



# ITAM

INSTITUTO TECNOLÓGICO AUTÓNOMO DE MÉXICO

Situated in the heart of one of the most populated cities in the world, ITAM has become a **Center of Excellence for training leaders in the social, engineering, and managerial sciences.**

- ITAM is a private, non-profit institution of higher education.
- ITAM is one of the leading institutions in its areas of expertise and prepares its students for key roles in both the private and public sectors.
- ITAM boasts a full-time faculty of more than 200 professors, with credentials similar to those found in faculties from leading international educational institutions.
- Leading Mexican publications consistently rank ITAM among the top universities in the country.
- Students from more than 100 schools come to ITAM as exchange students, where they encounter an enriching academic and cultural experience, sharing classes with our regular degree students.
- ITAM Business School holds the "Triple Crown Accreditations": AACSB, EQUIS, and AMBA.
- ITAM Engineering Programs are accredited by ABET, Accreditation Board for Engineering and Technology.

## Mexico City

**Experience life in the city. Understand the culture, history and adventures that Mexico City holds.**

Located in the center of the country, Mexico's capital is known for its vibrant and eclectic atmosphere. Mexico City is the cultural, financial, governmental, and entertainment capital of the country. There are museums that reflect the rich culture and history of the country and important art exhibits are shown in a great number of galleries. Travel is convenient to important towns such as Taxco, Querétaro, or the magical Oaxaca. Archeological zones are also found in the city and an hour away, demonstrating the great achievements of prehispanic cultures that gave place, along with that of Spain, to our contemporary society.

ITAM is located in the picturesque neighborhood of San Angel. Within walking distance you can find historical buildings, parks, restaurants for all tastes, upscale bars, shopping malls and sport centers. San Angel is famous for its preserved colonial areas, 17<sup>th</sup> century churches and its tranquil atmosphere reminiscent of another era. Another special attraction in the area is the Saturday Bazaar, in which you can buy a great variety of local crafts, antiques and works of art in an environment of colorful splendor.



San Angel Saturday Bazaar

# Academic Information

## STUDY PROGRAMS

### DIVISION OF BUSINESS ADMINISTRATION AND ACCOUNTING

#### Undergraduate Programs

Business Administration  
Public Accounting  
Financial Management

#### Graduate Programs

Masters in Administration  
(with specializations in Entrepreneurship,  
Marketing, Finance, and Operations &  
Technology Mgt.)  
Full-Time MBA  
Masters in Accounting  
MSc in Finance  
Masters in International Management  
Masters in Marketing

### DIVISION OF ECONOMICS, LAW AND POLITICAL SCIENCE

#### Undergraduate Programs

Economics  
Law  
Political Science

#### Graduate Programs

Masters in Economics  
Masters in Economic Theory  
Ph.D. in Economics

### DIVISION OF ENGINEERING

#### Undergraduate Programs

Computer Engineering  
Industrial Engineering  
Telecommunications Engineering  
Business Engineering  
Mechatronics Engineering

#### Graduate Programs

MSc in Information Systems & Management  
MSc in Computer Science

### DIVISION OF MATHEMATICS, STATISTICS AND ACTUARIAL SCIENCE

#### Undergraduate Programs

Applied Mathematics  
Actuarial Science

#### Graduate Programs

Masters in Risk Management  
Masters in Data Science

### DIVISION OF GENERAL STUDIES AND INTERNATIONAL STUDIES

#### Undergraduate Program

International Relations

## Languaje of Instruction

Most subjects are taught in Spanish. We recommend that students have at least one year of university-level Spanish with good reading and listening skills. In most cases it is possible to secure permission from the professor to submit papers and exams in English. The readings for most classes tend to be in English. A limited number of classes are taught in English, primarily in the undergraduate programs of Business and International Relations and advanced Economics.

ITAM offers a special undergraduate summer session with Business subjects in English and Spanish language classes:

[www.businessandcultureinmexico.itam.mx](http://www.businessandcultureinmexico.itam.mx)

## Spanish Language Support

A supplementary Spanish course is available for international students in most periods. The level of the course will be adjusted to the mean ability of the group. Students with advanced levels of Spanish may take the Spanish Grammar and Composition course given to regular ITAM students.

Special support for language learning is also available through CARLE, ITAM's Center for Writing and Language, which offers specialized Software for Spanish as a Second Language, Spanish Composition for native speakers, as well as training in other languages.



CARLE, ITAM's Center for Writing and Language

## Calendar

Undergraduate Programs & Masters Programs in Economics, Economic Theory, Computer Science and Data Management

### 2015

Semester 1 Jan. 12 - May 30  
Semester 2 Aug. 10 - Dec. 19

### 2016

Semester 1 Jan. 11 - May 28  
Semester 2 Aug. 8 - Dec. 17

Graduate Trimesters for MBA, International Mgt., Accounting, Marketing, Information Technology, Risk Management, Finance, Public Policy, and Law Masters Programs

### 2015

Trimester 1 Jan. 5 - March 27  
Trimester 2 April 6 - June 26  
Trimester 3 July 6 - Sept. 25  
Trimester 4 Sept. 28 - Dec. 18

### 2016

Trimester 1 Jan. 11 - April 8  
Trimester 2 April 11 - July 1  
Trimester 3 July 4 - Sept. 23  
Trimester 4 Sept. 26 - Dec. 16

Note: Executive Development (Diplomados) and Executive MBA courses are neither available nor appropriate for exchange students.

## Full-time Workload

We request that students take a minimum of four subjects per trimester (graduate level) or per semester (undergraduate level).

- Graduate trimesters: 33 hours of class.
- Undergraduate: Each class has a minimum of 6 ITAM credits, which is approximately equal to 5-7 ECTS credits or 3 US semester credits (48 contact hours).

## Academic/Experience Requirements

- Undergraduate candidates should have completed one full year of studies before initiating an exchange period.
- Graduate program candidates should be studying their second higher education degree and must submit proof that they have completed their first (undergraduate/bachelor's) degree.
- Nominees for our MBA program, or any graduate management course should have at least one year of relevant work (full-time) experience. (The average age of our MBA students is approx. 28 and they are required to have three years of work experience).

## Final Exams

In order to pass any subject at the graduate or undergraduate level, a final exam grade is required. Final exams are held in the final two weeks of the semester at the undergraduate level and the final week of each term at the graduate level. Students must not return to their home countries until all exams are submitted. Most exams are written but each course outline explains any special evaluation requirements. Oral exams may be given for subjects in the Law Department.

## Immigration and Visas

- ITAM will provide the letter of acceptance and any other Institutional documentation necessary to obtain a student visa.
- Students should inquire at the nearest Mexican consulate for specific visa requirements and instructions. New immigration rules and procedures were recently implemented in Mexico that particularly affect international students.
- Locations and contact information for Mexican Consulates may be found at [www.sre.gob.mx](http://www.sre.gob.mx)  
IMPORTANT: Student visa holders must register and pay an approximately US\$55.00 fee within 30 days of arrival into the country.
- ITAM legal aid services will assist students with immigration paperwork for a fee of approx. US\$30.00.

## Health Insurance

- Students must have health insurance with repatriation coverage valid in Mexico.
- If no proof of insurance is submitted, students will be charged for the ITAM policy, which provides emergency coverage, with a US\$500 deductible, at a cost of approximately US\$250 per semester.
- Policy does not cover doctor's visits or medications (But students may have free consultations with the ITAM doctor for minor illnesses).
- Policy terms are available at [www.itam-gnp.com.mx](http://www.itam-gnp.com.mx)



ITAM Undergraduate Cafeteria

## Documentation & Requirements for Incoming Exchange Students

1. Nomination from home institution. Message should include the name of the student, student's email address and area and level of studies.
2. Transcript of Grades from current program: Graduate students must submit documentation that they have completed their undergraduate degree. Applicants for the MBA or any graduate management course must have significant work experience.
3. Application form (download from [www.intercambio.itam.mx](http://www.intercambio.itam.mx)).
4. Curriculum vitae of student (mandatory for MBA/Graduate Management admission)
5. Learning Agreement authorized by the home institution. Enrollment in Masters courses will be subject to the approval of the respective program director.
6. Copy of main page of passport.
7. Proof of Medical Insurance (or student will be charged for the ITAM international policy). See Health Insurance section.
8. Arrival & Buddy forms (optional: only if students require these services).
9. Additional documentation may be required for student visas from some countries. See Visa Section.

## Deadlines

ITAM will make every effort to process all applications from our partner institutions. Nonetheless, the following deadlines are designed to help both ITAM and international students prepare adequately for their study period at ITAM.

- For fall semester/trimester: June 1<sup>st</sup>
- For undergraduate summer session: May 1<sup>st</sup>
- For the January semester/trimester: October 15<sup>th</sup>
- For the April trimester: Feb 1<sup>st</sup>
- For the July trimester: May 1<sup>st</sup>

## Student services

### Facilities

- Rio Hondo Campus for Undergraduate studies.
- Santa Teresa Campus for Graduate studies.
- Campus-wide wireless internet access.
- Computer Center with over 200 computers for general student use.
- Engineering Laboratories with state-of-the-art equipment.
- Libraries meeting US Library Association standards for university libraries, with a capacity for 700 persons.
- Over 400,000 volumes, periodicals and subscriptions, inter-library loan services and numerous electronic resources.
- Career Development and Service Center with job listing from top Mexican organizations in the public and private sectors.
- CARLE self-access language center facilitates Spanish language learning.
- Finance laboratory with specialized data bases.
- Basketball, gym, soccer, volleyball and other activities coordinated by ITAM Athletics Departments at the Río Hondo campus.
- Physicians on duty from 7:00 a.m. to 8:00 p.m. daily.
- Free shuttle-buses between campuses and from Río Hondo campus to two metro stations.

### Student Organizations

- Undergraduate student associations in a large variety of activities.
- Volunteer organizations: *ALCANCE*, *ENLACE RURAL*.
- Businesspersons' organization, *AIESEC*, *ITAM Música*, Theatre Workshop, Center for Access to Justice, etc.

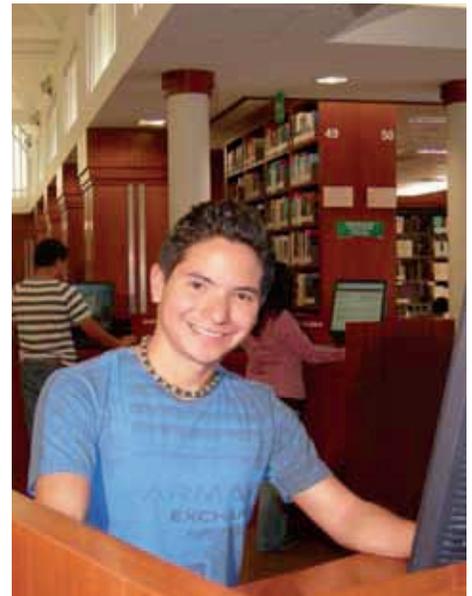
### Internships/Career Services

- Internships are not part of the general Mexican culture but our career services centers compile information on these types of opportunities. Labor laws in Mexico make it difficult for international students to be paid, but the new immigration procedures allow paid internships with some restrictions. Exchange students may consult the offers at Career Services Centers while they are enrolled at ITAM.
- ITAM has two career services centers—one for graduates and one for undergraduates. All exchange students are welcome to use these services. Continued career services are not available to exchange alumni.

### Exchange Services

The Office of Academic Exchange, with three full-time employees and an average of six student workers, handles all information and processes for incoming and outgoing exchange students, including.

- All admissions and enrolment services for international exchange and visiting students.
- Accommodation services: although ITAM does not own or operate student residences, the Academic Exchange Office secures information on student residences and makes offers of accommodation to all exchange students. Accommodation is generally located within walking distance of campus or metro stations serviced by the ITAM shuttle buses.
- Orientation and Counseling: International students are given the information (in writing and in the welcome session) and assistance regarding administrative procedures and general cultural issues in Mexico.
- Buddy Program: ITAM students, with guidance from the exchange office, organize the reception of and activities for incoming exchange students, further enhancing the integration of the exchange students into Mexico and ITAM.
- Excursions each semester. Exchange students may purchase a package of excursions to selected destinations and events in and outside of Mexico City.



### Contact Information

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[www.itam.mx](http://www.itam.mx)

[www.intercambio.itam.mx](http://www.intercambio.itam.mx)

### School Address

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