



**Centro de Investigación y Docencia Económicas,
A.C.**

OFFICE OF INTERNATIONAL ACADEMIC AFFAIRS

**INFORMATION AND
REQUIREMENTS**

Exchange periods for undergraduate and graduate students

Students are welcome to apply for an exchange at CIDE for a semester of a full-year comprising two semesters:

Fall Semester (August – December)

Spring Semester (February – June)

Application requirements

1. Application form, available for download at: <http://www.cide.edu/oai/intercambio-entrante/>
2. Statement of personal and academic intent
3. Nomination letter (written by the International Exchange Office or equivalent from your home university)
4. A copy of your international medical insurance policy, covering both accidents and illness
5. An official transcript
6. An official report of your level of proficiency in Spanish (non-native speakers only)
7. A copy of your passport
8. 1 passport-sized photographs (scanned)

Important information about language proficiency

All candidates must demonstrate proficiency in Spanish. An official certificate of Spanish is requested (CEFR level B2) to apply for any program. A certificate from Instituto Cervantes is preferred (see <http://diplomas.cervantes.es/index.jsp>). If you cannot provide an official Spanish certificate, you can still apply by providing a letter from your home university's Language Department or equivalent that endorses your command of Spanish. However, you will have to take a compulsory test of Spanish upon arrival and might be required to take further Spanish language courses at CIDE.

To help support foreign students, the Language Department at CIDE offers Spanish courses. Exchange students are also welcome to participate in other courses offered by the department. There is no cost for language courses.

Important: each semester some CIDE courses are taught in Spanish, but many academic materials that students use in their classes are in English.

Application procedure

To initiate your application, complete the application form and send it by e-mail to exchange@cide.edu. You must also print the completed form and send it, along with all required

supporting documents, to CIDE by post or courier before the deadlines indicated below. The mailing address is as follows:

Office of Academic International Affairs
Centro de Investigación y Docencia Económicas, A. C. Carretera
México-Toluca 3655 Col. Lomas de Santa Fe Delegación Álvaro
Obregón
C.P. 01210 México, DF

Application deadlines

- **15 May** for our **Fall** Semester (August – December)
- **31 October** for our **Spring** Semester (February – July)

Important: Applicants for full-year exchanges must apply for both terms at once, because of the visa procedures.

Visa requirements

Mexico requires foreign exchange students to obtain a student visa (FM3 Estudiante) when the students stay one year in Mexico. Once you have been accepted as an international visiting student by the Office of International Academic Affairs, you must visit the Embassy of Mexico in your country to obtain the required visa.

IMPORTANT: All applicants should be certain about their period of stay in Mexico before applying for their visa. CIDE will not be responsible for any extra cost or penalty fees incurred for extending the period of your student visa.

Here is a summary of the migratory procedures you will need to undertake:

In your country of origin

1. To obtain a visa, the foreign student must present the following documentation at the nearest Mexican Diplomatic Mission:
 - ✓ Letter of acceptance from the Office of International Academic Affairs
 - ✓ Letter of nomination from the university of origin
 - ✓ Bank account statements showing sufficient available funds to support your stay in Mexico without working or performing activities for profit while in the country.
 - ✓ A letter authorizing you to use these funds if they are not in your name (for example, if they belong to your parents or a relative).
 - ✓ Birth certificate (original and copy)
 - ✓ Official identification from your country of origin which corroborates your identity (for example: national identity card, driver's license, social security card)

- ✓ Any other documents the Mexican Diplomatic Mission deems relevant to granting the student visa (**FM3 Estudiante**)

Upon arrival at the Mexico City International Airport or other point of entry

You must present your passport and FM3 when you enter the country. As an exchange student, you must not enter Mexico on a tourist visa.

Once you have entered Mexico

1. Within 30 days of your arrival in Mexico, you must go to the offices of the National Institute of Migration (INM in Spanish)* in Mexico City, present the **FM3 Estudiante** obtained in your country of origin and fill in a form, in order to receive a file number in the **National Registry of Foreigners (RNE in Spanish)**.
2. Every time you enter and leave the country, you must get your **FM3 Estudiante** stamped by migratory authorities at the point of departure. Failure to do so will result in a fine set by the INM (please consult the web page <http://www.inami.gob.mx>).
3. In the event that there is any change in your status within the country, such as a change of address, marital status, or immigration characteristics you must notify the **RNE** within 15 days. **Please note that you must obtain permission from the INM and change your migratory status before you can undertake paid work in Mexico.**
4. Once your stay at CIDE is over, prior to leaving the country, you must notify the INM of your **permanent exit (salida definitiva)** and meet all the requirements that the Institute deems relevant.

*The INM premises are located at Homero 1832, Col. Los Morales Polanco, Delegación Miguel Hidalgo, C.P. 11510, México, D.F., Tel. 01 (55) 5387 2400

<http://www.inami.gob.mx>

For further information about the forms that you must fill out and documents you must present please visit the following link:

<http://www.inm.gob.mx/index.php/page/Migrantes>

Health and travel insurance

To be accepted by CIDE, all students must obtain an international travel insurance and medical insurance. An acceptance letter will not be issued by the International Exchange Office if the candidate does not fulfill this requirement. CIDE will not be responsible for any medical costs incurred while you are in Mexico.

We suggest that you contact a local insurance agent in your country to contract an adequate policy.

Housing

Visiting students are assisted by the staff of the Office of International Academic Affairs in finding suitable housing arrangements for their stay in Mexico. CIDE has no on-campus housing. The office provides support to exchange students through the Accommodation Network, providing students with a list of accommodation options during their stay in Mexico City. We also offer information and advice as to preferred areas to live, security, and legal matters.

Various arrangements are available according to the preferences of the visiting student. These include staying with a Mexican family (homestays), sharing an apartment with either foreign or Mexican students, renting a room in a “casa de huéspedes” (guest house with shared cooking and bathroom facilities), or renting an individual apartment. Visiting students should consider both location and cost. In our experience, foreign students are more inclined to enjoy an arrangement where they share housing with other students.

Please note that the information and services available through the Accommodation Network are not the responsibility of CIDE, but from the landlords. CIDE cannot assume or share in any liabilities and rejects any claims derived from any loss, direct or indirect, which may be attributed to the use of this information or the housing service offered. Any arrangements and contracts have to be made directly with the landlords.

For more information about the Accommodation Network please contact:

Jazmín Velázquez

jazmin.velazquez@cide.edu

Estimated living expenses

The cost of living in Mexico City can vary widely. The following are **estimated** monthly living costs for a typical single student:

Concept	MXN per month	USD per month	EUR per month
Housing	3,500	270	200
Food	3,000	230	170
Local transportation	880	65	50
Books, photocopies, etc.	660	50	40

Others	1,500	115	85
Total	9, 540	730	545

Academic calendar 2017

<i>SPRING 2017</i>	
Deadline for receiving applications from foreign students	October 31, 2016
Registration and enrollment	Last week of January
Beginning of classes	First week of February
End of classes	Fourth week of May
Final exams	First week of June

Information about course selection and enrollment

Exchange students are eligible to enroll in all of the courses in the CIDE program matching the degree program the student is enrolled in at their university of origin. It is also possible to take courses from other programs at CIDE, but this must be approved by the Director of the program they are nominally enrolled in at CIDE. Students considering this option will be asked to submit their academic reasons for taking a course outside their main program. Exchange students can also engage in research relevant to their academic interests, after obtaining the approval of a CIDE faculty member to supervise the research agendas a student wishes to pursue.

Most of our courses involve 3 hours of class per week, usually divided into two 90-minute sessions that meet twice per the week. Occasionally, some courses involve 4 hours of class per week, or require one to two hours per week of laboratory for practice of the theoretical skills developed in class. Some are taught in a single weekly session rather than split in two.

CIDE undergraduate students are expected to take five or six courses per semester. CIDE graduate students are expected to take four courses per semester (In Masters level, during the second year, one of those courses is the Research Seminar. In Ph. D. level, the final two years are completely devoted to research). Exchange students are expected to take four to five courses per semester, depending on the sending university's requirements. However, they can register for more courses at the beginning of the term and make a final selection of four or five courses after two weeks of classes.

Students will pre-register after their application has been accepted and confirmed, through the Office of International Academic Affairs at CIDE. They will confirm their choice during the week before the beginning of the classes, at CIDE's Direction of School Administration ("Dirección de Administración Escolar"). Dates for this procedure will be published online and announced to incoming exchange students by email. During the first week of classes, the students will be able to add or drop courses according to their interest. Registration will be considered definitive after one week of classes, subject to the approval of the number of courses taken, as explained above.

In all of our courses, the student will receive a partial grade that will be announced by the mid-point of the academic semester. The final grade is assigned after final exams are taken and / or final papers are submitted, during the two weeks after the last day of classes. The final grade is exclusive responsibility of the professor(s) teaching the course. Grades are not assigned on a curve. CIDE's grading system is 0-10, with a minimum passing grade of 6.0. For CIDE students, a cumulative GPA of 7.5 each semester is required. The student's home institution will determine how the number of units taken and grades earned at CIDE are converted to into credits and grades at their own institution. It is sometimes possible to grant credits for courses, which are regarded as seminars for CIDE students, and for Spanish language courses. However, if the student is interested in doing this, they should contact both the Office of International Academic Affairs and the Direction of School Administration as soon as possible while at CIDE, since this procedure might delay.

Tuition and other fees

Incoming exchange students under an exchange agreement will pay their normal tuition fees at their institution of origin, and will be exempt of any tuition fee at CIDE. They will enjoy the same rights and have the same duties as regular CIDE students do, regarding use of CIDE premises and infrastructures. It is possible to apply for a stay at CIDE without an exchange agreement signed between the home institution and CIDE. However, in this case, normal registration and tuition fees might be required from the student.

Should you require any further information, please do not hesitate to contact us.

Mauricio Ramírez

Jazmin Velázquez

Phone: +52-55-57279800 post 2805, 2833

Email: exchange@cide.edu

Mailing Address:

Oficina de Asuntos Académicos Internacionales Centro de Investigación y Docencia Económicas Carretera México-Toluca 3655
Colonia Lomas de Santa Fe, Delegación Álvaro Obregón
C.P. 01210 México DF