



2020 - 2021



INTERNATIONAL STUDENT HANDBOOK



Universidad Internacional
SECUNDARIA . BACHILLERATO . LICENCIATURA . INGENIERÍA . POSGRADO

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WELCOME TO MEXICO

Mexico is a country with a rich history and filled with colors, traditions, culture and beautiful nature. The inhabitants profit the corners of its land and its resources allowing them to create unparalleled handicrafts and gastronomic samples with unique smells and flavors. We invite you to discover the endless beauty of Mexico.

Mexico is very lucky in terms of geographical location as one can find every type of weather within its territory. In addition, each one of its provinces offer a different dish to enjoy, and one can find beautiful natural places as well as big metropolis. Mexico is a country of great history and tradition, full with archaeological sites, that display the great cultures and civilizations that inhabited Mexico long ago. All of this and more brought together in museums and historical sites allow us to see the marvel of Mexico's heritage.

Mexico's touristic attractions include waterfalls, canyons, caves, lagoons, rivers, beaches, jungles, deserts and a wide variety of flora and fauna, all this gives you the great opportunity to relax in perfect harmony with the environment. Mexican coasts provide great benefits for every visitor. It is also important to mention the very famous ports like Acapulco, Manzanillo, Huatulco and Veracruz, among others.

Sources: www.haciendasanfemando.net, www.mexicolindoyquerido.com.mx

WELCOME TO MORELOS

Morelos has been a wonderful place for relaxation and recreation for ages. It has an endless number of attractions and sites to visit, offering tourists and visitors a warm and friendly treatment marked by incredible landscapes, rivers, and natural springs.

Morelos is full of rich and beautiful art and artisanship, noticeably by its unique style.

Morelos is located in the center of the Mexican republic, limiting with the CDMX and the state of Mexico to the north, with Guerrero to the south, with Puebla to the east and southeast and to the west with the state of Mexico and part of Guerrero.

Morelos is regarded as one of the states with the best environmental conditions, with an average temperature ranging from 18° to 23° C (64.4 °F – 73.4 °F) for most of the year. It is for this reason that Cuernavaca, the state capital, is known as “the city of the eternal spring”.

Cuernavaca is a favorite destination for many city-dwellers thanks to its proximity to the CDMX and the tranquility in every corner.

Cuernavaca is considered as a place of relaxation and rest for almost everyone who has visited it.

Its landscapes remain full of color and aromas thanks to the blossoming of bougainvilleas, jacarandas, African tulips, lilies, jasmines, tabachines and daisies.

Beautiful squares and constructions in colonial style conform the historic center of Cuernavaca, which shows the cathedral's atrium.

Thanks to the great variety of mountains, volcanoes, meadows and rivers found in the “City of the Eternal Spring”, natural adventures are the favorite activities for visitors. Mountaineering, rafting, golfing mountain bike riding, all of them are possible in this warm destination.

We invite you to explore and discover the activities and beautiful sites that Morelos has to offer, we recommend you the following places:

TEPOZTLÁN: Colonial Magical Town full of tradition located 21 km (13 miles) from Cuernavaca. Full of exuberant natural beauty, this village has a pyramid on top of the Tepozteco hill as its main attraction.

TEQUESQUITENGO LAKE: Known as the sea of Morelos, Tequesquitengo lays just 45 km from the state's capital. To this day, that lake is one of the main attractions for those who enjoy the excitement of the aquatic sports, such as skiing, boat trips and swimming.

Sources: www.visitmexico.com, morelostravel.com



WELCOME TO UNINTER

It is a pleasure to welcome you to Universidad Internacional, UNINTER. We hope that you will enjoy your stay here at UNINTER and that, when the times comes for you to return to your home country, you are satisfied with the experience of having studied here.

Vision statement

Universidad Internacional will be recognized for its excellence in all educational levels, as well as for its international atmosphere and the certification of personal and professional competences.

Mission statement

Our mission is to educate individuals with a deep and solid human and ethical sense, with a creative leadership attitude, as well as responsible citizens capable of interacting in all global domains.





MESSAGE FROM OUR DIRECTOR

Dear Exchange Student,

As Director of Universidad Internacional, it is a pleasure to welcome you on behalf of our entire faculty and staff members. The fact of receiving you as an exchange student and incorporating you into our student body is a highly valued acknowledgment of the education level all our students receive and because of which, our graduate students aim to achieve international labor experience.

Since 1980, our institution is committed to offer quality education to help people accomplish their educational and personal goals. We want you to be part of the thousands of foreign students that have come to Universidad Internacional as an exchange student or to our Spanish School and that now are capable of reaching their dreams and professional aspirations.

We hope that during your stay at Universidad Internacional, you get the possibility to discover Cuernavaca, the City of Eternal Spring, and the different cultural aspects Mexico has to offer you, and that this experience allows you to see the world from another point of view.

We invite you to participate in the different events and activities that UNINTER offers, which are a great opportunity for your personal development, and we wish you to take full advantage of being part of our community since this very moment.


Ing. Fco. Javier Espinosa Romero
Director

UNIVERSIDAD INTERNACIONA

BEFORE ARRIVING TO MEXICO

■ APPLY FOR YOUR EXCHANGE

1. . Make sure that your university has a student exchange agreement with Universidad Internacional and that sends via e-mail the following documents to the internationalization department:
 - Exchange request
 - Subject equivalence
 - Motivation letter
 - Copy of passport
 - Digital photo
2. Universidad Internacional will issue an acceptance letter, and will send it to the International Relations Department from your University.
3. Lookup the web page of the Mexican embassy (or consulate) in order to check if you need a student visa and the procedure to obtain it if necessary.
4. Once you are selected, you will have to send the following documents via e-mail:
 - Copy of the International Medical Insurance
 - If applicable: Copy of your student visa
 - Flight plan

■ TRAVELLING / MIGRATION

- ✓ Look up the requirements of your country to travel to Mexico.
- ✓ Look up the list of objects that you cannot take on board for security reasons, such as sharp items, weapons and scissors among others. Also, check your luggage's weight and the number of luggage allowed.
- ✓ Get a good night's sleep before your trip and wear comfortable clothes.
- ✓ Drink as much water as you can to stay hydrated, stretch whenever you can and walk during your flight.
- ✓ We recommend arriving to Cuernavaca a week before the semester start so you can begin to look for a suitable accommodation.
- ✓ You can change your money to Mexican pesos in the airport without commissions. In this case, be discreet; remember that a tourists attracts the attention. If you arrive too early or too late to Mexico, we recommend you to change your money before travelling.
- ✓ Do not forget to change your clock to the standard hour: UTC/GMT -6.
- ✓ If applicable: Once you have arrived to Mexico, you will need to exchange your 30-day tourist visa for a student permit. For this, you will need to go to the National Migration Office located in Cuernavaca; the address is Av. Vicente Guerrero No. 107 Col. Lomas de Cortés, Cuernavaca, Morelos. The Internationalization Department will help you in this step.
- ✓ Consider a difference in power outlets, in case you are planning to bring electrical devices, (110v) and get a voltage converter if needed.
- ✓ Do not forget to always carry a copy of your passport and cash with you.

-ARRIVING TO MEXICO

Once in the –Mexico City Airport, go to the bus stop at the end of the fast food area, and buy a ticket in Pullman de Morelos to take the bus that goes straight to Cuernavaca (Casino de la Selva).

- The departure schedule is from 06:30 to 00:30 every 40min and the price is around 300\$ MXN.

You could also arrange to have someone from UNINTER pick you up from the airport. Prices vary depending on the number of people

- 1 person 100\$ USD
- 2 - 3 people 110\$ USD
- 4–6 people 140\$ USD

Once you get to Cuernavaca you arrive to Cuernavaca, you will have to take a cab directly to your destination. Keep in mind that you have to ask for the fare before getting in, prices in Cuernavaca are negotiable. The cab should charge you no more than \$60 MXN to get to your destination; however, if it is raining or it is late night, the fare may increase.

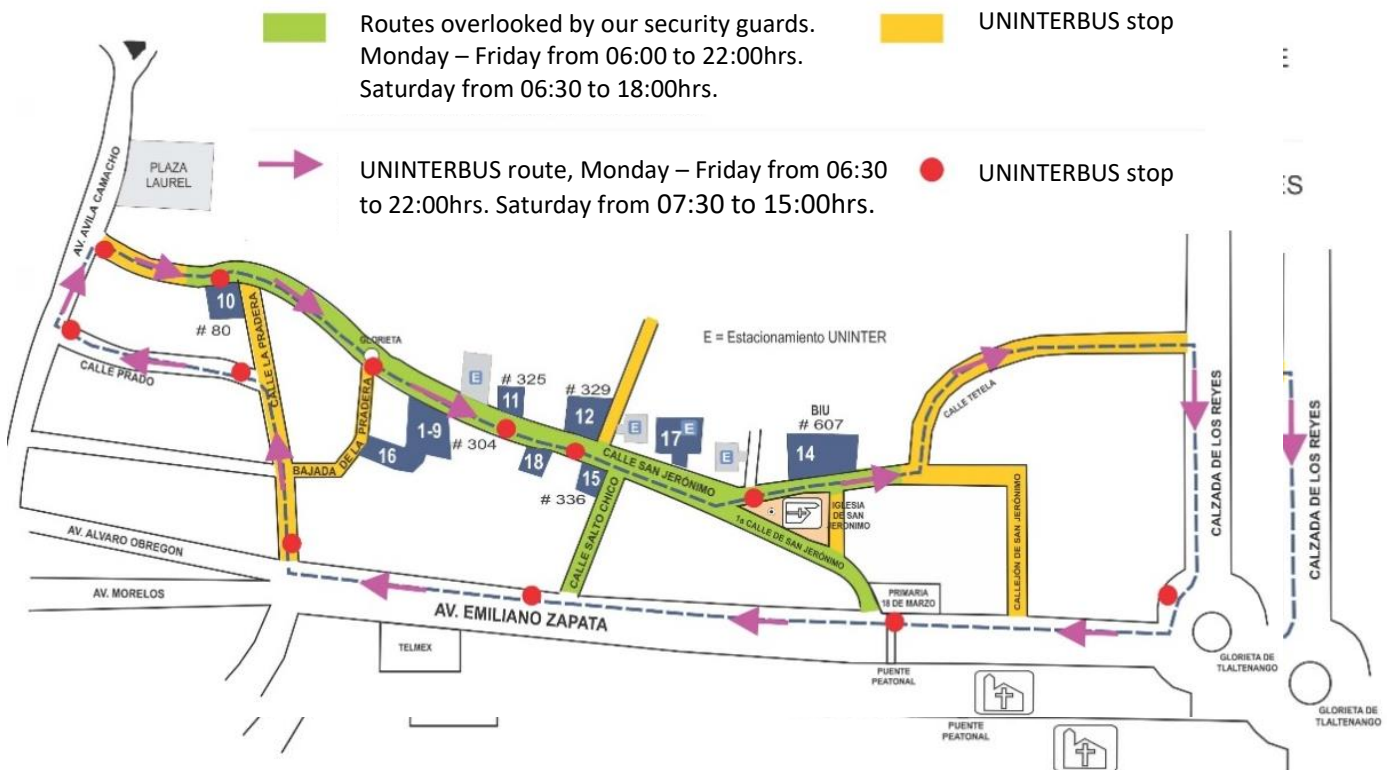
Once you get to your hostel or hotel, it is important that you get to the Internationalization Department for orientation in the accommodation, the arrangement of your schedule and processing your student ID

Make sure to have previously booked a hotel or hostel in the center zone of Cuernavaca

**Have you booked a place to stay in Cuernavaca?
Need help with your accommodation?
Please let us know.**



For commuting to or walking through campuses, we recommend you to use these roads



- ACCOMODATION

What housing options do I have?

We strongly recommend that you begin searching accommodation after arriving to Cuernavaca rather than from your home country. By doing so you will be able to choose what best suits your needs. We offer following options:

Apartments, bungalows and houses: UNINTER will provide you a list of apartments or rooms that count with kitchen, living room, dining room and bathrooms. You will have to sign a contract and pay one month's worth of deposit.

Within this plan you have the following options:

- a) Single or Double room: bathroom and weekly cleaning service and no meals. The minimum stay is one semester.
- b) Single or Double room: bathroom, weekly cleaning service and two meals (5 days a week).
- c) Apartment, house or bungalow: two-three rooms, bathroom(s), living room, dining room and kitchen.

If you need the directory, the Internationalization Department will request the housing list to the Foreigner Student Attention Department

NOTE: Sheets, Pillows and Comforters are generally not included when renting a place. We recommend you to bring your own bedding. Page 19 will give you references of where to go in terms of buying your own bedding.



LIFE AT UNINTER



UNINTER has buildings designed to make your learning experience as comfortable as possible. Each classroom has the necessary equipment to aid the teacher and the student in their daily task. Conference rooms are equipped with projectors, computers, televisions and screens.

In the following, we shortly enlist the facilities of our university as well as the services at your disposition. Don't hesitate to contact the person in charge of any of the services or activities that you are interested in order to enjoy your stay in Uninter to the fullest.

LOCATION: **COMPUTER LABS:**

Buildings 3, 9, 10, 12 y 16

HOURS OF OPERATION:
Monday to Friday 7h – 20h
Saturday 8h – 15h

We offer our students access to multiple computer labs for navigating the web, as well as completing homework or other school projects. You can also print by presenting your voucher which you can buy in the building 2-103. The vouchers cost either 5 or 10 pesos (5 or 10 prints).

If you want to bring a laptop, you are more than welcome to do so, but you will need to register your computer in building 3 in order to use the internet. It is very easy to set up your laptop; all you need to do is bring your student ID.

LOCATION: **NURSE'S OFFICE:**

Building 3

HOURS OF OPERATION:
Monday to Friday 8h – 20h
Saturday 8h – 15h

Our nurse's office provides services to international and Mexican students. Besides, they provide you with contact information of trustworthy specialists to attend all your needs.

CONTACT:
317-10-87 / ext.119



PSYCHOLOGIST:

The psychologist offers help to those which need to adjust to Uninter and the Mexican life. Some students experience cultural shock or depression when arriving to an unfamiliar environment and our psychologist can give helpful information to overcome this situation. In order to see the psychologist you should make an appointment ahead of time.

LOCATION:

Building 3, Office 105

HOURS OF OPERATION:

Monday to Friday 9h – 20h

CONTACT:

Psychologist

Lic. Ayushi Hernández

317-10-87/ ext. 111

LIBRARY:

The library's goal is to provide access to different sources of information for the student body. In order to check out books, you have to register with your student ID. If you return the library books late, you will have to pay a fee.

LOCATION:

Building 16, Office 001

HOURS OF OPERATION:

Monday – Friday 9h – 20h

CONTACT:

Librarian

Claudia Galán Muñoz

317-10-87/ ext. 111

COFFEE SHOPS AND RESTAURANTS:

The cafeterias offer a wide variety of meals: you can find salads, main courses, starters, fruits, vegetables, desserts, cold drinks, etc. There is a cafeteria in each campus and they have a strict hygiene regulation and wireless network service.

Based on what you order, the prices will change. However, we have full-course meals that cost 50 pesos, which include soup, main dish, dessert and a glass of water.

LOCATION:

Buildings 9, 10, 11, 12, 16

HOURS OF OPERATION:

Monday to Friday 8h – 19h

Saturday: 8h – 15h

CULTURE DEPARTMENT:

The UNINTER Cultural Diffusion Department offers the students and the interested public the possibility to take part in any of the cultural and artistic workshops of the University. Join the International Community through Art and Culture! The cultural and artistic workshops offered by the Cultural Diffusion Department are:

- Cheerleading
- Circus Arts
- Break Dance and Hip Hop
- Cheer Dance SIU
- Cheer Dance
- Choir
- Contemporary Dance
- Philharmonic
- Rock & Roll
- Arab Dance
- Zumba
- Artistic Photography
- Cheerleading team
- Sports competitions

Cultural Diffusion and Representative Programs Department (Building 12)

Lic. Luz Elena Gálvez Quiroz

difusioncultural@uninter.edu.mx

Tel: 311 8650

Monday to Friday: 8h – 16h

Saturday 10h – 14h

SPORTS TEAMS:

The Sports Department is the area in charge of preparing the students physically and mentally for the regional, statewide, national and international competitions under the supervision and advice of specialized coaches. The Sports department has agreements with different sports centers for a better performance. The offered sports are:

- Football
- Women's Soccer
- Men's Soccer
- Swimming
- Aero Step
- Women's Volleyball
- Tae Kwon Do
- Tennis
- Women's Basketball
- Bowling

Contact Information

D.T. Wagner Rocha Francisco

wrocha@uninter.edu.mx

Tel: 317 1087 ext. 217

Monday to Friday: 8h – 16h

Saturday: 10h – 14h

UNINTERBUS:

The University has student transportation, which will help you moving from one building to another. The starting point is the roundabout to the left of the main building, then it goes to the buildings 11, 12 and 10 (in that order). You will have to show your student ID when getting in. In the page 8 of this guide, you will find a map with the bus's route under the "Arriving to Mexico" section.

HOURS OF OPERATION:

Departure every 30 minutes

Monday - Friday 6:30 - 21:30

Saturday 7:30 – 14h

CONTACT:

plantafisica@uninter.edu.mx

x

■ EVALUATION SYSTEM

UNINTER is registered in the Ministry of Public Education known in Spanish as SEP and works under the credit system: 1 credit for each 15-20 hours in class with a grading system from 1-10.

On the first day of class, the teacher will hand you a syllabus with an outline of the themes you will see over the course of the semester.

Likewise, your teacher will inform you of the evaluation system that will determine your grades.

During your semester at UNINTER, you will take three partial exams (one per month) and one final exam.

■ ACADEMIC CALENDAR

SPRING SEMESTER 2021

Semester's length:

From January 18th to May 28th of 2021

Final exams:

From May 24th to 28th of 2021

Spring Break:

From March 29th to April 09th of 2021

Summer Break:

From May 31st to August 16th of 2021

Days off:

February 1st / March 15th / May 1st of 2021

FALL SEMESTER 2021 (tentative dates)

Semester's length:

From August 16th to December 17th of 2021

Final exams:

From December 13th to 17th of 2021

Winter break:

From December 19th of 2021 to January 14th of 2022

Days off:

September 16th / November 2nd and 15th of 2021

- INTERNATIONALIZATION

UNINTER promotes intercultural exchange through the internationalization office in the university community and general society. This office creates and organizes activities to make the interaction between Mexican and foreign students and teachers easier.

If you need help or have any question regarding your Exchange, you can find answers in the Internationalization Department as this is the one in charge of guiding you during your stay in Uninter

CLUB AMIGO:

The Club Amigo Program will help you connect with students from other nationalities to get to know other cultures or learn a new language. This connection is possible thanks to the different activities conducted throughout the semester and where local students get assigned to foreigner students in order to create new friendship networks; always within an environment of respect and tolerance towards the other's culture and beliefs.

Some of the offered activities are:

- Round tables for discussion
- Excursions
- Cultural events
- Social coffee
- Activities outside of UNINTER



LOCATION:

Office 4-104

SCHEDULE:

Mondays to Fridays 9h – 17.00h

CONTACT:

Director

Jóse Alfredo Romero Reyna

jromero@uninter.edu.mx

Tel: +52 1 (777) 317 10 87 ext. 210

Mobility Coordinator

Omar S. Morales Castañeda

osmorales@uninter.edu.mx

Tel: +52 1 (777) 317 10 87 ext. 210

FACEBOOK:

[Internacionalización Uninter](#)



LIFE IN CUERNAVACA



- CULTURE

Mexico is a country with a rich cultural diversity full of traditions and customs, which you should take into account if you want to live in Mexico for a while. Always remember: "When in Rome do as the Romans"

- ❖ Mexicans have the habit of greeting someone by shaking hands. When greeting a woman, they use to give her a small kiss on the cheek, when greeting a man, they just high-five each other
- ❖ Mexicans are used to bathe daily (even more than once); they always have clean hands, they mainly wash them before and after eating and after using the bathroom; they also use deodorant and perfume to always smell good because for them, it is part of their appearance.
- ❖ Mexicans are very good at preparing and serving appetizing meals. Some of the most delicious foods are tacos, tortas, tamales, atole, pozole, enchiladas, pambazos, sopes, mole, and nopales. Do not hesitate to try them all but take your precautions as some of them can be heavy on your stomach, especially if you are not accustomed to the Mexican cuisine.
- ❖ Mexicans tend to eat a lot of spicy food, and they put hot sauce or simply spicy pepper on almost every meal. If you are not used to eating spicy food, it's better to start with small portions.
- ❖ Mexicans are very funny and can be considered jokesters. They joke around all the time, no matter the situation or the moment, so please do not be shocked if you are joked with.
- ❖ Mexicans are a bit unpunctual. They tend to arrive 5 to 15 minutes later to the arranged appointment; therefore, you will have to wait a little.
- ❖ Mexico is always partying; Mexicans have many different religious traditions with parties throughout various regions of the country. Do not hesitate in assisting any carnival or fair, it will be an unforgettable moment full of culture and flavors.



■ SHOPPING CENTERS

The city of Cuernavaca has various options for your shopping. Downtown is where you can find most of the markets and shops with very reasonable prices according to your needs, as well as restaurants and pubs.

In case that you want to find everything at one place, comfortably, a good environment and well-known brands, you can try Galerías Cuernavaca, Plaza Cuernavaca and Plaza Veranda

If you want to prepare your own food, there is a wide variety of supermarkets like Walmart, Costco, Chedraui, Superama (more expensive, but has import goods), Comercial Mexicana, SAMS and Soriana.

***NOTE:** *You need a membership to shop at SAMS and Costco. You can get it inside the mall at a price of around 500 pesos.*

Here the addresses of some of the most accessible shopping centers in Cuernavaca:

Galerías Cuernavaca:

México-Acapulco Km 87.5,
Tulipanes, 62370 Cuernavaca, Mor

Mercado municipal:

Del Caballito 105, Amatlán, 62410
Cuernavaca, Mor.

Walmart:

Sucursal Domingo Diez,
Av. Domingo Diez No. 727

Costco:

Av. Vicente Guerrero 205,
Lomas de La Selva

Plaza Averanda:

Villas del Lago, 62374 Cuernavaca, Mor.

Portal de diez:

GALERIAS 10, Av. Domingo Diez COL,
Lomas de la Selva, 62253 Cuernavaca,
Mor.

Plaza Bugambilias:

Río Balsas, Vista Hermosa, 62270
Cuernavaca, Mor.

Fórum:

Calle Jacarandas 103, Ricardo Flores
Magon, 62370 Cuernavaca, Mor.



The center of Cuernavaca also has its municipal market Adolfo Lopez Mateos, which has an area of flowers, vegetables, fruits, meats, herbs and Mexican clothing, everything at a low price.

You can also find many convenience stores called "OXXO", which are open 24/7. They sell a wide variety of products like basic needs or snacks and drinks, everything to a price slightly higher than usual.

■ LIVING EXPENSES

Cafeteria Uninter:	USD	MXN	EUR	Basic products:	USD	MXN	EUR
Full Meal	2.64	50	2.26	Milk 1l	0.79	20	0.68
Sandwich	1.58	30	1.36	Bread	1.06	33	1.36
Entertainment:				Beef 1 kg	4.75	152	4.07
Cinema ticket	3.69	90	3.17	Cooking oil 1l	1.06	30	1.36
Nightclubs	4.22	100	3.62	Sugar 1 kg	1.32	27	1.13
Public transport:				Butter 250g	3.43	24	2.94
Rutas (Local bus)	0.47	9	0.41	Eggs 12	1.06	26	0.90
Cab	2.37	45	2.03	Salt 1 kg	0.53	14	0.45
Bus:				Coffee 225g	4.22	101	3.62
To Mexico City	7.12	150	6.10	Bananas 1 kg	0.79	17	0.68
To International Airport (Mexico City)	14.25	250	12.21	Tortillas 1 kg	0.90	20	0.77
				Water 1l	0.79	17	0.68

■ CELLPHONE SERVICE PROVIDERS

There are different mobile companies in Mexico in case that that you need to get a mobile phone when arriving. Here, we provide a list of the most well-known companies and their adress.

Iusacell: Av. Vicente Guerrero, Colonia Lomas de La Selva

Unefón: Plaza La Cascada, Avenida Plan De Ayala

Movistar: Av. Mariano Matamoros SN, Colonia Centro

You can also go to an OXXO store, where you can find cellphones with very accesible prices, from \$250 MXN, with chip from different companies.

If you decide to use your own cellphone, make sure that it works with Mexico as there is variation with the mobile network. For further information regarding the fees, consult with your operator.

- ATMS

Ask if your home bank exists in Mexico and if your cards will work here. Don't forget to inform your bank that you are traveling to Mexico in order to avoid any conflict.

It is not possible for international students to open a bank account in Mexico.

These are some of the banks that you can find in Cuernavaca:

Banorte: Av. Plan de Ayala 901, Cuauhnahuac, Cuernavaca

Banamex: Av. Emiliano Zapata 823, Buenavista, Cuernavaca

Santander: Plaza Laurel, Av. Manuel Ávila Camacho, La Pradera, Cuernavaca

BBVA Bancomer: Plaza Laurel, Av. Manuel Ávila Camacho, La Pradera, Cuernavaca

HSBC: Plaza Laurel, Av. Manuel Ávila Camacho, La Pradera, Cuernavaca

- HEALTH

Besides Cuernavaca's general hospital, Dr. José G. Parres, there are different pharmacies that offer you medical services and consultations at a low cost.

Farmacias Similares offers you medical consultation at 35 pesos and it is open from Monday through Sunday, the opening times depending on the branch.

On the other hand, some of the branches of Farmacias del Ahorro are open 24/7, and they offer delivery service.

Here the main branches:

- **Farmacias Guadalajara**

Av. Morelos 174
Centre
Tel: 314 35 58

- **Farmacias Similares**

Rayón 2
Centre
TEL: 312 02 65

- **Farmacias del Ahorro**

Degollado (sin número)
Centre
Tel: 01 8000 711 22 22

■ EMERGENCY TELEPHONE NUMBERS

- ✓ Emergencies – 060
- ✓ Police - 080
- ✓ Firefighters - 317-1489
- ✓ Car accidentes - 318-5178

Hospitals:

- ✓ General Hospital J. Parres - 311 2209
- ✓ Children Hospital - 311 7332
- ✓ Hospital Henry Durant - 316 0489
- ✓ Red Cross - 317 35 05

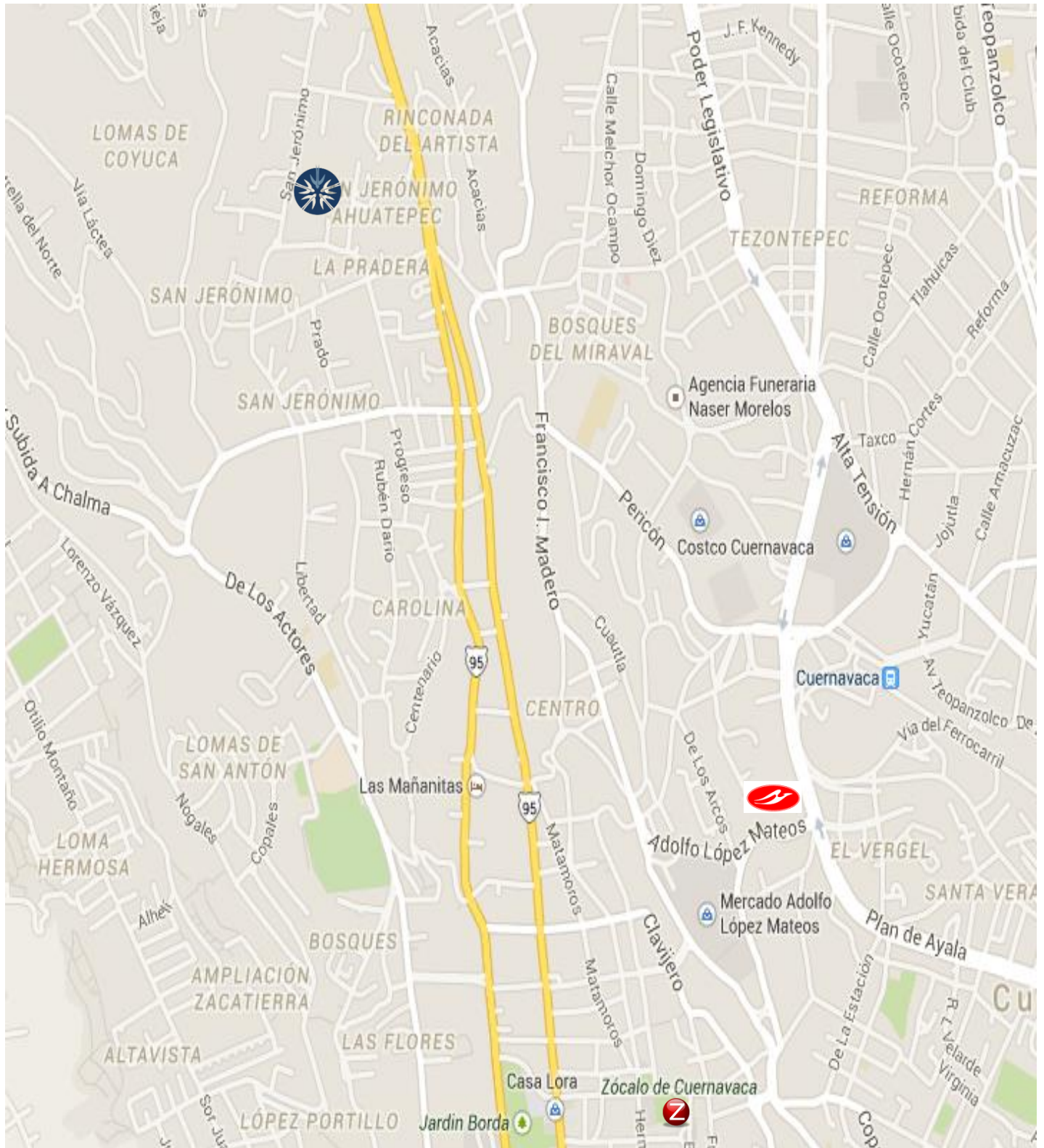
Others:

- ✓ Electricity Company (CFE):
318 6852, 329 4199
- ✓ Water Company (to report leakings):
312 8428
- ✓ Animal Control:
312 2837
- ✓ Gas Company (for leakings): 312 1929
- ✓ PROFECO (Federal Attorney's Office
to Consumer): 311-5200

■ RECOMMENDATIONS

- ✓ If you do not have an intermediate level of Spanish yet, it is advisable to take one of the intensive courses that the Spanish School offers the foreigners for a special price. You have the possibility to study the whole day for two weeks before the start of the courses, or two hours every day during the semester.
- ✓ Attend your courses and be punctual.
- ✓ Present all your exams and assignments.

- MAP OF THE CENTRE OF CUERNAVACA



UNINTER



Zócalo de Cuernavaca

(Main Square)



Pullman de Morelos

(Bus Station)