

# EXCHANGE AND STUDY ABROAD PROGRAM: GRADUATE STUDENTS FACT SHEET



Universidad de los Andes School of Management (UASM) is AACSB, EQUIS and AMBA accredited, and it is the only school in Colombia with the triple international accreditation. Currently, it is recognized as one of the leading schools of management in Latin America. It has a consolidated program portfolio at the undergraduate (Management and International Accounting) and graduate levels (PhD in Management, Master of Science in Management, MBA, Master in Finance, Master in Marketing, Master in Environmental Management and Master in Development Practice), which are complemented by a series of high-quality and long-standing Executive Education programs.

## Address

Universidad de los Andes  
Carrera 1 No. 18A-10  
Zip Code: 111711  
Bogotá, Colombia

## Telephone:

57-1-3324548

## Fax

57-1-3324548

## Universidad de los Andes Web page:

[www.uniandes.edu.co](http://www.uniandes.edu.co)

## Web page for international students:

<http://internationalstudents.uniandes.edu.co>

## UASM Web page:

<https://administracion.uniandes.edu.co/index.php/es/>

## UNIANDES STUDENT MOBILITY OFFICE

(In charge of counseling and support services for international students)

### Head of the Office

Yadira Mogollon

Head of Student Mobility - Responsible for incoming students

Email: [oeo@uniandes.edu.co](mailto:oeo@uniandes.edu.co)

Telephone: 571-3394343 Ext. 2232

## UASM Associate Dean's Office for Academic Affairs

(Responsible for academic issues for incoming and outgoing master students)

### Coordinator

Catalina Rodríguez

Academic Programs Coordinator

Email: [catal-ro@uniandes.edu.co](mailto:catal-ro@uniandes.edu.co)

Telephone: 571-3394949 Ext. 3996

## NOMINATION / APPLICATION PROCEDURE

### NOMINATION AND APPLICATION DEADLINES

	Nomination by home institution	Application deadline	Admission notification
Spring semester	October 1	October 15	November 15
Summer term	March 11	April 1	April 29
Autumn semester	April 15	May 1	June 1

### NOMINATION PROCEDURE

The home institution must fill out the following [online nomination form](#)

## APPLICATION PROCEDURE

Nominated students must fill out the [Exchange students application form](#), in order to provide specific information required by the School. Additionally, nominated students must send all the required documents by email to **Yadira Mogollon (Head of Student Mobility)**.

### Required documentation:

1. Filled online application forms.
2. Passport copy (main page with photo). If you are a Colombian national, you **MUST** send a copy of your “Cédula de Ciudadanía” and **MUST** enter the country as a Colombian citizen.
3. Updated resume (PDF format).

4. Original transcripts of the courses the student has taken during his current academic program (PDF format).
5. List of the courses in which the student is currently enrolled at the home institution.
6. A letter from a Spanish teacher stating the language proficiency: desired B2 according to the CEFR.
7. An essay in Spanish explaining the reasons why the student wants to study at UASM (max. 1000 words).
8. A passport size photo with a white background (attached in gif or jpg format).

To be considered in the selection process, exchange students

must submit **ALL** the above listed documentation. Candidates with incomplete documentation will not be considered in the selection process.

*\*Please use Firefox or Google Chrome to fill out the form*

## REQUIRED WORK EXPERIENCE

Master in Finance  
Master in Marketing  
Master in Environmental Management  
Master in Development Practice

**2 years**

Part-time MBA

**4 years**

Full-time MBA

**3 years**

Exchange students without work experience will be accepted in the Master of Science in Management and in upper-division undergraduate courses, if they comply with all the program and course prerequisites.

## ACADEMIC INFORMATION

### ACADEMIC CALENDAR

The Academic Calendar is available here: <https://decanaturadeestudiantes.uniandes.edu.co/index.php/es/international-students/calendario>



### LANGUAGE(S) OF INSTRUCTION

Most of Uniandes courses are taught in Spanish. **A letter from a Spanish teacher confirming the B2 level, according to the CEFR is desirable.**

Coursework and readings for courses may be in English; therefore students should have a good command of this language.

All the International Summer School courses are taught in English.





## IN WHICH SPECIFIC AREAS DOES UASM OFFER COURSES TO EXCHANGE STUDENTS?

Students can take courses in any undergraduate or graduate program offered by Uniandes departments, except Medicine.

Please check out the following links to see the course catalogue of UASM masters:

It is important to remember that the University and the School apply the "first come, first served" rule. If they do not register on time, it will be difficult to find places on the courses of their choice.

[Full-time MBA](#)

[Part-time MBA](#)

[Master in Finance](#)

[Master in Marketing](#)

[Master in Development Practice](#)

[Master in Environmental Management](#)

[Master of Science in Management](#)  
(Research oriented program)



## COURSE METHODOLOGY

The course methodology is based on lectures, readings, case studies, class participation and self-study. Students are expected to attend all lectures, to complete all course-related assignments and readings, and to sit exams in order to receive a course grade.

### RECOMMENDED WORKLOAD

Graduate students should register a minimum of 3 and a maximum of 6 courses; **70% of registered credits must belong to UASM graduate programs.**

1 credit is equivalent to 12 contact hours and 36 hours of individual work.

Students should follow the minimum requirements of their home university.

### POLICIES AND REGULATIONS

All international students should follow our academic rules and regulations:

<http://secretariageneral.uniandes.edu.co/index.php/es/component/content/article/11-asuntos-estudiantiles/24-reglamentos-estudiantiles>

Attendance to class is mandatory. Students must attend a minimum of 80% of the classes.

### SPANISH COURSES

A 3-credit Spanish course is offered to all international students; if students want to enroll, they must take the University language classification exam (written and oral).

There is also an intensive 3 week Spanish program, free of charge for exchange students during July.

For more information visit: <http://ele.uniandes.edu.co/>

### GRADING

The grading scale used at Uniandes ranges from 1.5 to 5.0; being 5.0 outstanding. Students fail the course with a grade under 3.0.



Pass or Fail (P - F): These grades apply for the courses that receive non-numeric grades. The credits for courses that are approved will not be taken into consideration in the calculation of semester average or grade point average; these courses might count as graduation requirements.

### SPORTS CLASSES

Students can also register for sports classes if desired. It is important to know that each class is equivalent to 1 credit, and will be graded on the pass or fail basis.

Students can freely practice sports in the facilities according to the policies established. Check the list of courses: <http://decanaturadeestudiantes.uniandes.edu.co/index.php/es/clases-abiertas>

# GENERAL INFORMATION

## ORIENTATION PROGRAM

Universidad de los Andes has a three-day orientation program on Wednesday, Thursday and Friday of the week before the beginning of classes. The orientation program for international students is mandatory (dates are posted in the Academic Calendar).

## "HERMANOS SIN FRONTERAS"

"Hermanos sin fronteras" is a group of students willing to help international students through the exchange experience. Please join their Facebook webpage.

## AIRPORT PICK-UP SERVICES

The University can arrange a taxi to pick students at the airport if the service is requested at least a week in advance.

The cost of this service will be paid by the **international student directly**.

## HEALTH INSURANCE

Students **must have** an international health insurance with a wide health and dental coverage.

## HOUSING

Each student is responsible for arranging his/ her own housing.

Universidad de los Andes offers on and off campus accommodation. It will also provide a list of housing possibilities.

For more information please visit: <https://decanaturadee-estudiantes.uniandes.edu.co/index.php/es/international-students/housing>

## LIVING EXPENSES

Living expenses: between 1.700.000 – 4.000.000 Colombian pesos (COP) per month according to their living standards.

Housing \$700.000 - \$2.000.000 per month

Public Transportation \$100.000 per month

Food \$1.000.000 per month

Entertainment \$500.000

Other \$500.000

## VISA INFORMATION

Depending on the length of the stay and the nationality, students will have to do one of the following process:

**Student Entry Permit (PIP2):** Receive a passport stamp at the immigration point. It is given to:

- Students, whose nationality does not require a tourist visa, coming for less than 180 days when they hand in the admission letter to the immigration officer at the airport.
- This permit is valid for 90 days, and students have to renew it at Migración Colombia for another period 3-month period.

### Student Visa:

- Students coming for more than 180 days have to get their student visa before arriving to Bogotá
- Students coming for less than 180 days and whose nationality requires a tourist visa to enter Colombia:

To check if students need a visa to enter Colombia, please visit:

[http://www.cancilleria.gov.co/sites/default/files/tramites\\_servicios/visas/cuadro-visas-paises.pdf](http://www.cancilleria.gov.co/sites/default/files/tramites_servicios/visas/cuadro-visas-paises.pdf)

Students must send us a scanned copy of their PIP2 or their visa once they receive it.

**STUDENTS WILL NOT BE ABLE TO START CLASSES WITHOUT THE CORRECT ENTRY PERMIT OR VISA.**

Please note that if you are Colombian, you **MUST** enter the country as a Colombian citizen.

## INFORMATION ABOUT BOGOTA AND COLOMBIA:

<http://www.colombia.travel/en>

<http://www.lurebogota.com/en/>

<http://bogota.gov.co/>

