



# BIENVENIDOS



## CICLO ESCOLAR OTOÑO

Information for  
international  
exchange  
students





Estimado estudiante de movilidad académica:



Queremos darte una cordial bienvenida a la Universidad de Quintana Roo, que es a partir de hoy tu casa en el Sureste Mexicano. Aquí te recibe con los brazos abiertos un gran equipo humano de profesores, profesoras y colaboradores de la administración universitaria que están listos para apoyarte durante tu estancia en todo lo que pudieses necesitar. Todos en nuestra Institución nos sentimos honrados de que nos hayas elegido para cursar un periodo de tu carrera y ser parte de la gran familia UQROO.

Durante tu estancia aprenderás sobre nuestra universidad y la cultura regional; estamos seguros que tomarás esta experiencia como una gran oportunidad para crecer tanto académica como personalmente. Si tienes alguna duda sobre tu intercambio, las costumbres o prácticas culturales de la región contacta al personal de Cooperación Académica; ellos se encuentran en la mejor disposición de apoyarte en todo lo que necesites para que tu estancia sea grata y edificante.

Te invitamos a conocer a tus profesores de la Universidad. Ellos complementarán tu experiencia mediante tutorías y asesorías académicas. Siéntete en la libertad de acércate a ellos en el momento que así lo decidas.

Estamos emocionados de recibirte y valoramos que compartas tus experiencias y expectativas con nosotros. Tu presencia en el campus contribuirá significativamente a reforzar el intercambio cultural y académico en la comunidad universitaria.

Bienvenido y te deseamos una exitosa estancia.

Atentamente

Fructificar la razón: trascender nuestra cultura

Mtro. Ángel Ezequiel Rivero Palomo

Rector

Dear exchange students,



We would like to cordially welcome you to the University of Quintana Roo. Please consider us now your home in Southeastern Mexico. Here you will be received with open arms by our team of professors and administrative university coordinators, who are ready to assist you with everything and anything you will need during your stay. We are honored that you have chosen to pursue your studies in our institution and become a part of the UQROO family.

During your stay, you will learn about our university and local culture; we are certain that you will take this experience as a great academic and personal opportunity. If you have any questions concerning your exchange, or the regional customs or traditions, feel free to contact the personnel at Cooperación Académica; they are best qualified to help you with all your needs in order to make your stay a memorable and significant one.

We invite you to get to know your professors. They will offer their valuable experience through tutorships and academic assistance which you can feel free to seek at your own convenience.

We are excited to receive you, and we appreciate that you share your experiences and expectations with us. Your presence on campus significantly contributes to enhance our university's intricate cultural and academic community.

Welcome, and we hope you will have a phenomenal stay with us!

Cordially,

Fructificar la razon : trascender nuestra cultura

Angel Ezequiel Rivero Palomo

President

Chers étudiants en mobilité académique,



Nous voulons vous souhaiter la bienvenue à l'Université de Quintana Roo, qui est, à partir d'aujourd'hui, votre maison dans le Sud Est mexicain. L'équipe de professeurs et collaborateurs administratifs de l'Université vous recevra les bras grands ouverts, et sera disponible pour vous aider à tout moment, pendant la durée de votre séjour. Nous sommes tous honorés que vous ayez choisi notre Université pour réaliser une partie de vos études et faire ainsi partie de la grande famille de l'UQROO.

Pendant votre séjour, vous apprendrez beaucoup sur notre Université et la culture de la région; nous sommes persuadés que vous profiterez de cette expérience et de cette grande opportunité qui vous est donnée, pour vous développer, tant au niveau académique que personnel. Si vous avez des questions ou des doutes sur votre programme d'échange, les coutumes ou pratiques culturelles de la région, n'hésitez pas à prendre contact avec le personnel de la Coopération Académique (Cooperación Académica); eux, ils sont le mieux disposés pour vous aider quelque soit votre besoin, pour que votre séjour vous soit le plus gratifiant possible.

Nous vous invitons à rencontrer tous les professeurs de l'Université. Ils bonifieront votre expérience à l'aide d'heures de tutorats personnalisés. N'hésitez pas à vous rapprocher d'eux dès que vous en aurez besoin.

Nous sommes vraiment enchantés de vous accueillir et que vous partagiez avec nous, vos expériences et attentes à propos de votre séjour. Votre présence sur le Campus contribuera significativement à renforcer les échanges culturels et académiques dans la communauté universitaire.

Nous vous souhaitons encore une fois la bienvenue, et nous espérons que vous y passerez un excellent séjour parmi nous.

Cordialement,

Fructificar la razón : trascender nuestra cultura

Angel Ezequiel Rivero Palomo

Recteur



# MIGRATORY PROCESSES

If you are an undergraduate or graduate international visitor and go to study in Mexico you are required to apply for a student visa at the Consulate of Mexico in your country. Citizens of certain countries do not need a visa if they are to stay in Mexico less than 180 days. For more information you can visit [www.sre.gob.mx](http://www.sre.gob.mx) or [www.inm.gob.mx](http://www.inm.gob.mx).

As you board the plane to travel to Mexico you should carry a folder containing the following documents that you'll need to present to the immigration officer at the port of entry:

- Valid passport
- Student visa
- Letter of Acceptance from UQROO
- International Health Insurance
- Evidence of financial support (Grant, statement of account, etc.)

**Note:** Certain items are forbidden from entering the country such as controlled drugs, firearms, animals and certain animal products. For more information see: [www.inm.gob.mx](http://www.inm.gob.mx)

Have in mind that if you discontinue your courses this may result in the termination of your student visa.

As an international student you cannot work in Mexico.

If travelling with prescription drugs keep them in their original packaging. Chances are if you take them out of their packaging customs might confiscate them.



# ACADEMIC INFORMATION



## 1. CLASS REGISTRATION

### CONSTANCIAS DE CALIFICACIONES

Student Services department is responsible, among other things, for giving you a username and password so you can access the SISTEMA DE ADMINISTRACIÓN ESCOLAR (SAE). On the SAE website you can get information from the list of available courses with their schedules and their descriptions (by clicking the consultation tab), you can also see your grades at the end of the cycle, and also register your classes at the beginning of cycle.

Visiting students must register at least 3 courses that give credits during the cycle.

Finally, we must notify you that your school will receive a list of your complete grades (completed courses) even if there are failed courses.



## 2. STUDENTS IDs

The Student Services Department will issue the IDs of incoming students once your registration is completed. This ID will be useful for university services and to obtain discounts on bus tickets in holiday season.



## 3. CLASS SCHEDULES

### EXAMPLE:

Materia	AD-123	MATEMÁTICAS I
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Sección DCI0101    Docente JAVIER GARCIA GUZMAN    Tipo ORD    Cupo 30    Inscritos 17

Lunes	Martes	Miércoles	Jueves	Viernes	Sábado
09:00-11:00/005	09:00-11:00/005	09:00-11:00/005	09:00-11:00/005		

The information of the course presented in the given example is as follows:

- AD-123 = Course code
- DCI0101 = This course belongs to the Science and Engineering Division from first semester and section (group) 01
- Classroom = The number of the classroom is right after the class hours (/005)





#### 4. SCHOOL CALENDAR

Visit [www.uqroo.mx](http://www.uqroo.mx) for information about the main dates and events of our university.



#### 5. LODGING, FOOD AND CLOTHING

Take into account that the Chetumal Campus does not have student residences or villas. However, there are several rental options for furnished houses and apartments. This option allows you to consider sharing the cost of rent and services with other visiting exchange students. The Academic Cooperation Department has no furniture, electrical appliances nor utensils for your home that we can lend you so we suggest you find a place that includes everything you may need.

People whom you rent from may ask you for a “deposit” or even to sign a contract to guarantee the income, so you should consider it in your lodging expenses.

The Chetumal Campus has a cafeteria that opens all week from Monday to Saturday except for holidays. It handles two types of menus, a healthy one and another one based on “antojitos” which is a Mexican type of fast food.



In the city of Chetumal there are several supermarkets for you to shop at, you can take a taxi or minibus/kombi, the price is affordable.



### ***Weather and clothing:***

Chetumal is at sea level. The weather is hot and humid most of the year and the rainy season goes from May to November. We recommend you bring light and comfortable clothes and a jacket or sweater for when the temperature goes down at the end of the year.



## **6. CONNECTIONS/CONTACT**

### ***Email***

If you require an institutional email account, you will need to request it at the Information, Technology and Communication Centre (CTIC) during office hours which are Monday to Friday from 9 am to 5 pm .

### ***Phone***

You can buy a low-cost cell phone or a chip with a local number and get an additional pre-paid credit card. Most people that use this service choose to do it with Telcel or Movistar (mobile phone operators).

A good choice for domestic and international calls is Skype, international calling cards are usually more expensive.

### ***Internet***

Internet access is free for all students and exchange UQROO visitors.

Most buildings on campus have access to internet.



Cyber Jardín



### **Computers**

If you don't own a laptop, you can request a desktop computer to use at the Library on service hours. (Monday to Friday from 7:00 am to 10:00 pm and Saturday from 9:00 am to 2:00 pm).



### **Newspapers and online information in Chetumal**

The following links are from local newspapers:

- Diario de Quintana Roo:  
[www.dqr.com.mx/](http://www.dqr.com.mx/)
- Novedades de Quintana Roo:  
<http://sipse.com/novedades/>
- El Quintanarroense:  
<http://www.elquintanarroense.com>
- Por Esto! De Quintana Roo:  
<http://www.poresto.net/quintanaroo.php>



#### 4. HEALTH AND SECURITY

It is mandatory for all exchange students to have a national health insurance (IMSS, ISSSTE or a valid alternative) or international health insurance (that includes repatriation of remains). This requirement is indispensable for enrollment; there will be no exceptions.

National students should notify the medical clinic of their city that they will be away during the school year. When arriving to Chetumal, national students should go to IMSS or ISSSTE to notify them that they will be here during the school year in order to receive timely medical service.



If you are an international student consult the Office of Student Mobility at UQROO for the options to acquire health insurance. When arriving to Chetumal, you should go to the medical clinic to get informed of the procedure in case you need medical care. Do it, even if you are not ill at the time.

##### **In case of serious illness or accident:**

1. Contact the emergency services.
2. Warn, as soon as possible, the Academic Cooperation Department: [karencervantes@uqroo.edu.mx](mailto:karencervantes@uqroo.edu.mx) or [mcanales@uqroo.edu.mx](mailto:mcanales@uqroo.edu.mx)
3. When you arrive please provide contact details of your closest family members and a copy of your health insurance policy.

Take into account that we need to stay in touch to help you timely if you need it.



Take into account that private medical service is expensive in Mexico and your insurance may not cover the full costs. We recommend you to read carefully the benefits and your insurance policy before you arrive and to take the appropriate considerations.

In Mexico, the sale of some medicines require a prescription. If you are under a medical treatment it is necessary for you to bring the prescription.

Read carefully the information of your insurance to know the costs of the medicines. Some companies do not cover 100% of the total cost or you must pay the deductible.

If you require medical care on weekends or holidays, and your problem is not serious, you can go to the "ER" (Emergency Room) at IMSS or ISSSTE if you're a national student or you can go to the Cruz Roja or the General Hospital if you are an international student.

We recommend you see your doctor before traveling to Mexico in order to get the most important vaccines if they are needed. For more information, check the website of the Secretary of Health: <http://portal.salud.gob.mx/>

We also suggest you bring a copy of your medical and vaccination history.







## 8. CULTURAL ACTIVITIES AND SPORTS:

At UQROO Chetumal we have the following sports and cultural activities that you can take as supplementary school subjects.

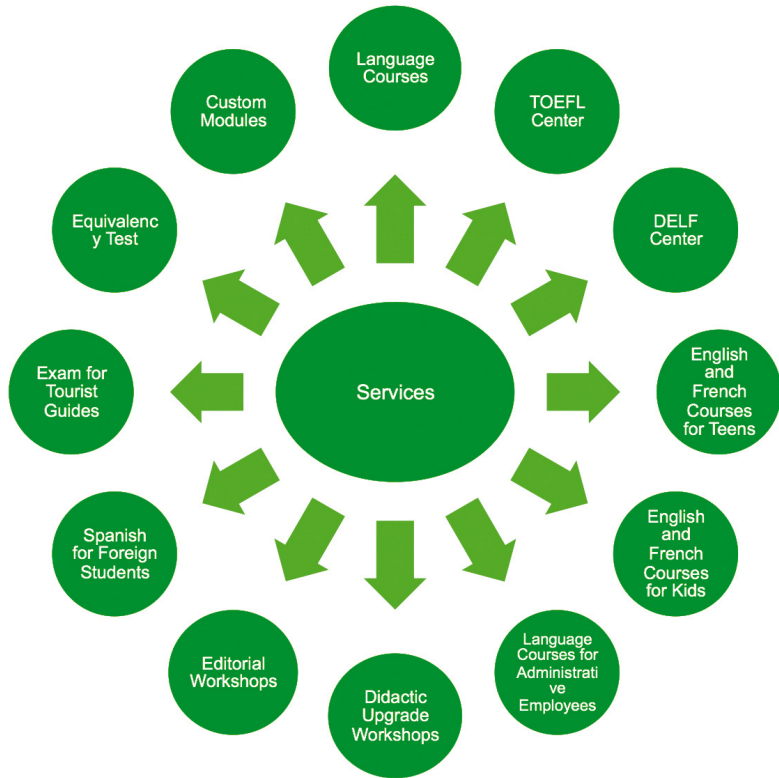
- **Sports:** Tae Kwon Do, soccer, baseball, volleyball, basketball, swimming, softball, athletics, chess, cheerleading, aerobics, soccer, women's soccer, weightlifting, marching band and escort, full contact, martial arts, aerobics, water polo, archery, zumba and flag football.
- **Cultural Activities:** Folk dance, plastic arts, literary, theater, radio production, Caribbean dance, choral group, Caribbean music and jazz, ballet, piano and modern guitar

## 9. LANGUAGE CENTER

Our University has a Language Center where courses of English, French, Italian, Mayan, Spanish as a Foreign Language, German and Chinese are provided. It has a Self-Access Center with the following services:

- Personal Extra-Help
- Speaking sessions
- An area with interactive computer programs to practice the language learned.
- A library area with books in the different languages taught.
- A karaoke area where students can sing in order to improve their pronunciation skills in different languages.







## 9. INTERCULTURAL STUDIES CENTER (CENEI)

This area focuses on providing help to indigenous students. It is responsible of improving the academic areas and services of the University.



CENEI has the following services:

- Tutorials
- Academic advisors program
- Support in the management of scholarships and administrative procedures
- Courses, postgraduate courses and seminars:
- Help courses
- Diplomas and Seminars
- Teambuilding Activities
- Help students to present community projects to outside institutions.
- Interculturality

# ADDRESS BOOK:

## **CHETUMAL CAMPUS**

### ***Academic Cooperation Department***

Phone: 983 8350300 ext. 393 & 394

#### ***Director***

Lorena Careaga Viliesid

[lcareaga@uqroo.edu.mx](mailto:lcareaga@uqroo.edu.mx)

#### ***National Mobility***

Elena Ríos Rejón

Mónica Alicia Canales Basso

[leriosr@uqroo.edu.mx](mailto:leriosr@uqroo.edu.mx)

[mcanales@uqroo.edu.mx](mailto:mcanales@uqroo.edu.mx)

#### ***International Mobility***

Aldo Ramón Alonso Serrato

Karen Judith Cervantes Collí

[aalonso@uqroo.edu.mx](mailto:aalonso@uqroo.edu.mx)

[karenc@uqroo.edu.mx](mailto:karenc@uqroo.edu.mx)

#### ***Academic Mobility in Cozumel Campus***

Héctor Zacarías Zagoya

Phone: 01 987 872 9000 ext 719

[hzacarias@uqroo.edu.mx](mailto:hzacarias@uqroo.edu.mx)

#### ***Academic Mobility in Playa del Carmen Campus***

José Martin Couoh Pérez

Phone: 01 984 877 3460 ext 1007

[cmartin@uqroo.edu.mx](mailto:cmartin@uqroo.edu.mx)

## **DEPARTMENT OF STUDENT WELFARE**

María de Guadalupe Cuellar Espadas

Phone: 983 8350300 ext. 176 y 179

[guacue@uqroo.edu.mx](mailto:guacue@uqroo.edu.mx)

#### ***Culture and Sports***

M.C.: Gretty Yulisie Castillo Canul,

Phone: 01 983 83 50300 ext. 353

[gretty@uqroo.edu.mx](mailto:gretty@uqroo.edu.mx)

#### ***Head of Sports Area***

Lic. José Gilberto Aguilar Cano

[jcano@uqroo.edu.mx](mailto:jcano@uqroo.edu.mx)

#### ***Integral Health***

ME Lila García Álvarez

Phone: 01 983 83 50300 ext. 348

[lila@uqroo.edu.mx](mailto:lila@uqroo.edu.mx)

#### ***Medical and Psychological services:***

**Phone:** 01 983 8350300 ext. 254



Andrés Saturnino Villalobos Aguilar  
**Medical Unit at UQROO**

[villalo@uqroo.edu.mx](mailto:villalo@uqroo.edu.mx)

María Georgina Buendía Cobos  
**Psychologist**

[mbuendia@uqroo.edu.mx](mailto:mbuendia@uqroo.edu.mx)

**ACADEMIC SERVICE DEPARTMENT**  
**Servicios Escolares**

Elda Teresa de Jesús Fabro Pacheco  
Phone: 983 8350300 ext. 118

[eldfabro@uqroo.edu.mx](mailto:eldfabro@uqroo.edu.mx)

**LANGUAGE CENTER**

Ana Bertha Jiménez Castro  
**Coordinator**

Phone: 983 8350312 y 983 8350305

[anajim@uqroo.edu.mx](mailto:anajim@uqroo.edu.mx)

**LIBRARY**

Daniel Vargas Espinoza  
**Head of the Library**

Phone: 01 983 83 50300 ext. 155  
Monday – Friday: 7:00 a.m. to 10:00 p.m.  
Saturdays: 9:00 a.m. to 2:00 p.m.

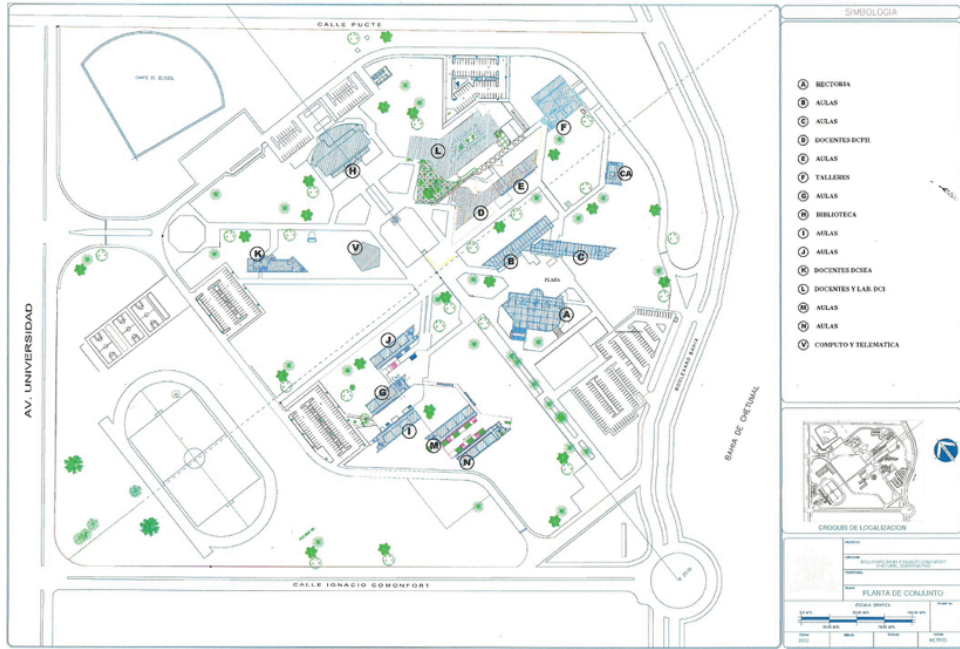
[dvargas@uqroo.edu.mx](mailto:dvargas@uqroo.edu.mx)

## Emergencies:



Emergencies:  
Public Security:  
Red Cross - Independencia Avenue.  
General Hospital- Andrés Quintana Roo Avenue.  
IMSS: - Adolfo López Mateos Avenue  
Migration Office:

066  
983 8321500  
983 8320571  
983 8321932  
983 8321999  
983 8350012



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