## GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Role</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL DIRECTOR:</strong></td>
<td>DRA. YOLOXÓCHITL BUSTAMANTE DIEZ</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>Instituto Politécnico Nacional (IPN), Av. Luis Enrique Erro S/N, Unidad Profesional Adolfo López Mateos, Col. Zacatenco, Delegación Gustavo A. Madero, C.P. 07738, México, Distrito Federal.</td>
</tr>
<tr>
<td><strong>Telephone:</strong></td>
<td>+52 (55) 57.29.60.00 Ext. 58028</td>
</tr>
<tr>
<td><strong>INTERNATIONAL RELATIONS COORDINATOR:</strong></td>
<td>Ph. D. ENRIQUE DURÁN PÁRAMO</td>
</tr>
<tr>
<td></td>
<td>Coordinator for Academic Cooperation (IPN’s International Office)</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>Coordinación de Cooperación Académica del Instituto Politécnico Nacional, Unidad Profesional “Adolfo López Mateos”. Edificio de la Secretaria de Extensión e Integración Social, Primer piso, Av. Juan de Dios Bátiz s/n, esq. Luis Enrique Erro, Colonia Zacatenco, C.P. 07738, México, Distrito Federal</td>
</tr>
<tr>
<td><strong>Telephone:</strong></td>
<td>Tel.: +52 (55) 57.29.60.00 ext. 58028.</td>
</tr>
<tr>
<td><strong>E-mail:</strong></td>
<td><a href="mailto:cca@ipn.mx">cca@ipn.mx</a></td>
</tr>
<tr>
<td><strong>RESPONSIBLE OF STUDENT EXCHANGE PROGRAM:</strong></td>
<td>MSc. DYNORA VÁZQUEZ GURROLA</td>
</tr>
<tr>
<td></td>
<td>Head of National and International Affairs Division</td>
</tr>
<tr>
<td><strong>E-mail:</strong></td>
<td><a href="mailto:dvazquezg@ipn.mx">dvazquezg@ipn.mx</a></td>
</tr>
<tr>
<td><strong>Telephone:</strong></td>
<td>Tel.: +52 (55) 57.29.60.00 ext. 46029.</td>
</tr>
<tr>
<td><strong>INCOMING EXCH. STUDENTS OFFICER:</strong></td>
<td>B.A. MERHLE PALMA AGUILAR</td>
</tr>
<tr>
<td></td>
<td>Head of Promotion of Cooperation and Internationalization Department</td>
</tr>
<tr>
<td><strong>E-mail:</strong></td>
<td><a href="mailto:mpalmaa@ipn.mx">mpalmaa@ipn.mx</a></td>
</tr>
<tr>
<td><strong>Telephone:</strong></td>
<td>+52 (55) 57 29 6000 ext. 46004</td>
</tr>
<tr>
<td><strong>Web Page:</strong></td>
<td><a href="http://www.cca.ipn.mx">www.cca.ipn.mx</a></td>
</tr>
</tbody>
</table>
| TYPES OF EXCHANGE | Undergraduate: 1. Taking academic courses  
Graduate: 2. Taking academic courses 3. Research Stays |
| LANGUAGE: | Almost all our courses are offered in Spanish  
The academic offer in English is limited, please go to [http://www.cca.ipn.mx/internacional/oferta/oferta.html](http://www.cca.ipn.mx/internacional/oferta/oferta.html)  
[www.cca.ipn.mx](http://www.cca.ipn.mx)  
Undergraduate: [http://www.ipn.mx/educacionesuperior/Paginas/inicio.aspx](http://www.ipn.mx/educacionesuperior/Paginas/inicio.aspx)  
Graduate MSc. Programs: [http://www.ipn.mx/posgrados/Paginas/Maestrias.aspx](http://www.ipn.mx/posgrados/Paginas/Maestrias.aspx)  
Graduate PhD. Programs: [http://www.ipn.mx/posgrados/Paginas/Doctorados.aspx](http://www.ipn.mx/posgrados/Paginas/Doctorados.aspx) |
| ACADEMIC OFFER | Courses: One or two semesters  
Research Stays: from 3 to 6 months |
| EXCHANGE PERIODS | Period 1  
January to June  
Mid January  
1 week of April, and 3 weeks in July  
Last Week of June  
Period 2  
August to December  
Last week of July  
2 weeks in December and 2 weeks in January  
2nd Week of December |

**APPLICATION INFORMATION**

<table>
<thead>
<tr>
<th>DEADLINES</th>
<th>Period 1</th>
<th>Period 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar</td>
<td>January to June</td>
<td>August to December</td>
</tr>
<tr>
<td>Deadline for Exchange Applications</td>
<td>November 1st</td>
<td>May 15th</td>
</tr>
<tr>
<td>Lifetime of benefits</td>
<td>January to June (5 months)</td>
<td>August to December (5 months)</td>
</tr>
<tr>
<td>Orientation Session</td>
<td>Mid January</td>
<td>Last week of July</td>
</tr>
<tr>
<td>Vacations</td>
<td>1 week of April, and 3 weeks in July</td>
<td>2 weeks in December and 2 weeks in January</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Last Week of June</td>
<td>2nd Week of December</td>
</tr>
<tr>
<td>Process</td>
<td>Exchange Students</td>
<td>Nomination Process</td>
</tr>
<tr>
<td>---------</td>
<td>------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>1.</td>
<td>The Home Institution sends the nomination by email to <a href="mailto:mpalmaa@ipn.mx">mpalmaa@ipn.mx</a> and/or <a href="mailto:incoming@ipn.mx">incoming@ipn.mx</a></td>
<td>Documents required to Exchange Students:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Nomination letter from the Home University or Home Institution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Visiting Student Application Form (Signed and filled out by computer)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Academic Transcripts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Learning Agreement (Signed and filled out by computer)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Copy of ID or Passport</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Scanned passport size photograph (color and white background, JPEG or PDF format).</td>
</tr>
<tr>
<td>2.</td>
<td>IPN’s International Office, receives and reviews the application form and support documents.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>IPN’s International Office, processes students applications (4-5 weeks).</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>IPN’s International Office sends the official acceptance letter to the Home Institution.</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>There is NO need of sending the original documents by mail, just make sure that electronic files have good resolution quality.</td>
<td></td>
</tr>
</tbody>
</table>

### UNDERGRADUATE EXCHANGE STUDENTS

**Nomination Process**

1. The Home Institution sends the nomination by email to mpalmaa@ipn.mx and/or incoming@ipn.mx
2. IPN’s International Office receives and reviews the application form and support documents.
3. IPN’s International Office processes students applications (4-5 weeks).
4. IPN’s International Office sends the official acceptance letter to the Home Institution.
   *There is NO need of sending the original documents by mail, just make sure that electronic files have good resolution quality.*

### GRADUATE EXCHANGE STUDENTS TAKING ACADEMIC COURSES

**Nomination Process**

1. The Home Institution sends the nomination by email to mpalmaa@ipn.mx and/or incoming@ipn.mx
2. IPN’s International Office receives and reviews the application form and support documents.
3. IPN’s International Office processes students applications (4-5 weeks).
4. IPN’s International Office sends the official acceptance letter to the Home Institution.
   *There is NO need of sending the original documents by mail, just make sure that electronic files have good resolution quality.*

### GRADUATE EXCHANGE STUDENTS ON RESEARCH STAYS

**Nomination Process**

1. The Home Institution sends the nomination by email to mpalmaa@ipn.mx and/or incoming@ipn.mx
2. IPN’s International Office receives and reviews the application form and support documents.
3. IPN’s International Office processes students applications (4-5 weeks).
4. The Cooperation Academic Coordination sends the official acceptance letter to the Home Institution.
   *There is NO need of sending the original documents by mail, just make sure that electronic files have good resolution quality.*
Undergraduate Academic Programmes

BASIC SCIENCES, ENGINEERING AND TECHNOLOGY
- Food Engineering
- Aerospace Engineering
- Environmental Engineering
- Architecture
- Biomedical Engineering
- Bionics Engineering
- Biotechnologist Engineering
- Civil Engineering
- Electronics & Communications Engineering
- Computer Engineering
- Control and Automation Eng.
- Electronics & Communications Engineering
- Computer Engineering
- Control and Automation Eng.
- Electrical Engineering
- Pharmaceutical Engineering
- Geophysics Engineering
- Geologist Engineering
- Industrial Engineering
- Informatics Engineering
- Mechanical Engineering
- Mechatronics Engineering
- Metallurgy and Materials Eng.
- Petroleum Engineering
- Chemical Engineering
- Chemical Oil Engineering
- Robotics Engineering
- Environmental Systems Eng
- Automotive Engineering
- Computer Systems Eng.
- Telematics Engineering
- Textile Engineering
- Topography
- Transport Engineering
- Physics and Mathematics

BUSINESS AND ADMINISTRATION
- Public Accountant
- Industrial Management
- Trade
- International Business
- Economics
- Tourism Management

HEALTH AND BIOLOGICAL SCIENCES
- Biology
- Surgeon and Homeopath MD.
- Surgeon and Obstetrician MD.
- Chemist (Clinical Analyst)
- Pharmaceutical Chemist
- Nursing
- Nursing (Obstetrician)
- Nutrition
- Dentistry
- Optometry
- Social Work
- Psychology
<table>
<thead>
<tr>
<th>Content of Courses</th>
<th>Search Curricula directly on the websites indicated in the Academic Offer Section. If you require more information about the content of the courses, please contact us by email and in response we will send you the information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of recommended courses per semester</td>
<td>From 3 to 6 courses per semester</td>
</tr>
<tr>
<td>Assessment System</td>
<td>The grading scale is from 0 to 10, with 6 being the minimum and 10 the maximum approving passing grades. The student must meet the attendance rate established in the syllabus for each subject.</td>
</tr>
<tr>
<td>Sending of Grades</td>
<td>6 to 8 weeks, once the mobility period is finalized.</td>
</tr>
</tbody>
</table>
| Other Courses                                                                     | - The costs of language courses are $280.00 – $1,500.00 (MXN) Courses last two months.  
- Language offer: Spanish, English, French, German, Italian, Japanese, Portuguese  
- The virtual courses are not included in the Exchange Program.  
- Workshops could require recovery feeds.                                                                                                                                                                                                                     |
International Airport “Benito Juarez” in Mexico City, has two terminals connected by a monorail. From both terminals can be found taxis; for safety we recommend using the “authorized taxis” which are charged in the airport and the rates are fixed depending on the distance. You can also use the Metro Public subway, although the latter is not practical when carrying lots of luggage. The average cost of a Taxi trip from the airport to downtown (35-40 min) is approx. $160 - $200 (MXN).

The International Airport of Toluca, also assists the International Airport of Mexico City. The airport is located 16 km from the center of the city of Toluca and 40 km from the Santa Fe in Mexico City. Buses and taxis connect the Toluca Airport to Mexico City. The bus is heading towards the bus terminal located at the “Observatorio” subway station.

For security reasons is recommended to use transport authorized by the airport.

Upon request, Exchange Students, could be received at the Airport in Mexico City and be escorted to their accommodation. They must inform the flight details at least two weeks in advance. The request should be sent by email to the Academic Cooperation Coordination: incoming@ipn.mx

Before traveling to Mexico, students should check if they require a Visa to enter Mexico at: http://www.inm.gob.mx/index.php/page/Paises_Visa

Those students who need to process their student visa should go to the nearest Mexican Embassy or Consulate to their place of residence to obtain it.

Upon arrival to Mexico students will be given a Multiple Migratory Format (FMM) to fill it in. It is the obligation of the student to verify that in this form the migration agent who receives her/him marks: Type of trip: Otro (Other) and the 180-days maximum stay as: Visitante Actividad No Remunerada (not remunerates or pays activity).

Students whose stays are more than 180 days, must obtain a visa from their origin country, otherwise (to stay 181 days or more) they will be penalized with a penalty fee when they leave the country. In case that the student has a visa from their origin country because they so requested, either by time (over 180 days) or because their nationality so requires (see countries that require a visa), the student will have 30 days to make registration with the National Migration Institute (INM) of Mexico to be granted a Temporary Resident Card proving their legal status in Mexico. Failure to do so, the student would commit a fault and therefore would have to follow a procedure of regularization with the payment penalties fees in the INM.

The Institute does not have Student Residence. Most students of the Institute live with their families or in student houses near the corresponding School.

Upon request we could send you a list of suggested housing. In case of need, the Institute will provide support for exchange students to find suitable accommodation.

Monthly rent of a Department of 1 or 2 rooms: 3,000 - 5,000 (MXN)
Monthly rent of a Room in an apartment in a middle zone: 1,500 - 2,000 (MXN)

The exchange student must acquire before his/her arrival at IPN, an international medical insurance to cover expenses for accident, illness and repatriation, during the mobility period.

Lic. Merhle Palma Aguilar mpalmaa@ipn.mx
and/or incoming@ipn.mx
+52 (55) 57.29.60.00 Ext. 58029 Cell Ph. 5514749114