

PROCESS AND SUPPORTING DOCUMENTS FOR EXCHANGE APPLICATION

UNDERGRADUATE EXCHANGE STUDENTS

Nomination Process

1. The Home Institution sends the nomination by email to mpalmaa@ipn.mx and/or incoming@ipn.mx

Documents required to Exchange Students:

- Nomination letter from the Home University or Home Institution
- Visiting Student Application Form (Signed and filled out by computer)
- Academic Transcripts
- Learning Agreement (Signed and filled out by computer)
- Copy of ID or Passport
- Scanned passport size photograph (color and white background, JPEG or PDF format).

2. IPN's International Office, receives and reviews the application form and support documents.

3. IPN's International Office, processes students applications (4-5 weeks).

4. IPN's International Office sends the official acceptance letter to the Home Institution.

*There is NO need of sending the original documents by mail, just make sure that electronic files have good resolution quality.

GRADUATE EXCHANGE STUDENTS TAKING ACADEMIC COURSES

Nomination Process

1. The Home Institution sends the nomination by email to mpalmaa@ipn.mx and/or incoming@ipn.mx

Documents required to Exchange Students:

- Nomination letter from the Home University or Home Institution
- Visiting Student Application Form (Signed and filled out by computer)
- Academic Transcripts
- Learning Agreement (Signed and filled out by computer)
- Copy of ID or Passport
- Scanned passport size photograph (color and white background, JPEG or PDF format).

2. IPN's International Office receives and reviews the application form and support documents.

3. IPN's International Office, processes students applications (4-5 weeks).

4. IPN's international office sends the official acceptance letter to the Home Institution.

*There is NO need of sending the original documents by mail, just make sure that electronic files have good resolution quality.

GRADUATE EXCHANGE STUDENTS ON RESEARCH STAYS

Nomination Process

1. The Home Institution sends the nomination by email to mpalmaa@ipn.mx and/or incoming@ipn.mx

Documents required to Exchange Students:

- Nomination letter from the Home University or Home Institution
- Visiting Student Application Form (Signed and filled out by computer)
- Academic Transcripts
- Copy of ID or Passport
- Acceptance Letter from IPN, indicating the name of IPN professor or IPN tutor (IN CASE YOU ALREADY HAVE IT).
- Research Interests or Research Plan.
- Scanned passport size photograph (color and white background, JPEG or PDF format).

2. IPN's International Office, receives and reviews the application form and support documents.

3. IPN's International Office, processes students applications (4-5 weeks).

4. The Cooperation Academic Coordination sends the official acceptance letter to the Home Institution.

*There is NO need of sending the original documents by mail, just make sure that electronic files have good resolution quality.

ACADEMIC INFORMATION

Undergraduate Academic Programms

BASIC SCIENCES, ENGINEERING AND TECHNOLOGY

Food Engineering
Aerospace Engineering
Environmental Engineering
Architecture
Biomedical Engineering
Bionics Engineering
Biotechnologist Engineering
Civil Engineering
Electronics & Communications Engineering
Computer Engineering
Control and Automation Eng.
Electronics & Communications Engineering
Computer Engineering
Control and Automation Eng
Electrical Engineering
Pharmaceutical Engineering
Geophysics Engineering
Geologist Engineering
Industrial Engineering
Informatics Engineering
Mechanical Engineering
Mechatronics Engineering
Metallurgy and Materials Eng.
Petroleum Engineering
Chemical Engineering
Chemical Oil Engineering
Robotics Engineering
Environmental Systems Eng
Automotive Engineering
Computer Systems Eng.
Telematics Engineering
Textile Engineering
Topography
Transport Engineering
Physics and Mathematics

BUSINESS AND ADMINISTRATION

Public Accountant
Industrial Management
Trade
International Business
Economics
Tourism Management

HEALTH AND BIOLOGICAL SCIENCES

Biology
Surgeon and Homeopath MD.
Surgeon and Obstetrician MD.
Chemist (Clinical Analyst)
Pharmaceutical Chemist
Nursing
Nursing (Obstetrician)
Nutrition
Dentistry
Optometry
Social Work
Psychology

Content of Courses	<p>Search Curricula directly on the websites indicated in the Academic Offer Section</p> <p>If you require more information about the content of the courses, please contact us by email and in response we will send you the information.</p>
Number of recommended courses per semester	From 3 to 6 courses per semester
Assessment System	<p>The grading scale is from 0 to 10, with 6 being the minimum and 10 the maximum approving passing grades.</p> <p>The student must meet the attendance rate established in the syllabus for each subject.</p>
Sending of Grades	6 to 8 weeks, once the mobility period is finalized.
Other Courses	<ul style="list-style-type: none">-The costs of language courses are \$280.00 – \$1,500.00 (MXN) Courses last two months.-Language offer: Spanish, English, French, German, Italian, Japanese, Portuguese-The virtual courses are not included in the Exchange Program.-Workshops could require recovery feeds

MORE INFORMATION

Travel information

International Airport "Benito Juarez" in Mexico City, has two terminals connected by a monorail. From both terminals can be found taxis; for safety we recommend using the "authorized taxis" which are charged in the airport and the rates are fixed depending on the distance. You can also use the Metro Public subway, although the latter is not practical when carrying lots of luggage. The average cost of a Taxi trip from the airport to downtown (35-40 min) is approx.

\$160 - \$ 200 (MXN).

The International Airport of Toluca, also assists the International Airport of Mexico City. The airport is located 16 km from the center of the city of Toluca and 40 km from the Santa Fe in Mexico City. Buses and taxis connect the Toluca Airport to Mexico City. The bus is heading towards the bus terminal located at the "Observatorio" subway station.

For security reasons is recommended to use transport authorized by the airport.

Upon request, Exchange Students, could be received at the Airport in Mexico City and be escorted to their accommodation. They must inform the flight details at least two weeks in advance. The request should be sent by email to the Academic Cooperation Coordination: incoming@ipn.mx

Migration Issues (Student Visa)

Before traveling to Mexico, students should check if they require a Visa to enter Mexico at: http://www.inm.gob.mx/index-.php/page/Paises_Visa

Those students who need to process their student visa should go to the nearest Mexican Embassy or Consulate to their place of residence to obtain it.

Upon arrival to Mexico students will be given student a Multiple Migratory Format (FMM) to fill it in. It is the obligation of the student to verify that in this form the migration agent who receives her/him marks: Type of trip: Otro (Other) and the 180-days maximum stay as: Visitante Actividad No Remunerada (not remunerates or pays activity).

Students whose stays are more than 180 days, must obtain a visa from their origin country, otherwise (to stay 181 days or more) they will be penalized with a penalty fee when they leave the country.

In case that the student has a visa from their origin country because they so requested, either by time (over 180 days) or because their nationality so requires (see countries that require a visa), the student will have 30 days to make registration with the National Migration Institute (INM) of Mexico to be granted a Temporary Resident Card proving their legal status in Mexico. Failure to do so, the student would commit a fault and therefore would have to follow a procedure of regularization with the payment penalties fees in the INM.

Upon student's arrival and during the induction session, the International Office in coordination with the Office of the General Attorney of the Institute will provide support for all immigration-procedures.

Housing

The Institute does not have Student Residence.

Most students of the Institute live with their families or in student houses near the corresponding School.

Upon request we could send you a list of suggested housing. In case of need, the Institute will provide support for exchange students to find suitable accommodation.

Monthly rent of a Department of 1 or 2 rooms: 3,000 - 5,000 (MXN)

Monthly rent of a Room in an apartment in a middle zone: 1,500 - 2,000 (MXN)

Feeding Cost

\$120 - 150 (MXN) per Day

Monthly Cost of Living

\$5,000 (MXN) - \$7,000 (MXN)

Health Insurance

The exchange student must acquire before his/her arrival at IPN, an international medical insurance to cover expenses for accident, illness and repatriation, during the mobility period.

Emergency Contact

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