

**UNIVERSIDAD DE LOS ANDES
SCHOOL OF MANAGEMENT (UASM)**

**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.

University Address

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

Telephone: 57-1-3324548

Fax: 57-1-3324548

University website:

www.uniandes.edu.co

International Students website:

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

School of Management (UASM) website:

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

CONTACTS

UNIANDES STUDENT MOBILITY OFFICE

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

Head of the Office

Yadira Mogollón

Incoming Students Coordinator

Anderson Henao

Email: oiaincoming@uniandes.edu.co

Telephone: 571-3394949 Ext. 2130

UASM ACADEMIC SERVICES CENTER

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

Head of the UASM Academic Services Center

Catalina Rodríguez

Incoming Students Coordinator

Juan Riaño

Email: csa.adm@uniandes.edu.co

Telephone: 571-3394949 Ext. 2343

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](#)

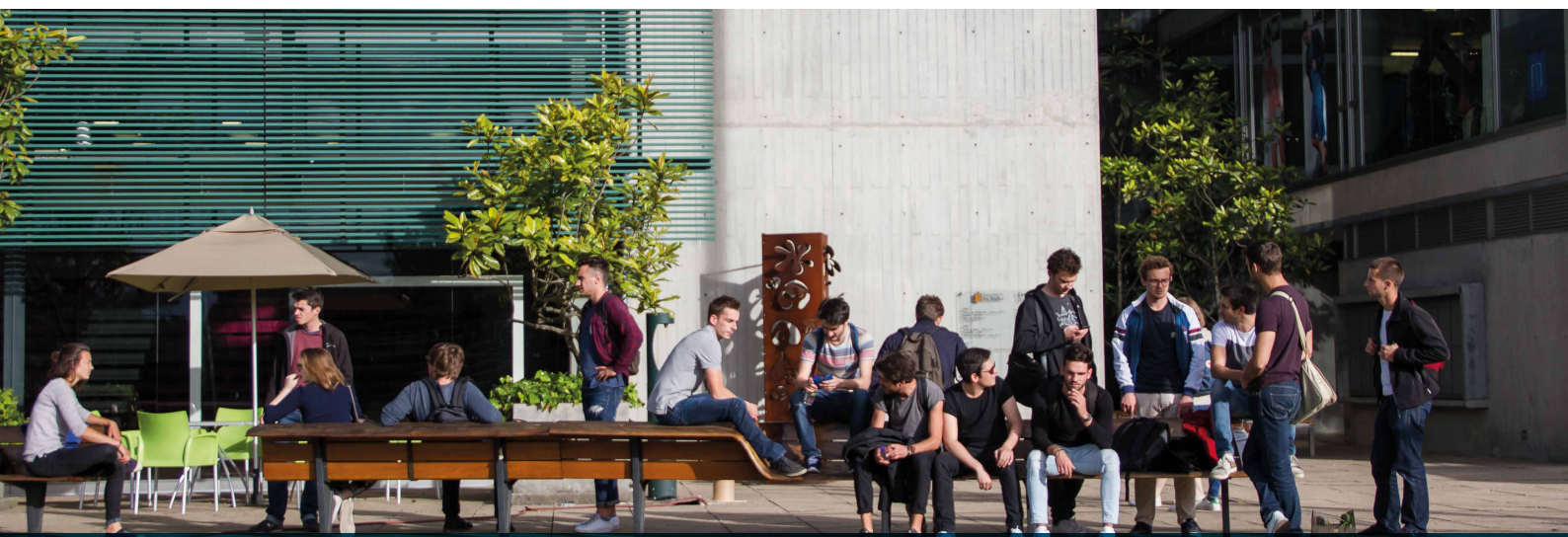
APPLICATION PROCEDURE

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 Anderson Henao (**Incoming Students Coordinator**) oiaincoming@uniandes.edu.co

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.



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.

COURSES

Students can take courses in any undergraduate or graduate program offered by Uniandes departments, except Medicine, and as long they comply with all the program and course prerequisites.

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

Academic Programs	Required Work Experience
Full-time MBA	3 years
Part-time MBA	4 years
Master in Finance	2 years
Master in Marketing	2 years
Master in Development Practice	2 years
Master in Environmental Management	2 years
Master of Science in Management (Research oriented program)	0 years
Other Uniandes Programs	0 years

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.

REQUIRED WORK EXPERIENCE

UASM MBA students have an average of 5 years of work experience (minimum of 3 years). As part of class participation and course work, students are expected to draw on these experiences as they relate to course subject matter. As such, we expect partners to nominate students who will be able to perform at this level and who will not be at a disadvantage compared to their classmates.

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 course prerequisites.

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

COURSE LOAD AND CREDITS

Graduate students should register a minimum of 3 and a maximum of 6 courses; **70% of registered credits must belong to UASM graduate programs** (Full-time MBA, Master in Finance, Master in Marketing, Master in Environmental Management, Master in Development Practice, Master of Science in Management). 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>

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.

Excellent	5.0 – 4.50
Very Good	4.49 – 4.00
Good	3.99 -3.50
Fair	3.49 – 3.00
Poor	2.99 – 2.00
Failure	1.99 – 1.50

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

The [Handbook for International Students](#) provides detailed information about the topics that international students need to consider before and during their stay in the country. Some of the topics featured in the handbook are mentioned below.

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. It is highly recommended that international students 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

Uniandes University Housing offers lodging services for all members of its community on Torre Seneca, a 26-story tower located in front of the Universidad de los Andes, which offers 628 rooms distributed in apartments of 1, 2 and 4 rooms.

The apartments are fully furnished with: bed, mattress, desk, chair, closet and bookshelf; common areas of the apartment are furnished with dining table, mini fridge, microwave oven, induction stove. Throughout the tower, there are 7 study halls and entertainment rooms exclusively for our residents.

For more information please visit:

<https://vivienda.uniandes.edu.co/index.php/international>

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 (PIP): A passport stamp given at the immigration point 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:

https://www.cancilleria.gov.co/sites/default/files/tramites_servicios/visas/paises_a_los_cuales_colombia_exige_visa_08.abril_2017.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.

LIVING EXPENSES AND INFORMATION ABOUT BOGOTÁ - COLOMBIA

Living expenses: between \$550 - \$1350 USD per month according to their living standards.

- Housing \$250 - \$650 per month
- Public Transportation \$30 per month
- Food \$ 330 per month
- Entertainment \$ 150
- Other \$ 150

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

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

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

<http://www.procolombia.co/en>