



Students' Guide

2022- 2023



Information for
Exchange and
Study Abroad
Students

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Welcome to Ibero!

We are delighted that you have chosen to study at Universidad Iberoamericana as an exchange or study abroad student and we look forward to hosting you in Mexico City!

In this guide, you will find comprehensive information on how to select your courses, housing, visa application process and services Ibero offers to visiting students.

See this guide continuously before your departure to Mexico. If having any questions, do not hesitate in contacting us.

SINCERELY

The Student Mobility Coordination



IMPORTANT SEMESTER DATES (subject to change)

FALL SEMESTER 2022

Academic dates	
Application deadline	June 1 st , 2022
Orientation and course registration	August 11 th
First Day of classes	August 15 th
Deadline for course changes	August 19 th
Last day of classes (including exams)	December 10 th

Housing dates (supervised by Ibero)	
Application deadline	June 1 st , 2022
Students arrival	August 10 th
Student Departure at mid-day	December 11 th



SPRING SEMESTER 2023

Academic dates	
Application deadline	November 1 st , 2022
Orientation and course registration	January 5 th
First Day of classes	January 9 th
Deadline for course changes	January 13 th
Last day of classes (including exams)	May 13 th

Housing dates (supervised by Ibero)	
Application deadline	November 1 st , 2022
Students arrival	January 4 th
Student Departure at mid-day	May 14 th



SUMMER SEMESTER 2023

Academic dates	
Application deadline	May 1 st , 2023
Orientation and course registration	May 26 th
First Day of classes	May 29 th
Deadline for course changes	June 2 nd
Last day of classes (including exams)	July 1 st

Housing dates (supervised by Ibero)	
Application deadline	May 1 st , 2023
Students arrival	May 25 th
Student Departure at mid-day	July 2 nd

“TEN GOLDEN RULES” FOR EXCHANGE STUDENTS



Before and during your exchange semester, there is a lot to take into account. Please read this whole study guide carefully in order to learn about all the details. However, here are the 10 most important pieces of advice you shouldn't forget:

1. **Register an email you check regularly**, we send important information really often and we must be able to contact you.
2. **Course selection:** Discuss your selection and credits before arriving at your home university. Consider that Ibero credits will not be the same as the ones in your program, you will find more information in a future section of this guide.

You will not be able to register courses online. Final registration will be done at the orientation session at the beginning of the semester. It is very important that you report any course change to the Student Mobility Office. Please note that those changes can only be done during the first two weeks of the semester.

3. **Academic credits:** Ibero credits might not correspond exactly to your home university's credit system. Remember they are not the same as ECTS credits or credits hours.
4. **Visa:** Read the section on visa issues carefully! Upon arrival, hand in your FMM and your passport to us so that we can revise your migration status. Every time you leave and return to Mexico during the semester, always hand in a copy of your new FMM to us!
5. **Orientation session:** Please attend the mandatory orientation session at Ibero before the semester starts.
6. **Payments:** Remember always to be up to date with your tuition, Ibero bus and library fines payments; having an owing balance in any of the services might avoid us to send your final transcript to your home university.
7. **Stay informed:** Follow us on Facebook and Twitter to learn about important news, activities, parties, events etc. (enter www.facebook.com/iberoexchange and follow us; Twitter: @iberoexchange).
8. **Take advantage:** Use the countless options that Ibero offers you! Extracurricular activities, workshops, sports, events, social projects, etc. are waiting for you. Have a look at our homepage <https://internacional.ibero.mx/en/incoming-students/> or ask us for more details.
9. **Get to know Mexico:** Whenever possible, travel and explore your host country! Each semester, the international office organizes several excursions to some of the most interesting destinations in central Mexico, offering you the benefit of an organized trip with your fellow students. Ask us about upcoming tours!
10. **Practice your languages:** Sometimes it is easier to speak in your native language, especially when communicating with other exchange students. However, you should make the effort to practice all the languages you speak, especially Spanish! Do not desperate and improve it!

APPLICATION PROCESS

In order to start your application process, you will need to fill in these forms and send along the documents enlisted. This information needs to be sent by the Exchange Office of your home university; all documents can be scanned and sent my email:

- Completed [application form](#) with pasted picture
- Official academic record/transcript from your home university
- A copy of your passport
- A certificate of good health (you can use [this form](#)).
- “General Conditions to Exchange” format
- Copy of a medical insurance policy. Mandatory to obtain the only one authorized by Ibero; for more information, contact Ibero Exchange’s Office.

Incoming students whose universities have an exchange agreement with Ibero, do not have to pay the registration fee or tuition.

Incoming students whose universities do not have an exchange agreement with Ibero are required to hand in the same documentation, but using [this application](#) form. Additionally, a \$65 USD non-refundable Study Abroad Application Fee is required. Please consult the section “Payment of Fees” in this Study Guide for details of the possible forms of payment.

Application deadlines are the following (both for exchange/study abroad and housing);

- For Spring Semester, November 1st
- For Summer Semester, May 1st
- For Fall Semester, June 1st

After receiving your application and documents, we will revise it and send a Letter of Acceptance and Letter for Visa Request (if needed), along with the steps to follow. For more information and Q&A’s, visit our website <https://internacional.ibero.mx/en/incoming-students/>



PAYMENT OF FEES

PAYMENT AGENDA FOR STUDY ABROAD STUDENTS ONLY

During the first weeks of class, you will receive your balance statement which has to be covered in the indicated date; that statement will reflect the cost of the student services fee and tuition.



Payments of all academic, student services, registration and application fees may be made online (through our Flywire website).

ONLINE PAYMENT

In order to pay online please visit [this webpage](#) and follow these steps:

- Select your country of origin and type the amount of payment
- Click on “next” and you will see how automatically changes to your local currency
- Select your preferred method of payment
- Complete your personal information and accept the disclaimer
- Select the payment type you would like to do and complete your information again.

If preferred, you can contact us so we can send you an invoice with all the payments you need to do; if wanting to receive that option, send us an email to info@internacional.iberomex.mx with your name, Ibero Student ID and we can send it to your email or to your university.

All prices on this website are displayed in US Dollars and will change automatically to your local currency.

At the end of each transaction, keep the receipt you will obtain.

PAYMENT SCHEDULE

Application Fee (study abroad students only):

In order to complete your application process, make this payment online **at the time of your application**. The letter of acceptance can't be sent before we receive this payment.

Student Service Fee:

This payment has to be made during **the first two days of the semester**. Please present yourself at the Student Mobility Office in order to receive your payment order.

Tuition Fee:

Make these payments during **the first 3 weeks of the semester**. Please present yourself at the Student Mobility Office in order to receive your statement and payment dates.

If a student has an owing balance to either the university or the homestay department, he/she will not be receiving its transcript until the statements are liquidated.

STUDY OPTIONS

REGULAR DEPARTMENT PROGRAM

With 36 undergraduate and 29 postgraduate programs, Ibero offers a wide range of education at the highest academic level. Recognized experts guarantee an integrated formation, which goes beyond mere acquisition of information or knowledge. Universidad Iberoamericana has laboratories and workshops with state-of-the-art equipment in the areas of architecture, communications, design, engineering, chemistry, nutrition, photography, physics, and psychology.

As an exchange student, you are able to take practically any offered course at our university, as long as there are no special access restrictions to a particular course and your language skills are sufficient. In this respect, it makes no difference in which year/semester you are currently studying at your home institution. If your Spanish skills are not enough (this will be evaluated in a Spanish placement test), we recommend you participate in the *Latin American Culture Program*. For more information on the process, please take a look at the “Course Description and Selection” section.



LATIN AMERICAN CULTURE PROGRAM

Temporarily suspended.

ENGLISH TAUGHT PROGRAMS

Every semester, various academic departments at Ibero offer a range of English taught courses, especially in the areas of International Business, Marketing, and International Relations. Students can combine these courses with Spanish taught courses and/or Spanish language classes or chose to take English taught programs exclusively. Renowned professors expert on their field of studies (Mexican and English native speakers) guarantee a well-founded education for students with limited Spanish language skills.



For further information, please look at the information at <https://internacional.ibero.mx/en/incoming-students/academic-offer/english-taught-courses/>

ORIENTATION SESSIONS

Before the beginning of each semester, a 2-days orientation session for the newly arriving exchange students is organized, normally on Wednesday, Thursday and Friday before classes start. Participation is mandatory for all new visiting students. The detailed itinerary will be sent to all visiting students a couple of weeks before the beginning of the semester.



COURSE DESCRIPTIONS AND SELECTION

Students enrolled through the Student Mobility Office **cannot** pre-register for courses online; **they must personally register in the various academic departments prior to the beginning of each semester**. In this section, we will explain how to choose your courses and register for them.

You can find detailed course descriptions in Spanish following [this link](#). Choose your study level (“Licenciatura” = undergraduate; “Posgrado” = postgraduate) and your degree, click on “*buscar*”; please choose the option “*SUJ (vigente)*”. You will see the complete study plan of the chosen degree. By clicking on one of the courses you will be provided with detailed information. As an exchange student, you can participate in any of the courses offered at the Ibero (irrespective of the semester the course is assigned

- 1) Some weeks before the semester starts, we will ask you to fill out a course preliminary registration sheet with your course selection and send it back to us by email. This information is important for us because we have to know to which faculties the courses you are about to choose belong. An academic coordinator, who has to approve your participation in the chosen courses, represents each faculty at Ibero. This formal approval will occur during the orientation sessions at Ibero. During this session, you will have appointments with each coordinator according to your courses. We will schedule these appointments on the basis of your preliminary course choice.
- 2) In addition to filling out and sending us the course registration sheet by email, we will ask you to print the official registration sheet and bring it with you to Mexico. You have to bring this sheet with you to the appointments with the coordinators as well. The respective coordinators, after having talked with you about your course choice, will approve your selection by signing your course sheet. Once you have all the necessary signatures, you have to hand in your course format to the Student Mobility Office.
- 3) After receiving your course sheet with the signatures at the Student Mobility Office, we will assign you to the chosen courses in our system.

During the first week of classes, you have the option to drop or change any courses. **After the deadline of class changes, no changes will be accepted. Courses you do not attend afterwards will appear as “failed” on your transcript.**

Please inform the Student Mobility Office about every change immediately, **especially if you change from one group into another** (for example, course XY group “A” to course XY group “C”). If we are not informed about a group changes you make, the original course and group choice that you handed in at the beginning of the semester will be listed on your transcript, and the course will appear as “failed”.



IBERO CREDIT SYSTEM



Most courses at Ibero are worth 8 Ibero credits and are taught 4 hours per week, requiring an estimated of 4-5 hours of additional individual work per week. One semester at Ibero comprises 17 weeks. Therefore, most semester courses at Ibero comprise 68 classroom/contact hours, with an additional estimated 68-85 hours of individual work.

Therefore, between class time and total workload in different credit systems, 8 Ibero credits correspond approximately to 3 - 4 semester *credit hours* (U.S. system) or 6 ECTS (European system).

During the regular 6-week summer program (May-June), Ibero classes are taught 2 hours daily, adding up to the same amount of credits as during the regular semesters.

At Ibero, students are requested to attend at least to 80% of the classes (despite courses are on line, distance, face to face and regardless Time Zone difference with Mexico City). That adds up to about three weeks during the semester. Your assistance will be monitored by the respective professor. If you chose to replace one course by another after the first two weeks of classes, you must talk with the professor of the newly chosen course first in order to see if the missed sessions will be counted or not.



EXTRACURRICULAR ACTIVITIES AND FACILITIES

Ibero offers a wide and diversified range of extracurricular activities, meeting a variety of student interests.

In the following, you will find an overview of some of the student-related infrastructure and extracurricular activities you may find at Ibero. For additional information and details on facilities, activities and student life, please visit the official university [website](#) and our academic calendar on [this link](#).

ARTISTIC AND CULTURAL WORKSHOPS

Students interested in arts and culture have a wide range of opportunities in which they can actively participate. Activities including photography, writing and theatre offer a chance for students to focus on their creativity, voices and ideas. The variety in our dancing workshops allows students to experience the unique and enjoyable challenges that different dance forms offer. Various types of musical workshops are also offered for students to learn and enjoy. Here are some examples of the workshops that can be found at Ibero:



- Photography
- Creative writing
- Ballet
- Salsa classes
- Clown classes
- Improvising theatre
- Guitar lessons
- Musical appreciation

For a detailed offer and schedule, please visit [this](#) website.

SPORTS AND HEALTH PROMOTION

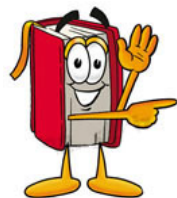
The Universidad Iberoamericana has a well-equipped gymnasium and facilities for a great many sports. At the Ibero, you can find classes, facilities and teams for:

- | | | |
|--------------------|--------------|--------------|
| • Tennis | • Volleyball | • Basketball |
| • Soccer | • Baseball | • Rugby |
| • Ultimate Frisbee | • Spinning | • Yoga |
| • Taebo | • Pilates | • Kickboxing |
| • Aikido | • Capoeira | • Tai Chi |
| • Lacrosse | • Taekwondo | • Zumba |



Detailed offers and timetables are available [here](#).

LIBRARY



The Francisco Xavier Clavigero Library is an integral part of our campus life. The library contains over 300,000 volumes, a rare and antique book collection, and subscribes to 1,500 journals, magazines, and newspaper publications. There is a coffee lounge and a comfortable recreation area on the third floor, where students can read, relax and take in the amazing view over the campus and the whole Santa Fe area.

UNIVERSITY RADIO

Ibero 90.9 is Ibero's independent radio station, located on our campus. The station is run by professionals in collaboration with Ibero students, broadcasting over the whole territory of Mexico City. Exchange students can apply to participate and get involved in the project. Please contact the Student Mobility Office to find out more. More information is available at <http://www.ibero909.fm>.



SOCIAL ENGAGEMENT



Since its foundation, Ibero has been trying to establish collaboration with the civil society and, in general, to attain a higher degree of "joint responsibility" with the Mexican population. Because we believe in the culture of student participation, we encourage students to be aware of the problems that different Mexican communities are facing every day, to get involved in social projects and to build local roots.

There are different ways to engage: during a regular exchange semester, students can either volunteer a couple of hours per week or at weekends at one of our partner institutions (NGOs), or they can choose to engage in a more formal way, working full-time at one of the projects for several weeks and gaining academic credits for their work done. Please have a look [here](#) for more details.

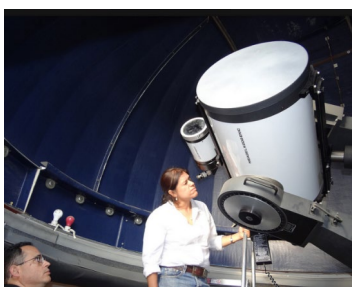


Students working in a social Project in Chiapas

ASTRONOMICAL OBSERVATORY



Ibero is the only private university in Mexico City that has its own astronomical observatory ([Centro Astronómico Clavius](#)), which is located on the university campus. In addition to the option of attending Astronomy lectures, students have access to a number of high quality telescopes, the most important being our 16" MEADE LX200 telescope (sheltered by a dome of 3.5 m in diameter).



16" MEADE telescope at the Ibero Clavius Center



VISA AND IMMIGRATION ISSUES



DO I NEED TO APPLY FOR A STUDENT VISA?

In order to know if you need visa for entering into Mexico, it will depend on your citizenship and amount of time you will be studying in Mexico. Verify the [list of countries that need a visa to get into Mexico](#) and take into consideration the following cases:

1) Those students who are going to stay for **less than 180 days** in Mexico (one semester), and who are citizens of one of the countries that appear on [this homepage](#), **DON'T** need to apply for a visa. You will receive a 180-day permit at the Mexico City airport. You will have to leave the country before those 180 days expire; it is not possible to extend this permit.

Important: when you pass the migration control at the airport, you will have to show the Ibero acceptance letter to the migration official, in order to prove that you have been accepted at a Mexican university for a period of studies of less than 180 days.

2) Those students who are going to stay for **less than 180 days** in Mexico (one semester), and who are citizens of one of the countries that appear on [this homepage](#), **DO** need to apply for a visa. The visa you need to apply for is the “**Visa de Visitante sin Permiso para realizar Actividades Remuneradas**”.

Those students who hold a valid visa for the USA, Canada, Japan, UK or any of the Schengen countries do not need to apply for this visa; they can enter as described under 1).

3) Those students who are going to study for **2 semesters** in Mexico, **DO** need to apply for a visa, regardless their nationality. The visa these students must apply for is called “**Visa de Residente Temporal Estudiante**”.

VISA APPLICATION:

If case 2) or 3) is relevant to you, you will have to apply for your visa prior to your departure at the Mexican consulate in your home country.

In order to apply for a visa, you will need to make an appointment at the Mexican Embassy or Consulate in your home country, and hand in a special letter addressed to the Mexican embassy (sent along with your Letter of Acceptance to your home university). The process of issuance of a student visa takes several weeks. It is very important that Ibero receive the students' application form and documentation as soon as possible, so that we can send the letter for the Mexican visa in time.

Please tell us in advance if you are planning to study for one or two semesters at Ibero, so that we can send you an adequate letter for the Embassy!

WHEN ENTERING:

When entering Mexico, all foreigners have to fill out a migration form at the airport (FMM = *Multiple Migratory Form*). The FMM is given to all foreigner when entering Mexico. A migration officer at the checkpoint will request the FMM and your passport, and ask you about your purpose of coming to Mexico. Various options are listed on the lower part of the form, which is for official use only (“Uso Oficial” → don't fill out that part!). The migration officer will choose one of these options, tear off and keep the entry registration part of the form, and give you the (smaller) departure registration part of the FMM.

The part of the FMM you are given to by the migration officer is your legal permit to be in Mexico and must be handed in at the airport upon departure from Mexico at the end of your exchange stay. Failure to present

this original form will result in a fine and delays upon departure. You must send a picture of the FMM to the Student Mobility Office and keep the original FMM in a safe place. You should also make a photocopy or picture of the FMM in order to have it at hand in your backpack or wallet.

Important: Students with 180-days permit who leave and re-enter Mexico during their stay (for short vacations, for example) have to hand in their FMM form at the airport upon departure from Mexico, and receive a new FMM upon return to Mexico. In this case, you are required to hand in a copy of your new FMM to the Student Mobility Office immediately.

ESTADOS UNIDOS MEXICANOS
FORMA MIGRATORIA MÚLTIPLE (FMM)
ESTA FORMA DEBE SER LLENADA DE MANERA INDIVIDUAL POR TODOS EXTRANJEROS QUE SE INTEREN EN VISITAR A MÉXICO INCLUIDO EL PERSONAL DIPLOMÁTICO.
This form must be completed individually by all foreigners entering Mexico, including diplomatic personnel.

REGISTRO DE ENTRADA/ENTRY REGISTRATION

Datos como aparecen en el pasaporte/Personal information as it appears on passport

1. Nombre/First name 2. Apellido(s)/Last name 3. Nacionalidad/Nationality

4. Fecha de Nacimiento/Date of birth 5. Sexo/Sex 6. No. Pasaporte/Passport No.

7. País de Residencia/Country of Residence 8. No. de Tarjeta o Forma Migratoria/Immigration Form or Card No.

9. Tipo de Viaje/Purpose of trip 10. Vía de Interacción/Entering By

11. Nombre de la Aerolínea o embarcación/ Airline or vessel name 12. Vuelo o matrícula de la aeronave o embarcación/Flight No. or vessel registration 13. Estado y Ciudad de destino en México/ State and City of destination in Mexico

14. Domicilio en México (Nombre del Hotel, Calle y número)/Address in Mexico (hotel name, street and number)

Declaro bajo protesta de decir verdad que toda información que aquí he proporcionado es correcta y completa, conociendo de las consecuencias legales de declarar con falsedad ante la autoridad. / I declare under penalty of perjury that all information I have provided here is correct and complete, and I am aware of the consequences of making false declarations to the authorities.

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USO OFICIAL

ESTANCIA MÁXIMA HASTA 180 DÍAS

ESTANCIA MÁXIMA 30 DÍAS

UNICAMENTE PARA EFECTOS ESTADÍSTICOS

REGISTRO DE SALIDA/DEPARTURE REGISTRATION

Datos como aparecen en el pasaporte/Personal information as it appears on passport

1. Nombre/First name 2. Apellido(s)/Last name 3. Nacionalidad/Nationality

4. Fecha de Nacimiento/Date of birth 5. Sexo/Sex 6. No. Pasaporte/Passport No.

7. Tipo de Viaje/Purpose of trip 8. Vía de Interacción/Entering By

9. Nombre de la Aerolínea o embarcación/ Airline or vessel name 10. Vuelo o matrícula de la aeronave o embarcación/Flight No. or vessel registration

USO OFICIAL

ESTANCIA MÁXIMA HASTA 180 DÍAS

ESTANCIA MÁXIMA 30 DÍAS

UNICAMENTE PARA EFECTOS ESTADÍSTICOS

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Entry Registration part of the FMM.

The migration officer will keep this part upon entering Mexico.

Departure Registration part of the FMM.

Keep this part, do not lose it ever, and hand in a copy to the Ibero International Office immediately.

FMM form: Keep the departure registration part until you leave Mexico and hand in a copy to the Student Mobility Office every time you leave and reenter the country.

Those students who hold a student visa will receive a foreigner's identity card that needs to be requested before the first 30 days of their arrival into Mexico at the National Immigration Institute (INM). Once they have received their identity card, they can leave and re-enter Mexico without problems during their study stay.

AFTER YOUR ARRIVAL:

After arriving in Mexico, international students have to:

- **All students** must send a picture of their FMM or carry it to orientation so the Students Mobility Team can scan it.

- **Students with a student visa** will need to exchange their FMM form for a foreigner's identity card. **This has to be done within the first 30 days after their arrival to Mexico.** The federal government may fine students who do not comply with this obligation. We will guide you in this process and the necessary paperwork. Our immigration lawyers and Student Mobility Team will help you with this procedure free of charge.
- When **students with a 180-day** permit leave the country, they must hand in their FMM form at the airport upon departure from Mexico. Do not lose this form!

The Ibero Student Mobility Office offers its help to comply with all migration obligations. We will also help you with legal representation by our lawyers' team who will help you with these procedures.

Universidad Iberoamericana has the legal obligation to be able to prove the legal migration status of its international students to the Federal Government. Any student who does not comply with the above-mentioned required registration processes will be dropped as an exchange student and will not receive a transcript or credits for the studies completed. No refunds of tuition fees will be made to the student in this case.



HOUSING INFORMATION

Exchange and visiting students have the following housing options:

1. IBERO HOMESTAY PROGRAM
2. RENT AN APARTMENT
3. SHARE APARTMENT EXPENSES WITH OTHER STUDENTS



1. IBERO HOMESTAY PROGRAM

Our primary intention is to assist our exchange or visiting students so that their experience in Mexico and at the Universidad Iberoamericana may be a constructive and pleasant one. We have a network of homes who have experience in hosting exchange or visiting students in their houses. Students and universities see placing our exchange or visiting students in Mexican homes as a rewarding bicultural and social experience alike. We most recommend this option for those students who want to have a deep immersion into the Mexican culture, as well as for those students who want to substantially increase their Spanish skills.

In our Homestay Program, students choose one of the families in the network and pay a supervision fee to Ibero. This fee guarantees certain quality standards and homes do not need a rent deposit. In addition, Ibero will be your intermediate for the contract, negotiations with the hosts and conflict resolution support. Host families take our students to cultural visits in and out the city (this visit might have an additional cost). In addition, rent will be paid directly to Ibero.

Each host defines the cost of their rooms whereas the supervision fee is a fixed rate. Please see the **FEES** section in this Guide.

For detailed payment procedures please contact the Ibero housing office: housing@ibero.mx

A host member will meet students in the Ibero Homestay Program at the Mexico City International Airport. We must receive complete arrival information at least a week in advance. A host member will take the student to the airport upon his/her departure. This service will be available when arrival and departure are scheduled between 8:00 am and 8:00 pm.

If a student has an outstanding bill with the host, such as meals or laundry, house damage, or telephone calls, Ibero will withhold the student's transcript until the bill is paid.

Students requesting our Ibero Homestay Program must **read, fill in, sign, and return the housing regulations and housing preference forms** (Appendix 1 and 2) by email to housing@ibero.mx by:

- Spring Semester: November 1st
- Summer Semester: May 1st
- Fall Semester: June 1st

Once a student has completed the preference form and signed the housing regulations forms, he/she will receive a catalogue to verify availability. The supervised fee needs to be paid before the beginning of the program.

NOTE: ONCE A STUDENT DECIDES TO USE IBERO HOMESTAY PROGRAM, HE/SHE IS COMMITTED TO REMAIN IN IT FOR THE ENTIRE SEMESTER SESSION OR SUMMER PROGRAM.

SPECIAL NOTES

- Meals and laundry service **ARE NOT INCLUDED** in the Homestay fees. Exchange or visiting students have the following options and may have additional charges for meals, laundry, and kitchen privileges, etc.
- Arrangements for kitchen facility privileges, meals and laundry services can be made directly with the hosts on a monthly or weekly basis. Not all homestays are willing to provide this service. If you

would like home meal service, be sure to inform this in advance. Towels and bed linens are changed once a week.

2. RENT AN APARTMENT

The Ibero Housing Office offers the alternative of **renting a furnished or unfurnished apartment**. We do not recommend that students rent an apartment before arrival. It is very important that students negotiate services and rent fees, as well as actually see a prospective apartment. Once students are already in Mexico City, they are welcome to visit our Housing Office to consult the available information on apartments. For this particular option Universidad Iberoamericana is only a link between both parties involved without any financial or legal responsibilities for the rent or any other required service fees such as cablevision, Internet, phone, gas, light, water, or monthly maintenance.

3. SHARE APARTMENT EXPENSES WITH OTHER STUDENTS

Students have a third housing option. This option is to **share expenses** with other Mexican, exchange or visiting students. The Housing Office has a bulletin board where students who have an apartment and students looking for an apartment can post their contact information. We recommend this option only for students who are previously acquainted.

Universidad Iberoamericana is not responsible financially or legally for independent housing arrangements.

SPECIAL NOTES FOR INDEPENDENT HOUSING

An exchange or visiting student who does not choose to use the Ibero Homestay Program will need to make his/her own housing arrangements, but he/she **may not** make living arrangements in any of the hosts within the Ibero Homestay catalogue. A student should check with the Housing Office to verify that his/her contact is not a part of the program. An exchange or visiting student who has independent housing must register his/her address and telephone number in the Student Mobility Office at Ibero so that he/she may be contacted in case of emergency.

The personnel of the Housing Office is always ready to assist, advice, and guide students and hosts with any concerns they might have. Office hours are Monday through Friday from 8:00 am until 5:00 pm. For further information, please contact: Tel. +52 (55) 5950 4018; housing@ibero.mx

HOTELS/HOSTALS



Students may stay in a hotel or hostel when arriving to Mexico City before defining their definitive homes. These are some of the hotels that we recommend to stay while completing their Ibero Homestay procedures and payments or while looking for other accommodation:

DOWNTOWN CDMX

Casa Pepe: República de Uruguay 86, Centro Histórico. Ciudad de México.

Tel: +52 (55) 4040 7997, +52 (55) 4470 0390.

www.casapepe.mx

Hostal Downtown Beds: Calle Isabel la Católica 30, Centro Histórico, 06000 Ciudad de México, CDMX.

Tel: +52 (55) 5130 6855.

www.downtownbeds.com

Suites DF Hostel: Jesús Terán 38, Colonia Tabacalera, 06030. Ciudad de México.
Tel: +52 (55) 5535 8117.
www.hostelsuitesdf.com

Hostal Regina
5 de febrero. Centro Histórico Ciudad de México.
Tel: +52 (55) 5434 5817.
www.hostalreginacentrohistorico.com

Selina Mexico City Downtown
José María Izazaga 8, Centro Histórico, Centro, 06000 Ciudad de México, CDMX.
Tel: +52 (55) 9689 7713.
www.selina.com/mexico/mexico-city-downtown/

Casa MX
Calle Soto 72, Guerrero, 06300 Ciudad de México, CDMX
Tel: 01 55 5772 059
www.casamxalameda.com.mx

CONDESA / TABACALERA / CUAUHTÉMOC / JUAREZ / ROMA NORTE

Hostal Corona Condesa
Juan Escutia 123, Condesa, 06140 Cuauhtémoc, CDMX
Tel: +52 (55) 1952 5401
<http://hostal-corona-condesa.mexico-hotels-mx.com/es/>

Condesa Haus
Cuernavaca 142, Colonia Condesa, Ciudad de México 06140.
Tel: +52 (55) 5256 2494.
www.condesahaus.com

CDMX Hostel Art Gallery: Paseo de la Reforma 169, Colonia Cuauhtémoc. Ciudad de México.
Tel: +52 (55) 6650 6100.
<http://hostel-art-gallery.tophotelsmexicocity.com/>

Hostel Suites DF.
Terán 38, Tabacalera, 06030 Ciudad de México, CDMX.
Tel: +52 (55) 5535 8117.
www.hostelsuitesdf.com

Hostal La Tercia.
Calle Génova 75, Juárez, 06600 Ciudad de México, CDMX.
Tel: +52 (55) 5533 7848.
www.hostalboutiquelatercia.com.mx

SANTA FE

Hotel La Moraleja:
Avenida Vasco de Quiroga No.1875, Colonia Santa Fe.
Tel: +52 (55) 5259 8441.
<http://hotellamoraleja.com.mx/>
El Hotel La Moraleja es una opción económica relativamente cerca de la Ibero. Sin embargo, los alrededores no se prestan para salir en la noche.

Hotel Aspen.

Vasco de Quiroga 1840, Tlapechico, 01230 Ciudad de México, CDMX.

Tel: +52 (55) 2591 9530.

www.hotelaspen.com.mx

Gamma Hoteles

Prolongación Paseo de la Reforma 557, Santa Fe, Zedec Sta Fé, 01330 Ciudad de México, CDMX

Tel: +52 (55) 4748 2100

<https://www.gammahoteles.com/gamma-ciudad-de-mexico-santa-fe>

GENERAL INFORMATION

MEDICAL INSURANCE & HEALTH INFORMATION

Students are required to have a major medical insurance plan and an international credit card. A copy of the insurance policy must be sent together with the application documents. Universidad Iberoamericana has one authorized policy for visiting students, which should be acquired obligatorily with:



- **Assist Card Insurance**

- **Plan: Estudiantil 100, Estudiantil 150**

Contact, Gerardo Garcia, gerardo.garcia@assistcard.com

In order to get a quotation, please contact our representative for a personalized product.

In case of having a previous medical policy, this has to be sent to the Student Mobility Office for approval and filling out the **“Format of Coverage for Visiting Students”** (attached on this email). This policy, should include the following coverages:

- Minimum coverage of \$100,000 or \$150,000 USD (or its equivalent in other currencies) per accident or non-existing illness.
- The policy should be issued in English or Spanish.
- The list of minimum coverages in the policy should include:
 - Zero deductible, zero copayment and direct payment to the Mexican hospital (not by refund to the patient).
 - Medical assistance in case of accidents.
 - First medical assistance in case of preexisting diagnosed illness.
 - Minor medical expenses
 - Repatriation of remains
 - Sports and physical activities
 - Civil Liability
 - COVID-19
 - List of hospitals in Mexico City in agreement with the insurance company where direct payment applies in case of urgency.

In case of having another type of policy but the policy does not include the previous coverages, the student will be asked to buy the option asked above.

If you are under special medical treatment, be sure to bring all necessary medication that you will need while in Mexico. Bring a doctor's note or prescription to validate your need for the medication you are bringing. You might need this certification while going through customs.

Some important preventive measures:

- **Bring an international credit card to Mexico** and keep it in a safe place. In case medical treatment in a hospital is required, the hospital might not accept you unless you present a credit card with certain coverage.
- Directly after purchasing your medical insurance, you should **contact your insurance company and ask them for a list of the hospitals in Mexico City with whom the company has an agreement.** If you are still able to choose the hospital in case of medical urgency, you should go to one of those hospitals in order to make sure that your insurance company covers the costs.
- Be sure to **carry the contact details of your insurance company with you always**, especially their international emergency telephone number and your policy number.
- Mexico does not require foreigners to be vaccinated against COVID-19.

Suggestions for staying healthy:

- Do not eat in unhygienic places.
- Do not drink tap water! Buy bottled water instead.
- At the beginning of your trip, avoid eating fresh food that was washed with tap water (salads, fruits like strawberries etc.). You can buy liquids to purify the water used to wash fruits and vegetables in the supermarket. Avoid eating raw vegetables in public places (salads, etc.)
- Adjust and experiment little by little with Mexican food to avoid stomach problems.
- Wash your hands after using public transportation.

What to do in case of...:

...minor health problems:

Visit the Ibero infirmary in the B building (ground floor). A doctor and nurse are on duty from 7:00 a.m. to 10:00 p.m., Monday through Friday, and from 9:00 a.m. to 2:00 p.m. on Saturdays.

...digestion problems:

- Drink liquids like chamomile tea ("manzanilla"), as it helps settle the stomach.
- Put yourself on a bland diet: Melba Toast (Zwieback /" pan tostado"), rice, chicken, etc. in small doses
- In case of diarrhea, be sure to ingest enough liquids and electrolytes
- In case of serious pain, fever or continuing vomiting, consult a doctor immediately.



...accident or serious illness:

Depending on the type of incident, call an ambulance (911) or go to the nearest hospital that is part of your insurance company's network. Get someone to inform the Student Mobility Office immediately by calling the 24/7 Ibero emergency number. When going to hospital, take proof of your health insurance and your credit card with you, as there is no 'free treatment' in Mexico – not even in emergencies.

ARRIVING AT THE AIRPORT

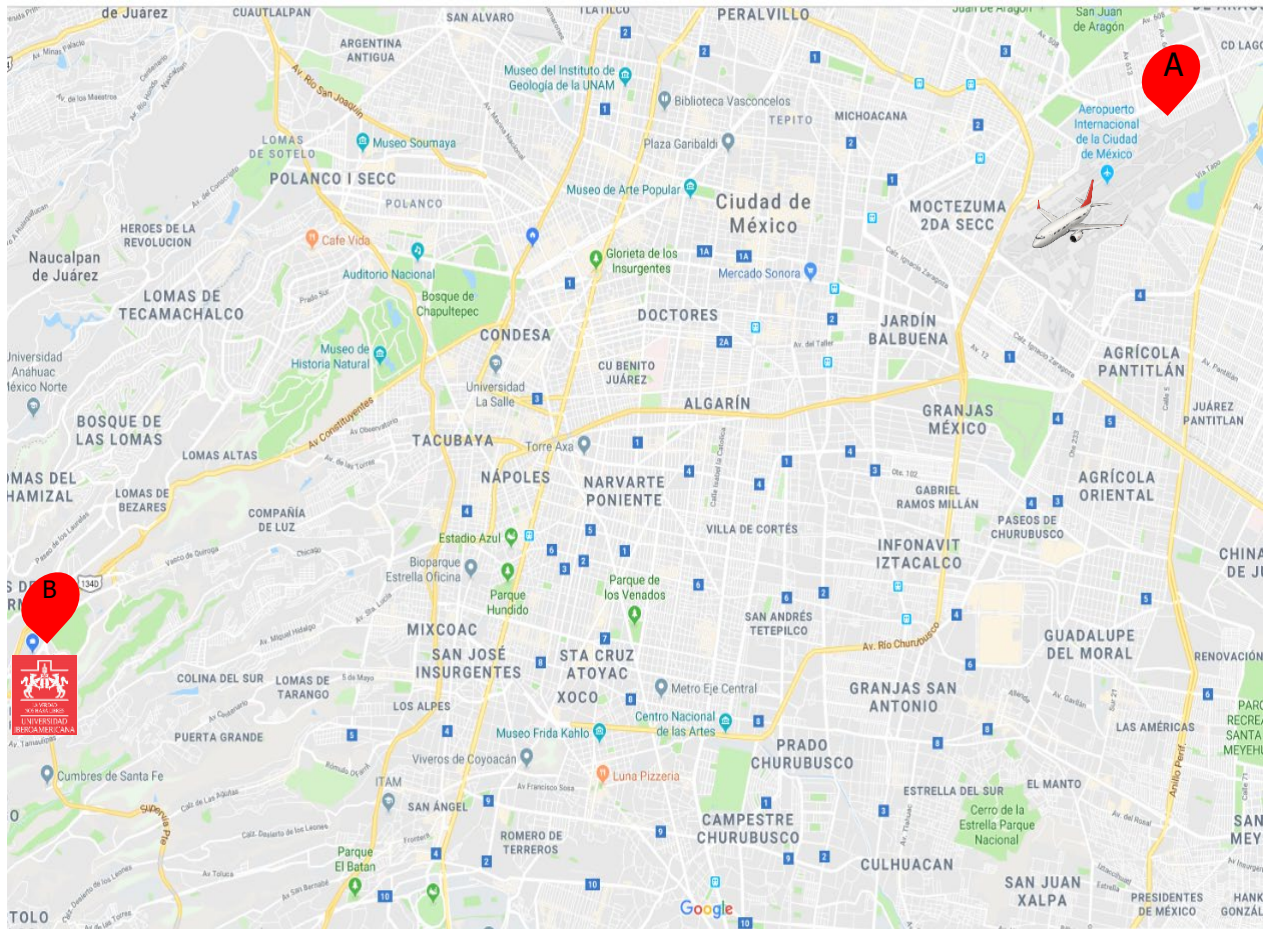
Before you leave home, make sure that all your luggage is clearly labeled with your full name, your address in Mexico (if you know it), or the name and the address of the Ibero International Office.

It will be very helpful to change some money from your home country into Mexican pesos upon arrival. There are various banks and foreign exchange counters at the airport.



Students who have made supervised university housing arrangements in advance will be met at the Mexico City airport by a member of their host family.

Upon arrival at the airport, students should **ONLY** take authorized airport taxis or executive taxis such as **Uber, Didi, Cabify, Easy Taxi**. To make taxi arrangements, proceed to an authorized taxi stand which are indicated by signs. Be sure to know the address where you are heading. They will indicate the rate, which could be approximately the equivalent of \$10-25 USD. You may pay with Mexican pesos, US dollars, or a credit card. You will receive a receipt, which you have to give to the taxi driver.



Map: location of the Universidad Iberoamericana (UIA) and the airport in Mexico City

CUSTOMS

When you arrive to the airport, you will pass through customs, and you may have to declare certain items. A system of signs operates in the customs halls to help you through the procedure. The lists below gives details of **Duty Free Items** and **Prohibited and Restricted Goods**.

DUTY FREE ITEMS

- * Clothing and other personal belongings.
- * Books, magazines and printed documents.
- * 20 packs of cigarettes (<18 years of age), three liters of alcoholic beverage, six liters of wine.
- * Two photographic cameras or video cameras; three portable cell phones.
- * Five toys, one video game console with five videogames.
- * One set of binoculars.
- * A personal computer.
- * Two musical instruments and their accessories.
- * Equipment for two different sports.

PROHIBITED OR RESTRICTED GOODS

- * These include controlled drugs (such as marihuana, opium, heroin, morphine, cocaine, cannabis, amphetamines, and LSD), firearms, ammunition and explosives, knives or other sharp pointed items, counterfeit money, meat and poultry, plants, bulbs, trees, vegetables and fruit, and most animals and birds (whether dead or alive).

- * Mexican consulates will furnish detailed information on items not included in the above-mentioned list.
- * More information: [LINK](#)

When going through customs, you will be asked to hand over a filled-out customs declaration. The form will be provided to you by the airline during flight. If you were not provided with it, you may request one at the customs information counter. After that you are asked to go through the automated selection system (stop light) and to push a button. The system will determine whether your luggage will be submitted for inspection or released. The red light indicates that your luggage will be inspected; the green light indicates that your luggage will not be inspected.

MOVING AROUND THE CITY AND GETTING TO IBERO METRO & METROBUS

Main public transportation systems in Mexico City are the subway (“*Metro*”) and the *Metrobus*, a high speed and high capacity bus line that crosses the city on four routes in north-south and west-east direction. In addition, there are many additional bus lines across the city (“microbus”, “combi”), covering the whole territory. To consult the subway lines, please visit this [link](#). Have a look at this [link](#) to consult the Metrobus stations and lines.

TAXI INFORMATION

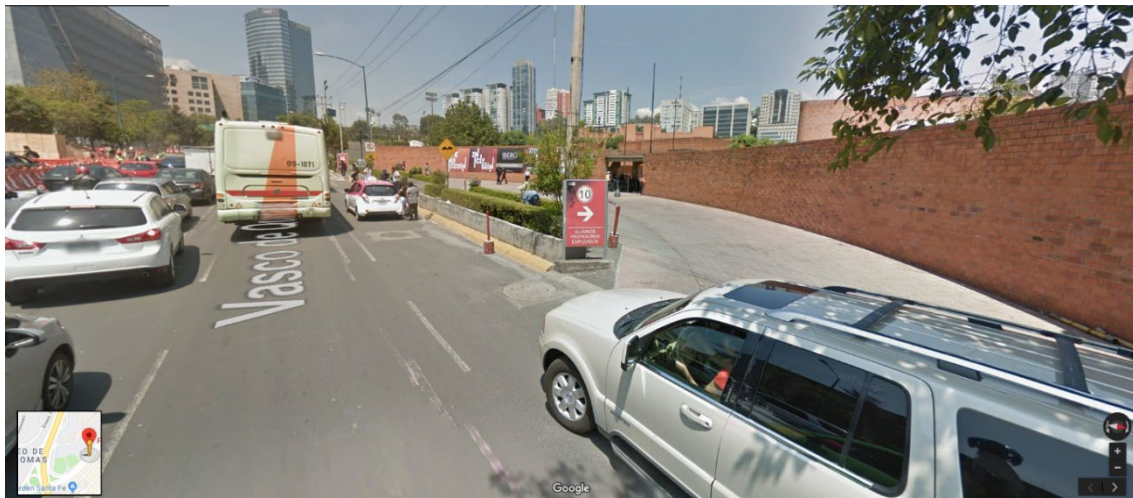
Don’t flag down taxis on the street. You should only use taxis from a *sitio*, a registered taxi station or from executive companies such as Uber, Didi, Cabify, Easy Taxi, Etc.

When calling a sitio, the taxi station will send a taxi that will pick students up wherever they are. If needing a taxi in Santa Fe/at the Ibero, you can call:

- “Taxis Pirineos”: (55) 5259 8785.
- Sitio Rojas; Teléfonos: 5245 1016; 5596 0672
- Super Sitio 160, A.C. Teléfonos: 5590 3333; 5590 3381

GETTING TO IBERO ON PUBLIC TRANSPORTATION

In order to get to Ibero on public transportation, there are several options that have one thing in common: in the morning, there is **a lot** of traffic. Try several ways to get to Ibero during the first weeks in order to identify the one that suits you most. If you are not completely sure how to get to Ibero on your first day, you should ask for a taxi/Uber; the service might cost around 150 to 250 pesos from the city center to Santa Fe. After arriving at Ibero the first day, you can investigate your transportation options at leisure. At Ibero (gate 12), you will be asked to present an ID at the gate. If this is the first time, you are visiting Ibero, show your identification and tell the gate employees that you have an appointment at our office. Ask them to explain you the way to our office (building F, first floor).



Via Observatorio or Tacubaya

This is one of the most well-known ways to get to Ibero by public transportation, although it may not be the fastest or the most comfortable one. You can go to the “Observatorio” or “Tacubaya” metro station (both on the [pink line](#)) and take a “microbus”, or “combi” there, with a front sign saying: “Centro Comercial Santa Fe”, or just “C. Comercial”. Ask the driver for a drop off at Ibero at Gate 12 (“Ibero, puerta 12”) on *Vasco de Quiroga Ave.*

At both Tacubaya and Observatorio, there is also the option to take a shared taxi. Look for a line of waiting people and ask if the taxis the people are waiting for are heading to the “Centro Comercial” (there are several lines to different destinations in Santa Fe). 4 people share a taxi, and the cost to Santa Fe is \$30 pesos per person.

The Tacubaya and Observatorio stations are both quite big and may be confusing at the beginning. Do not move around Tacubaya or Observatorio stations after sunset or at night.

Iberobus

Universidad Iberoamericana offers a bus transportation system that our students and exchange students can use in order to get to the Ibero or back home. There are several routes that cover the most important parts of the city. The cost of one-way ride is approximately between \$45 and \$74 Mexican pesos depending on the route (approximately between \$2 and \$3.8 USD, subject to change). You can identify the routes [here](#). Detailed schedules are available [here](#) (protected with password. This will be available after the first week of classes).

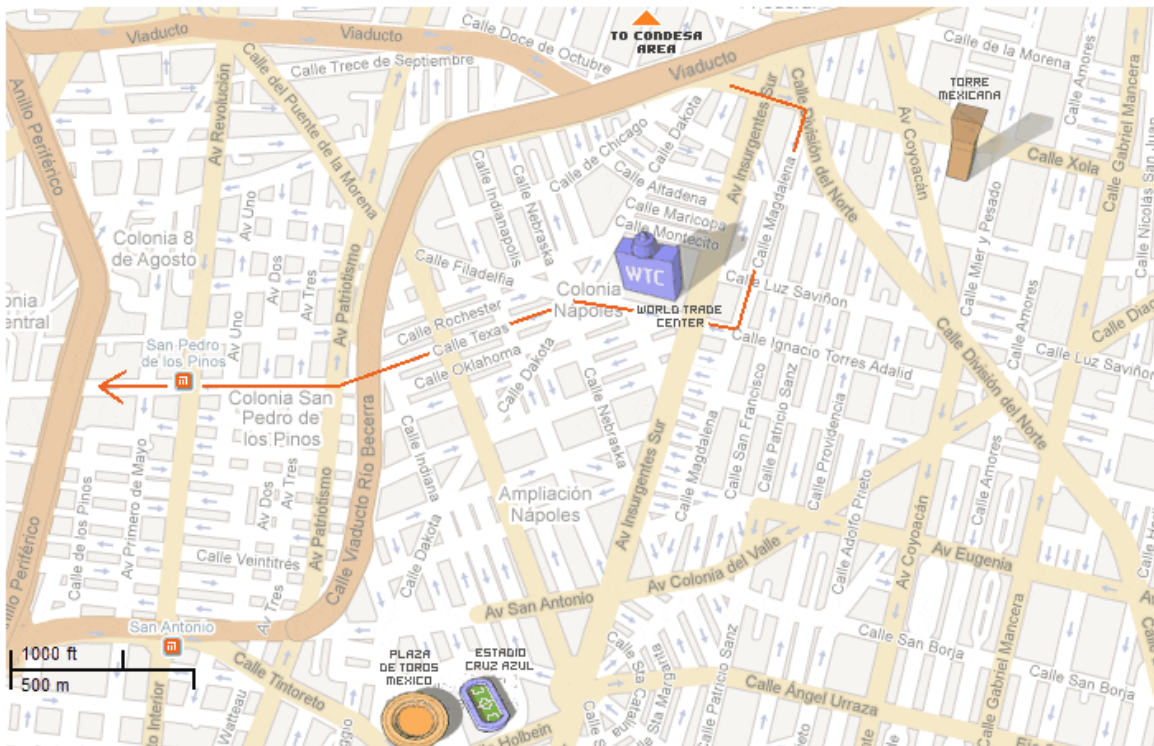
RTP Eco Bus

RTP Eco Bus is a new service designed by the city government, aiming at reducing transportation times within the city. The buses operate with just a few exclusive stops along its routes in order to reach their destinations as quick as possible. Routes [34A](#), [34B](#), [76](#), [76A](#) go along *Paseo de la Reforma Ave.*, *Vasco de Quiroga Ave.*, *Paseo de las Palmas Ave.* and *San Jeronimo Ave.* which are avenues that will take you to Ibero. Log into [this website](#) to know more about the routes.



“World Trade Center bus line”

There is a bus line taking you directly to Ibero, which starts at Colonia Del Valle, near the World Trade Center. You can identify the buses by the sign on the front, saying “Santa Fe” and “Centro Comercial”, or just “C. Comercial”. The bus also passes the subway station San Pedro de los Pinos. If you live near *Avenida Insurgentes*, you could take the Metrobus to the station “*Poliforum*” and at Torres Adalid Street, take the mentioned bus. Please have a look at the following map to see where this bus line starts:



Starting area of the bus line to Santa Fe

VARIOUS

Convenient items

We have listed some personal items that might be useful for you to bring to Mexico. If you can think of any other indispensable item that we might have forgotten please let us know, so that we can add to this list and help other students to prepare for their trip.

- * Your personal clothes (including warm clothes that are advisable for late fall, winter and early spring; some dress up clothes may be recommendable for official events and some better restaurants).
- * An umbrella and light raincoat.
- * Bathing suit, sun hat, sunglasses, lotion and sunscreen.
- * Traveling iron.
- * Spanish dictionary
- * A copy of your passport (keep it separate from the original and scanned in your email).
- * Your favorite book.
- * Shoulder bag.
- * A second pair of glasses.
- * Camera.
- * Adapter for electrical devices (e.g., when you are from Europe and South America)
- * Money belt and/or fanny pack.
- * Do not bring valuable jewelry or clothing that needs special care!



Electrical Appliances

Mexico City operates on the same electrical current and uses the same plug forms as do most cities in the U.S. (100-125 volts; flat parallel prongs). If you are from the U.S., adapters are not needed for items such as razors, curling irons, hair dryers, and alarm clocks. If you come from Europe or other parts of the world, you may need a plug adaptor which will allow you to insert the plug into the local wall sockets. The plug adaptor should look like this:

You can buy an adapter for plugs with two sized prongs at a minimal cost if needed, but it may be difficult to find one in Mexico. In addition to the adapter, some electrical devices may require a voltage converter in order to run in Mexico. Check the electrical specifications of your device in order to see if it supports the 100-125 volts system (most laptops will do so, for example).

Expect occasional power failures in your neighborhood. A small flashlight can serve many purposes, particularly when traveling. Do not bring sophisticated electrical appliances or instruments.

Climate in Mexico City



The climate of Mexico City is generally mild all year round. The warmest months are April and May. Winter (December/January) can be rather cold: At night, temperatures can fall down to 0°C (32°F) or even below that. The rainy season runs from May to October, but during this period you will still have plenty of sunny days in between the downpours.

MEXICO CITY WEATHER BY MONTH // WEATHER AVERAGES

	January	February	March	April	May	June	July	August	September	October	November	December
Avg. Temperature (°C)	12.6	13.8	16.2	17.5	18.2	18.3	17.4	17.5	17	15.9	14	12.7
Min. Temperature (°C)	2.9	3.7	6.1	7.8	9.3	11	10.6	10.5	10.5	8.2	5.2	3.5
Max. Temperature (°C)	22.3	24	26.4	27.2	27.2	25.7	24.3	24.7	23.6	23.6	22.9	21.9
Avg. Temperature (°F)	54.7	56.8	61.2	63.5	64.8	64.9	63.3	63.7	62.6	60.6	57.2	54.9
Min. Temperature (°F)	37.2	38.7	43.0	46.0	48.7	51.8	51.1	50.9	50.9	46.8	41.4	38.3
Max. Temperature (°F)	72.1	75.2	79.5	81.0	81.0	78.3	75.7	76.5	74.5	74.5	73.2	71.4
Precipitation / Rainfall (mm)	9	7	11	23	54	110	124	119	102	52	8	6

The difference in precipitation between the driest month and the wettest month is 118 mm. Throughout the year, temperatures vary by 5.7 °C.

Approximated personal expenses per semester (estimate in USD)

Transportation to and from the Ibero: (subway and buses) Iberobus	\$ 200 - \$100
Taxis:	\$ 300
Books and supplies:	\$ 150
Weekend trips and entertainment:	\$ 1,100
Meals and laundry service:	\$ 1,100
Ibero supervised housing:	\$ 1,500 – \$ 2,200
Shared apartment estimate (5 months):	\$1,500 – \$ 2,500
TOTAL FOR SEMESTER:	
University housing with Mexican family:	\$ 4,350 –\$5,050
Shared apartment housing:	\$ 4,350 –\$ 5,350



CONTACT



Universidad Iberoamericana

Student Mobility Office
Prol. Paseo de la Reforma 880
F Building, 1st Floor

Col. Lomas de Santa Fe, Mexico City. 01219

Office Hours: Monday to Friday, 8:00am-2:00 pm & 3:00-5:00pm

www.ibero.mx; <https://internacional.ibero.mx/en/incoming-students/>

Incoming students (Course registration and guidance)

Rocio Trujillo (Mrs.)

Tel: +52 (55) 5950 4243

rocio.trujillo@ibero.mx

Incoming students (General inquiries, application procedure, contact with universities and students)

Andrea Sánchez (Ms.)

Tel: +52 (55) 5950 4019

andrea.sanchez@ibero.mx

Housing:

Jaime Jordan (Mr.)

Tel: +52 (55) 5950 4018

housing@ibero.mx

Head of Department:

Florian Dittmar (Mr.)

Tel: +52 (55) 5950 4243

florian.dittmar@ibero.mx



Facebook: [iberoexchange](https://www.facebook.com/iberoexchange)



Twitter: [iberoexchange](https://twitter.com/iberoexchange)



YouTube: [Ibero Exchange](https://www.youtube.com/iberoexchange)

ACADEMIC FEES

(Incoming students 2022-2023; subject to changes)

Study Abroad students pay the following application and tuition fees, according to the number of courses they wish to take.

All fees are indicated in US Dollars. If the fees are paid directly on Ibero campus they will be charged in Mexican Pesos, according to the official exchange rate. US Dollar payments in cash are not possible.

SPRING SEMESTER (17 WEEKS)

Application Fee*	USD	\$ 65.00
Student Service Fee***		\$ 275.00
Tuition per course (8 Ibero credits each)		\$ 900.00
Tuition per course (4 Ibero credits each)		\$ 450.00

SUMMER SESSION (6 WEEKS)

Application Fee*	USD	\$ 65.00
Student Service Fee***		\$ 90.00
Tuition per course (8 Ibero credits each)		\$ 900.00
Tuition per course (4 Ibero credits each)		\$ 450.00

FALL SEMESTER (17 WEEKS)

Application Fee*	USD	\$ 65.00
Student Service Fee***		\$ 275.00
Tuition per course (8 Ibero credits each)		\$ 900.00
Tuition per course (4 Ibero credits each)		\$ 450.00

* non-refundable ** non-refundable after first month of classes *** non-refundable after beginning of classes

The Student Mobility Office recommends that visiting students take from 4-6 courses, which is a normal semester workload.

HOUSING FEES

(Incoming students 2022-2023; subject to changes)

The Ibero Homestay program is the most recommend option for those students who want to have a deep immersion into the Mexican culture and want to increase substantially their Spanish skills.

HOUSING FEES

Semester		
Ibero Homestay program registration fee (spring and fall)	MXN	\$ 3,000.00
Ibero Homestay program registration fee (summer)	MXN	\$ 1,500.00
Monthly costs (estimated)		
Spring and fall		
Housing, no meals (shared bedroom)	MXN	\$5,000 - \$8,000 Monthly
Housing, no meals (single bedroom)	MXN	\$7,000- \$10,000 Monthly
Summer		
Housing, no meals (shared bedroom)	MXN	\$5,000 - \$8,000 Monthly
Housing, no meals (single bedroom)	MXN	\$7,000 - \$10,000 Monthly

HOUSING FEES (ADDITIONAL FEES)

Extra day of housing (semester and summer)	MXN\$	\$ 280.00 per night
Cancellation of housing	MXN\$	\$ 1,250.00

Appendix 1: REGULATIONS FOR IBERO HOMESTAY PROGRAM

ONCE AN EXCHANGE OR VISITING STUDENT DECIDES TO USE THE IBERO HOMESTAY PROGRAM, HE/SHE IS COMMITTED TO REMAIN IN THE SYSTEM FOR THE ENTIRE SEMESTER OR SUMMER PROGRAM.

VALUABLES: We recommend that the exchange or visiting student not to bring valuable jewellery or watches. Neither Ibero nor the hosts are responsible for the loss of valuables either at the university or in the homes. We recommend that the exchange or visiting student and hosts agree upon a safe place to keep money, documents and valuables or the student may use the safe in the Student Mobility Office.

ROOMS: The exchange or visiting student is required to keep their room tidy. Food is not permitted in rooms. Any damage within the household where the student is assigned, even if accidental, will be charged to the student. If the damage bill is not paid to the hosts, Ibero has the right to withhold the student's transcript until the amount due is fully covered.

MEALS: Meals are not included for the semester session. Meals are included only for the six-week summer session and some special programs. Exchange and visiting students may eat in restaurants, at the three Ibero cafeterias or may make arrangements for their meals on a monthly basis directly with the hosts and know if they will be willing to provide this service.

LAUNDRY: Except for a towel change twice a week and a linen change once a week, laundry is not included for the semester session. Exchange or visiting students can either do their laundry at the nearest laundry place or make arrangements for laundry service with their hosts. Laundry service is only included for the six-week summer session and some Special Programs. Ironing is not included. Exchange or visiting students may not use the host's washing machine or dryer without their permission.

THE UNIVERSIDAD IBEROAMERICANA WILL NOT BE RESPONSIBLE FOR ANY MEAL, LAUNDRY, OR KITCHEN USE ARRANGEMENTS MADE DIRECTLY WITH THE HOSTS.

TELEPHONE: The telephone is property of the hosts, and as such, it is their right and responsibility to impose the rules for its use. No telephone calls may be made or received after 10:00 p.m. except in an emergency. **WITHOUT EXCEPTION, LONG DISTANCE CALLS ARE NOT PERMITTED FROM THE HOMES.** An exchange or visiting student might also wish to purchase a cellular phone SIM card while in Mexico. In case of an extreme emergency, students may ask to use the phone in the Student Mobility Office.

VISITS: Exchange and visiting students may not have in-house company before 4:00 pm, nor after 10:00 pm. Company must be received exclusively in the living room of the house. Under no circumstances student may have company in their bedroom.

CURFEW: An exchange or visiting student may not arrive home later than 12:00 am on weekdays and not later than 2:00 am on weekends. In special cases, a student must notify the hosts beforehand.

KEYS: An exchange or visiting student who is given a key or keys to the entrance doors of the assigned residence should be extremely careful with the keys. In case of loss or theft of the keys, the hosts will need to change the locks for safety, and the student will be charged for the locksmith service as well as for replacing keys for all of the house members.

CHANGING RESIDENCES: An exchange or visiting student has the option of changing residences within the system to satisfy his/her particular needs. **UNDER NO CIRCUMSTANCES MAY AN EXCHANGE OR VISITING STUDENT CHANGE HOUSES WITHOUT THE AUTHORIZATION OF**

THE HOUSING OFFICE. Changes of housing are only authorized when it is absolutely necessary. At least 15 days before a change is to be made, the exchange or visiting student must fill out a form which has to be authorized and signed by the Housing Coordinator. After this authorization the exchange or visiting student must advise the hosts of the planned move.

DRUGS AND ALCOHOL: Under no circumstances may alcoholic beverages or drugs be introduced into the homes.

PARTIES: Parties may not be organized without the authorization of the hosts. If an exchange or visiting student requests Ibero Homestay service and does not adhere to the above procedures, he/she runs the risk of being dropped from the program. The officials of the home university will be informed, and a joint decision will be made between the authorities of Ibero and the home institution.

THE UNIVERSIDAD IBEROAMERICANA, RESERVES THE RIGHT TO DISMISS AT ANY TIME ANY EXCHANGE OR VISITING STUDENT WHOSE CONDUCT RENDERS HIS/ HER PRESENCE IN THE INSTITUTION UNDESIRABLE.

NAME (Print in block letters)

DATE

**I HEREBY DECLARE TO HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS
FROM THE REGULATIONS FOR IBERO HOMESTAY PROGRAM**

SIGNATURE

Appendix 2: HOUSING PREFERENCE FORM FOR VISITING STUDENTS

NAME	LAST	FIRST	MIDDLE
DATE			
MALE →	<input type="checkbox"/>	FEMALE →	<input type="checkbox"/> BIRTH DATE:
UNIVERSITY OF ORIGIN			
MOTHER TONGUE		LANGUAGES THAT YOU SPEAK?	
DO YOU SMOKE?	SOME HOUSES DOES NOT ALLOW SMOKING IN INTERNAL SPACES	SI	NO

PARENTS' ADDRESS	
NAME	
STREET AND NUMBER	
CITY, STATE, COUNTRY, ZIP CODE	
TELEPHONE	E-MAIL:

SCHOOL TERM			
FALL	<input type="checkbox"/>	SUMMER	<input type="checkbox"/>
SPRING	<input type="checkbox"/>	SPECIAL PROGRAM	<input type="checkbox"/>

ACCOMMODATION PREFERENCES **			
SINGLE ROOM	<input type="checkbox"/>	DOUBLE ROOM	<input type="checkbox"/>
PRIVATE BATHROOM	<input type="checkbox"/>	SHARED BATHROOM	<input type="checkbox"/>

**Refer to FEES for costs.

DO YOU HAVE PROBLEMS WITH PETS AT HOME?	SI	WHAT TYPE?	NO
---	----	------------	----

LIST ANY ALLERGIES, HEALTH ISSUES, OR PHYSICAL DISABILITIES

OTHER INFORMATION THAT WOULD HELP IN ASSIGNING APPROPRIATE HOUSING

MAP: UNIVERSIDAD IBEROAMERICANA CIUDAD DE MEXICO

