration form on-line (link will be provided to nominated students). Supporting documents must be sent <u>by e-mail</u> in a single, colored PDF: <ul style="list-style-type: none"> ✓ Format of courses requested authorized by home institution ✓ Official transcripts ✓ Two recommendation letters ✓ Autobiography, intention letter & Curriculum Vitae (resume) in Spanish ✓ Spanish certificate (if available) ✓ Passport (ID page)
Health insurance requirements	Students must have an international health insurance plan with coverage in Mexico, during all their stay. It must include <i>repatriation of remains</i> . Students must have means to pay for medical expenses, since most medical insurance reimburse after a claim has been filed. Proof of coverage must be provided before arrival.
Accommodation	<i>Home-stays</i> with Mexican families are available within walking distance of the campus. Monthly plans vary from \$5000.00 MX to \$8000.00 MX (subject to change). Application deadline is 30 days before arrival date. Students may do their own housing arrangements, under their full responsibility.
Cost of living (USD approx./per month)	Housing: \$350 to \$600 Food: \$150 to \$250, Transportation: \$10 to \$20 , Cell phone: \$10 to \$15, Other personal expenses: \$100 to \$150
Pick-up service	La Salle does not offer pick up service upon arrival. Students should use an authorized taxi from airport. Service from airport to La Salle has an approximate cost of USD \$25.
Visa information	Student visa is not required for one semester. Students fill out a Multiple Migratory Form (FMM) at point of entrance, valid for 180 days. If coming for two semesters, students must get a student visa in their country, and request a Non-Immigrant Form within the first 30-days of arrival in Mexico. More information here.
Information for accepted students	Accepted students



ADDITIONAL INFORMATION:

- Home institution must nominate students through a link that will be provided each semester
- To receive the acceptance letter, nominated students must: 1. register on-line through a link that will be provided and 2. send supporting documents
- If students want to participate in the exchange program at a university of **Universities La Salle Mexico Network**, please send an email to elvira.castillo@ulsa.mx indicating: university of interest, name of student, home university, e-mail and field of study
- The candidate must be enrolled as a full time student home institution, have completed at least one full year of studies at home institution, have a minimum GPA of 2.5/4 (or 60% average or equivalent), be able to follow courses in Spanish.
- Only applications authorized by the home university and submitted by e-mail will be processed.
- Grade system at Universidad La Salle is based on a 1 to 10 scale (6 is the minimum approbatory and 10 is excellent). Students must attend 80 % of classes to receive a final grade.
- Each effective learning hour equals 0.0625 La Salle credits. For instance, a 4.5 credit course totals 72 hours of work (in the classroom and independent).
- Students must validate courses taken in La Salle at their home institution.
- Students must enroll a minimum of 4 courses and a maximum of 9 courses.
- Students must pay an exchange fee of \$2000.00 MX per semester upon arrival. If staying for the academic year, the fee for the second semester is \$1000.00 MX.
- Students must have an advanced level of Spanish to enroll in the exchange program. Spanish courses are mandatory for students not meeting the B1 level; fees of \$3850 MX approx. per course apply.
- Tuition fees are waived to exchange students.
- Students must provide the following document upon arrival:
 - ✓ Proof of medical insurance (send before arrival)
 - ✓ Emergency information sheet with photo
 - ✓ Copy of FMM and visa (if required)
 - ✓ Exchange fee (\$2000.00 MX, \$1000.00 MX for a second semester)