

Partner Information Sheet International Office

General information	
Full legal name local language:	Universidad Panamericana
Full legal name in English:	Panamerican University
Erasmus code:	
International website:	www.up.edu.mx
Institution's website:	www.up.edu.mx
General email address International Office:	lalvarez@up.edu.mx
General telephone number International Office:	+52 (55) 54 82 16 00 ext. 5928
Postal address International Office:	Augusto Rodin 498. Insurgentes Mixcoac 03920 Mexico City
Visiting/courier address International Office:	Augusto Rodin 498. Insurgentes Mixcoac 03920 Mexico City
Head International Office:	Liliana Álvarez Tostado Penella
Contact person for exchange agreements:	Liliana Álvarez Tostado Penella
Email for exchange agreements:	lalvarez@up.edu.mx
Telephone for exchange agreements:	+52 (55) 54 82 16 00 ext. 5921

Incoming exchange students	
Contact person(s) responsible for incoming exchange students:	Norma Ávila
Email:	navila@up.edu.mx
Telephone:	+52 (55) 54 82 16 00 ext. 5928
Website with information for exchange students:	www.up.edu.mx
Website with available courses for exchange students:	www.up.edu.mx
List of the requested application documents or link to the website with the application procedure:	http://www.up.edu.mx/depto.aspx?doc=6763
Deadlines for exchange application:	Summer semester: May 30 th Winter semester: October 30 th
Semester dates (including exam sessions):	Summer semester: First Monday of August – Second week of December Winter Semester: Second Monday of January - First week of June.
Dates orientation day/week:	Previous Friday before the first day of classes.
Do you use local credits or ECTS credits? In case of local credits, what is the conversion factor to convert to ECTS?	Local
Language of instruction exchange programmes:	Spanish and some in English
Possibility of attending courses at different departments:	They may take in other departments
Do you offer a language course for incoming students? What are the costs? Can students obtain credits/ECTS?	Yes, 48 hours free course. More hours, in group USD20 per hour, individual USD 25 per hour. They obtain local credits. We may do the transfer to ECTS.
Approximate monthly costs (Euro) for: <ul style="list-style-type: none"> • Accommodation • Study material/books • Food/drinks • Transport 	<ul style="list-style-type: none"> • 400 • 100 • 450 • 100
Facilities for students with special needs:	Not available
Nearest airports:	Mexico City, Benito Juárez International Airport
Other useful information or websites for incoming exchange students:	www.up.edu.mx www.up.edu.mx/depto.aspx?doc=35765

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Housing for exchange students	
Do you offer housing for exchange students?	Yes
Contact person(s) responsible for housing:	Paulina León
Email:	pileon@up.edu.mx www.up.edu.mx/depto.aspx?doc=35765
Telephone:	+52 (55) 54 82 16 00 ext. 5930
2 Contact	Wendy Beltrán
Email:	awbeltran@up.edu.mx
Telephone:	+52 (55) 54 82 16 00 ext. 5921
Website with information about the housing procedure:	www.up.edu.mx www.up.edu.mx/depto.aspx?doc=35765
Deadlines for housing application:	Summer semester: May 30 th Winter semester: October 30 th
Housing costs with our program:	\$9,000 MXN (Approx. \$475 USD) which includes: bedroom, two meals from Monday to Friday, laundry & cleaning of the room once a week. \$7,000 MXN (Approx. \$ 339 USD) which includes: bedroom & cleaning once a week. Service is with families.

Visa	
Contact person(s) responsible for visa:	Mexican Consulate in their country
Email:	
Telephone:	
Website with information about the visa procedure:	www.sre.gob.mx

Outgoing exchange students	
Contact person(s) responsible for outgoing exchange students:	Paulina León
Email:	pileon@up.edu.mx
Telephone:	+52 (55) 54 82 16 00 ext. 5930
2 Contact	Wendy Beltrán
Email:	awbeltran@up.edu.mx
Telephone:	+52 (55) 54 82 16 00 ext. 5921