Uniandes
Visiting Students
Fact Sheet
January - December 2017
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Undergraduate Students:
Application procedure:
Students should fill out the application form, and send by e-mail the documents required for the application process to:
oiaincoming@uniandes.edu.co

Documents required:
MANDATORY
- Application form (Please use Firefox y/o Chrome): https://goo.gl/uCzcaz
- A copy of your passport
- Original transcripts (In English or Spanish)
- A list of the courses you are taking at the moment
- A list of courses you would like to take at Universidad de los Andes
- A certificate of Spanish B2 (a certificate from your home institution, a teacher or a Spanish Institute)
- An essay in Spanish explaining the reasons why you want to study at Universidad de los Andes
- Two pictures (3cmx4cm white background)
Application deadline
Spring semester: September 1 - October 1
Fall semester: February 20 - April 15

Master Students:
Students who would like to take classes as a freemover at Master level should contact the academic coordinator to find out the information about the application procedure, documents required and deadlines.

Academic Counseling: Exchange students should contact the academic coordinator of the area of studies where he would like to take the courses.

List of academic coordinators:
Undergraduate programs: https://goo.gl/mxaqh2
Master programs: https://goo.gl/1qQS1y
Certificate Programs: https://goo.gl/AsjMG2

Language(s) of Instruction:
Most of our classes are taught in Spanish. Readings for the courses may be in English; therefore, students should have a good command of this language as well.
Course registration:
- Students will receive an e-mail with the instructions for the pre-registration of the courses.
- Students should be aware that if they do not register for classes on time, it might be difficult for them to find places on the classes of their choice.
- Remember that Uniandes cannot guarantee a place in a class, and that lectures can be cancelled at the last minute.

In which specific areas do you offer courses?:
Students can take classes in any undergraduate program offered by our departments.
Course catalogue: [https://goo.gl/0Bu76k](https://goo.gl/0Bu76k)

Pre-requirements:
- Students are responsible for choosing the courses according to the necessary requirements. If the student does not meet the criteria needed, he should not ask to be enrolled in the class.
Check the pre-requirements in: [https://goo.gl/3zneCC](https://goo.gl/3zneCC)

After the first day of classes, you will not be able to make any class changes.
Course Fees and payment process:
Visiting students have to pay their tuition fees during the first week of classes. In order to do so, please keep in mind the following information:
1. Your invoice will not be released until you turn in your PIP / Student visa
2. In order to get your invoice you need to enter: http://matriculas.uniandes.edu.co/ to validate your personal information. You can watch the instructions in the following link: http://matriculas/video/
3. Payment methods:
   - International Wire transfer: Students can make a money transfer to the university’s bank account at the Citybank account. Please ask us about the detailed information for that process.
   - Using a Colombian bank account to pay online
   - Pay in cash at the bank

THE UNIVERSITY DOES NOT RECEIVE CREDIT CARD OR OTHER FORMS OF PAYMENT DIFFERENT FROM THE MENTIONED ABOVE.

Note: If you drop a class, there will be no refund

Language Courses:
• A Spanish course is offered to all our international students; if students want to take this class, they must take the placement exam (written and oral) and register for the class officially. This class is 3 credits.
More information: https://goo.gl/9EiPgc
• If students would like to take language courses (English, French, German, Portuguese, etc) they need to take the placement exam during the established dates from the Languages department. Language courses must be registered. More information: https://goo.gl/ZXkJup

Intensive Spanish course in July:
There is an intensive Spanish program, for exchange students of 3 weeks during July. If you are interested in taking this class, you must contact directly Paola Galeano, coordinator of the ELE program ep.galeano52@uniandes.edu.co

Sports classes:
Students can also register sports classes if desired, in that case, it is important to know that each class is 1.0 credits, and will be graded on the pass or fail basis. Or they can freely practice sports in the facilities according to the policies established. Check the list of courses: https://goo.gl/u5tYQ4

Recommended Workload:
• Students should register a minimum of 3 classes (9 credits) and a maximum of 6 classes (18 credits). Students should follow the minimum requirements of their home university.
• 1 credit equals 48 hours of course work (in and out of class)
• Courses take place throughout the entire semester (16 weeks)
Grading:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>5.0 – 4.50</td>
</tr>
<tr>
<td>Very Good</td>
<td>4.49 – 4.00</td>
</tr>
<tr>
<td>Good</td>
<td>3.99 -3.50</td>
</tr>
<tr>
<td>Fair</td>
<td>3.49 – 3.00</td>
</tr>
<tr>
<td>Poor</td>
<td>2.99 – 2.00</td>
</tr>
<tr>
<td>Failure</td>
<td>1.99 – 1.50</td>
</tr>
</tbody>
</table>

- Pass and Fail (P - F): These grades apply for the courses that, based on determination by the Academic Council, receive non-numeric grades. The credits for courses that are passed count as graduation requirements when thus determined by the academic programs, but they will not be taken into consideration in the calculation of semester average or grade point average.

Learning expectations:
Class format is based on lectures, readings, class participation and self-study. Students are expected to attend all lectures, to complete all course-related assignments and readings, and to sit exams in order to receive a course grade.

Orientation Program:
Universidad de los Andes has an orientation session of three days on Wednesday, Thursday and Friday the week before classes begin. The orientation session for International students is highly recommended since we explain academic issues relevant to their stay.

Orientation dates: [http://goo.gl/t0cPQh](http://goo.gl/t0cPQh)
“Hermanos sin fronteras”: 
Is a group of students willing to help international students through the exchange experience.

Support program and pick-up services: 
• We can arrange a taxi to pick you up at the airport if you request this at least a week in advance. [https://goo.gl/J5v9JA](https://goo.gl/J5v9JA)
• The cost of this service will be paid by the exchange student directly.
• Please keep in mind holidays, and times since those are important aspects to find the availability of the taxi.

Health insurance: 
Students **must have** an international health insurance with a wide health and dental coverage.

Housing: 
Uniaendes University Housing offers lodging services for all members of its community through its two houses:

**65 Home:** It is a University house located 25 minutes from the University which offers individual, two-fold and four-fold rooms.

**Torre Séneca:** A 26-story tower, located in front of Universidad de Los Andes, which offers 628 rooms distributed in apartments of 1, 2 and 4 rooms.
If you are interested in learning more about our housing facilities, please visit this web site: https://vivienda.uniandes.edu.co/index.php or contact them directly:

**Viviendas Universitarias**  
E-mail: viviendauniversitaria@uniandes.edu.co  
Tel (571)3394949 ext. 5457

Each student is responsible for arranging housing on their own.

**Visa information:**  
Depending on the length of the period of studies and the nationality of the student, they should do one of the following processes:

**Student Entry Permit (PIP2): stamp on the passport at the airport given to:**
- Students, whose nationality does not require a tourist visa, coming for less than 180 days when they hand in the admission letter to the migration officer at the airport.
- This permit is valid for 90 days, and they have to renew it at Migración Colombia for another period.

**Student Visa:**
- Exchange students coming for more than 180 days have to get their student visa before arriving in Bogota
- Exchange students coming for less than 180 days and whose nationality requires a tourist visa to enter Colombia:

To check who needs a tourist visa for Colombia: https://goo.gl/pelUbE
Students must send us a scanned copy of their PIP2 or their visa once they have it.

Students are required to obtain a residence permit (cédula de extranjería) once they arrive in Bogota IF THEY HAVE A STUDENT VISA. This procedure has to be done within the next 15 days of his arrival in Colombia, and costs approximately $ 90 US Dollars.

All the information about this process can be found at: https://goo.gl/KbwYZd

**Living Expenses:**
Living expenses: between $1’500.000 – $2’400.000 Colombian pesos per month according to your housing preferences.

**Housing at Torre Séneca:** Academic semester rate (5 months)
- Individual Room $8’950.000
- Two-fold Room $6´850.000 (per person)
- Four-fold Room $5´450.000 (per person)

There will be available suites per night from $250.000. For couples there is an extra $50.000 fee.
Transportation:
• Public bus ticket One way $1.700
• Transmilenio ticket One way $2.000
• Taxi One way $4.100 - $20.000

Within campus:
• Coca cola $2.500, Sandwich $9.000, Lunch $10.000

Outside campus
• Coca cola $2.000, Sandwich $9.000, Lunch $10.000

At a restaurant
• Coca cola $3.000, Personal Pizza $12.000, Hamburger $15.000
• Dinner for 2 people $35.000 - $100.000

Entertainment:
• Cinema ticket 1 person $8.000 - $18.000
• Going out to party 2 people $40.000 - $60.000
• Draft Beer Pitcher $15.000 - $30.000
• Concert ticket 1 person $0 - $120.000

Information about Bogota and Colombia:
• [http://www.colombia.com](http://www.colombia.com)
• [http://www.bogota-dc.com](http://www.bogota-dc.com)