

ITAM

INTERNATIONAL STUDENT GUIDE



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MISSION

ITAM's mission is to educate professionals who will seek greater justice, greater freedom and greater prosperity for all. ITAM strives to build a community in every sense —an educational institution with academic freedom and autonomous contributions to knowledge.

This document was developed by the ITAM International Office with the support of the Office of Communication and Institutional Development, and the Academic Departments of Language and Mathematics. All the information in this guide is to the best of our knowledge correct.

WELCOME!

The International Office at ITAM is pleased to welcome you as an exchange or visiting student. Please feel free to contact us regarding any question or concern you may have.



OUR E-MAIL ADDRESSES AND PHONE NUMBERS ARE:



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OFFICE HOURS:
9:00 -14:00 and 16:00 -18:00

STRUCTURE AND ORGANIZATION

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
- MSc in Finance
- Masters in Marketing

Division of Economics, Law and Political Science

Undergraduate Programs

- Economics
- Law
- Political Science

Graduate Programs

- Masters in Human Rights
- Masters in Public Policy
- Master in Economic Theory
- Masters in Applied Economics
- 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 Programs
International Relations

Please refer to ITAM'S web page for a full description of all programs.

CAMPUSES

ITAM has two campuses, one for undergraduate studies and another for graduate studies and executive education. Both campuses are at about a 45 minute drive from each other.

Undergraduate Campus:

Rio Hondo #1
Col. Progreso Tizapán
C.P. 01080
México DF

Graduate Campus:

Av. Camino a Santa Teresa #930
Colonia: Héroes de Padierna
C.P. 10700
México DF

ACADEMIC YEAR

For undergraduate students, the academic year consists of an autumn semester (early August to mid-December), a spring semester (first week of January to the end of May) and an optional summer term (June and July).

For graduate students, terms depend on the program: semester programs run parallel to our undergraduate academic year; trimester programs run: Jan-March, April-June, July-Sept and Oct-Dec.

WORKLOAD AND INSTRUCTION

One academic credit at ITAM is granted for one half hour of theoretical class instruction or for one hour of laboratory time per week for a sixteen week semester. International exchange and visiting students must be enrolled in a minimum of four classes for either a semester or trimester to be considered as full-time students. Students may take up to six classes when including Spanish language. Most classes meet twice weekly for 1.5 hours each session or once weekly for one three hour session. **Home universities must determine course-credit equivalencies for ITAM courses.**

LANGUAGE OF INSTRUCTION

Most courses at ITAM are taught in Spanish but a limited number of classes are offered in English every semester. All international students may take classes in Spanish but must show proof of B2 Spanish Level.

Spanish Language Courses are also available for credit at different levels during most semesters. Levels available depend on the number of students registered for the courses.

As of August 2015 a specialized writing course was implemented across the entire institution for all degree seeking students. International students who already speak Spanish are eligible to join this writing and grammar course with the regular Mexican students.

Language support is also available through the 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.

FACULTY

Over 50% of all classes at ITAM are given by full-time faculty members. Each class instructor should provide you with contact information. As in any country, each professor will have his or her own preferences regarding how he or she wants to be addressed. You can take cues from your Mexican classmates but always start by addressing your teacher as "Profesor."

ITAM DIRECTORY

You may consult the faculty directory at <https://facultad.itam.mx/es/>
You may also consult the secretaries of academic departments for the contact information of part-time professors.

PROGRAM DIRECTORS

The directors of ITAM's academic programs are ready to answer any questions, concerns or suggestions regarding your program of study. Remember that each director has his/hers own office hours for students.

UNDERGRADUATE PORGRAMS ARE:

- International Relations
- Business Administration
- Computer Engineering
- Accounting And Financial Strategy
- Industrial Engineering
- Political Science
- Applied Mathematics
- Mechatronics Engineering
- Economics
- Actuarial Science
- Financial Management
- Law
- Business Engineering
- Data Science

GRADUATE PROGRAMS ARE:

- Business Administration
- Public Policy
- Data Science
- Marketing
- Human Rights
- Applied Economics
- Finance
- Economic Theory
- Risk Management
- Computer Science
- Information Systems & Management
- Ph.D. in Economics

MINOR FACULTIES

The Minor Faculties are made up of students in advanced semesters with excellent academic performance. They are responsible for advising students and helping them resolve problems they might find in their respective disciplines. If you have a problem with an academic concept, please seek the help of these experts.

- Minor Faculty of Accounting and Business Administration, ext. 3441
- Minor Faculty of Computer Engineering and Digital Systems, ext. 3658
- Minor Faculty of Economics, ext. 3743
- Minor Faculty of Law, ext. 3772
- Minor Faculty of Political Science, ext. 3765
- Minor Faculty of Mathematics, Statistics and Actuarial Science, ext. 3870
- Minor Faculty of International Relations, International Studies, ext.3950
- Minor Faculty of Business, ext.3449

ID CARD

An ITAM ID card is required for access to ITAM and its services. The ID card also allows students to obtain discounts on buses, admissions to museums, cultural events and some stores. You must pay for the student ID at the Cashier's Office before applying for the card. The cost is approximately \$250 pesos and should be paid by credit or debit card. To gain access to ITAM while your ID is being processed, you can simply show a copy of your passport and/or your schedule.

The ITAM ID card is personal, and under no circumstances should you lend it to another student –or anyone else– to get into ITAM or to use it for any of the services provided in the facility (such as checking out books from the library). Anyone caught doing such a thing will be sanctioned.

If you happen to lose your ITAM ID card it is your responsibility to get a replacement, once again paying the processing fee.

You can take the photo for the ID card at the Credentials Office, schedule will be given on the Orientation Session.

And you can pay at the Cashier's Office during the following hours:

Río Hondo

Mon - Fri. 08:00 - 18:00

Sta. Teresa (for graduates only)

Mon - Fri. 10:00 - 20:00

The ID card also allows students to obtain discounts on buses, admissions to museums, cultural events and some stores.



REGULATIONS

Exchange and visiting students are granted the same privileges as regular degree-seeking students. They are also subject to the same regulations. Consult regulations at www.escolar.itam.mx/documentos/reg_lic.pdf. The most relevant rules for exchange/visiting students are included in this document.

ENROLLMENT

Exchange students are registered manually through the International Office. Every effort is made to secure enrollment in the student's first choice of classes. However, once general registration has passed, classes are often filled to capacity and it becomes difficult to gain admission to additional classes.

You may add or drop classes at the International Office up to three days after classes begin, ONLY if the group is still open.

You will not be able to change your schedule online by yourself. If you have any doubts about a class or the requirements of the class, please ask for help at the International Office.

STUDENT NUMBER

You will be assigned a student number, called "clave única".

With your student number and a NIP (PIN number), you will be able to access enrollment information, financial information and final exam schedule and grades (once they are put into the system).

Schedule changes must be done directly at the International Office. You can access your registration information at the ITAM webpage, <http://serviciosweb.itam.mx> using the link of "Enter Secure Area" and providing your student number and NIP.

NUMBER OF CLASSES

As an Exchange student you must enroll in a minimum of four classes per period. Should you choose to stay for two terms, you must not fail more than two classes from the first period to be able to register for the second one.

ACADEMIC INTEGRITY

ITAM strives to maintain the highest degree of academic integrity in all of its endeavors. Any type of misconduct in this regard is severely sanctioned. Thus, any student caught copying during an exam or in any written assignment is subject to receiving a failing grade for the course and possible expulsion from ITAM.

Regarding plagiarism, the following regulation applies to all written work:

“Any student who submits a written work that contains: plagiarism, academic fraud, total or partial reproduction of texts or products made by third parties, from authors known or anonymous, published for any media or unedited, without quotations of the passages or elements reproduced, or without the pertinent bibliographic reference, will be subject to a permanent expulsion from the Institute.”

It is sometimes difficult or confusing to properly use citations and references in written work. If you have any doubt or difficulty regarding the proper methods of referencing other authors, contact your professor, the CARLE writing and language laboratory, or request assistance at one of the Minor Faculties, BEFORE submitting your written assignment.

FINAL EXAMS

The end-of-course examination must be passed (meaning you must get at least a 6.0 in the final exam) so the other evaluation criteria can be taken into account. This means that even if the final examination or equivalent accounts for only a small percentage of the final grade, if the work is not submitted, or the exam is not passed, the student will receive an N.A. (Non Accredited) for the course.

Exams are held during the final two weeks of the semester for the undergraduate and graduate semester programs; and the final week of the term for the graduate trimester programs.

Most exams are written but the course outline explains any special evaluation requirements. Oral exams are sometimes given for subjects in the Law Department.

REQUIREMENTS TO OBTAIN A NUMERICAL GRADE

- **Grades will be provided ONLY for registered classes.**
- It is the student's responsibility to make sure he or she is registered in the class.
- If a class is dropped, the student must also make sure that the drop is properly recorded in the system at <http://serviciosweb.itam.mx>. Otherwise a failing grade (N.A.) will appear on the evaluation report (transcript).
- Grades are assigned in whole numbers only, on a scale from 0 to 10, with 6 as the minimum passing grade and 10 as the highest.
- **Under no circumstances will a numerical grade under 6 be registered** in ITAM records. In order to obtain a numerical grade, it is mandatory to pass the class. **No credit can be given for partial fulfillment of the course requirements.**
- Any grade under 6.0 will be registered as “N.A.” (not-accredited).

REVISION OF GRADES

In the event of inconformity with an issued grade, students may request a revision of the final grade by making an appointment with the corresponding academic department chairperson WITHIN FIVE DAYS of the publication of the grade.

SECOND TERM REGISTRATION

If you have been accepted to study at ITAM for two terms, it is important to remember the following:

1. You must be a student in good standing to enroll for the second term. Your enrollment may be in jeopardy if you have failed two classes or more during the first term or if you have any unpaid fees pending.
2. You must leave your list of courses with the International Office and be in communication with the office during the enrollment period. Schedules or numbers of groups might be changed at the last minute, complicating enrollment in your first choice of subjects. Thus, it is important to be in communication.

ENROLLMENT CHANGES

The student may drop a class up to a specified date before the end of the course, by the date and by the procedure established by the University Advisory Board.

Dropped classes will be recorded on the student's academic history as “Drop” (“baja” in Spanish). Failure to attend classes does not imply a “drop”, therefore students who stop attending classes without processing the “drop” will continue to have all academic and administrative obligations acquired at registration and the subject in question will be graded as N.A.

In order to drop a class you must go to the International Office to request this procedure.

CLASS OBLIGATIONS

Each professor, under the supervision of the respective academic department, establishes the course outline and the criteria for evaluation. It is the professor's obligation to provide the student with the outline at the beginning of the course.

All students must present the final exam or the equivalent requirement in order to pass the class. **Many professors require students to attend 80% of the classes in order to pass the course. If you fail to attend sufficient classes, you will be given a “Not Accredited” (N.A), even if you pass the exam.**

Beyond the requirements, and merely as a practical matter, in the event of a difficulty in a course, professors may be more willing to provide extra assistance to students who have attended classes regularly and turned in all assignments.

STUDENT SERVICES

REGISTRAR'S OFFICE

All information regarding classes, schedules, grades, registrations and exam schedules can be obtained at the Registrar's Office. Information on courses and calendars can be found at www.escolar.itam.mx

SPANISH LANGUAGE SUPPORT

For credit Spanish language courses are offered for all exchange students in most periods (when there is sufficient demand). Students are required to take a placement exam and are placed according to their abilities. Students with advanced levels of Spanish may join the Spanish grammar and composition courses required by all ITAM regular students.

Special support for language learning is also available through the CARLE, ITAM's Center for Writing and Language, which offers specialized software for Spanish as a Second Language, and Spanish Composition, as well as training in other languages. The CARLE is located across the hall from the general-use Computer Center at the Rio Hondo campus.

FINANCIAL OBLIGATIONS AND PAYMENTS

The majority of our exchange agreements do not cover the following items. Therefore, they will be added to your account:

ID Card	\$300.00 MXN pesos approximately.
Royalties for cases and simulations used in classes	US\$3.00 per case and US\$8.00 per simulation approximately depending on the class.
ITAM International Medical Insurance Coverage (if required) For further information follow: www.itam-gnp.com.mx/english	US\$250.00 approximately, subject to change each semester.

These payments have to be made at the Cashier's Office with a credit card or in cash at the bank. The cashier at ITAM does not accept cash.

EXTRA FEES WILL BE ADDED TO THE ABOVE AMOUNTS IN THE EVENT OF LATE PAYMENTS. ALL FEES MUST BE PAID IN FULL BEFORE TRANSCRIPTS CAN BE ISSUED AT THE END OF THE SEMESTER OR TRIMESTER.





INSTITUTIONAL ONLINE AND LIBRARY SERVICES

SERVICIOS WEB

<http://serviciosweb.itam.mx>

This website has general information on schedules and payments. Using your “clave única” and PIN number you can access your personal schedule, exam schedule and the grades from your previous semester classes (as long as you have completed the evaluation of the respective class).

EVALUATIONS

Towards the end of your academic term, you will be requested to evaluate your classes and professors. The process is online and completely anonymous. If you complete the process in the schedule timeframe you will then have access to your final grades online as soon as they are processed. If you do not complete the process, you will have to wait until your grades are sent to your home university or posted in the bulletin boards.

“COMUNIDAD ITAM”

<https://comunidad.itam.mx>

It is an online platform that provides communications from your professors and institutional notifications. The most important services on this site are:

- Email service and distribution lists for your classes
- Campus notices and events
- Calendar of ongoing events
- Blogs
- Canvas

The website is available 24/7 and is designed to function as the institutional means of communication for the entire community of our Institute.

MBA WEBSITE FOR MASTERS IN BUSINESS STUDENTS

If you are a graduate exchange student and enrolled in Masters in Business classes, you must also register your data at <http://www.mba.itam.mx/> Enter with your clave única and NIP to register and receive notifications, information and descriptions of courses.

BIBLIOTECA RAÚL BAILLÈRES JR.

There are two libraries at the Río Hondo Campus and one at the Sta. Teresa Campus. The library collection offers over 400,000 physical and digital volumes and documents. You may access the library collection in two different ways:

1. Directly in the library with your student ID
2. By registering online at <https://hammurabi.itam.mx> with your student number (“clave única” 123456) and your date of birth (123456yyyymmdd). Once registered, you may also search for, reserve or renew your books at this same site.

HOURS OF OPERATION

Río Hondo

Raúl Baillères Jr. Library

Mon.- Fri. 7.00 - 21.30
Sat. 9.00 - 13.00
Sun. CLOSED*

Santa Teresa

Raúl Baillères Jr. Library

Mon.- Fri. 9.00 - 21.00
Sat. 9.00 - 13.00
Sun. CLOSED*

**Gómez Morín Library

Mon.- Fri. 9.30 - 19.00
Sat. - Sun. CLOSED

***Note:** Gómez Morín Library only accepts on site revision.

The ITAM library system belongs to several inter-library loan and data base networks (JSTOR, EBSCO, etc.). Students should feel free to request any publications needed to complete their class assignments.

LIBRARY STUDY CUBICLE RESERVATIONS

Students may reserve one of the 26 library group study cubicles for periods of up to two hours. The reservation must be made at the main circulation desk. Special tickets are given for this purpose.

LIBRARY LOANS

In order to take out any publication from the library, you must present your ITAM student ID card. Please handle all volumes and publications with care. Students who borrow books will be charged for the repair or replacement of mutilated or damaged publications. All publications may be reviewed on site but there are different categories when borrowing books from the library:

CATEGORY	LOAN PERIOD	FINE FOR LATE RETURN
Acervo General (General Stock) Reserva (Reserve)	2 weeks 1 week	\$5 (pesos) per day* \$30 (pesos) per day*

*Prices subject to change per semester

Always ask for the terms of the loan before taking out a book, for there are many more types of publications than those listed here and the loan periods and fines for each may be different.

PLEASE PAY CLOSE ATTENTION TO THE CATEGORY OF THE BOOK OR DOCUMENT YOU ARE CHECKING OUT. EXCHANGE STUDENTS ARE RESPONSIBLE FOR UNDERSTANDING THE TERMS OF THE LOAN AND UNDER NO CIRCUMSTANCE WILL ANY LIBRARY FINE BE EXCUSED.

YOUR GRADES CANNOT BE SENT TO YOUR HOME UNIVERSITY IF YOU HAVE ANY OUTSTANDING LOANS OR UNPAID FINES AT THE LIBRARY.



COMPUTER CENTER SERVICES

Each campus has a general purpose computer center with access to Internet during operating hours. Students must register and present their ITAM ID card in order to obtain access. All rules, such as those pertaining to noise levels, the prohibition of drinks and snacks in the computer rooms, etc., must be observed. Undergraduates must use the Río Hondo Center and graduate students must use the Santa Teresa facilities.

HOURS OF OPERATION

Río Hondo
 Mon.- Fri. 7.00 - 22.00
 Sat. 8.00 - 15.00
 Sun. CLOSED*

Santa Teresa
 Mon.- Fri. 9.00 - 6.00
 Sat. 8.30-15.00
 By appointment
 Sun. By appointment

COMPUTER CENTER PRINTOUTS

As an ITAM student, you have the right to print out six pages per academic credit registered. Therefore, you must know how many credits you are taking in order not to exceed your limit. **In case you reach your limit you can pay for more printouts at the bookstore.**

Further information on the Computer Center may be found at www.dsti.itam.mx

WIRELESS SERVICES

ITAM is 100% wifi equipped. If you have a notebook computer, you can find electrical outlets for them at the "Plaza de las Palmeras", the cafeteria, the student organization areas and lounge (Sala de Convivencias), and in the library. To connect your devices to the ITAM wireless system, you don't need a password.

MEDICAL SERVICES

ITAM doctors are general practitioners, but they will refer you to a specialist if needed. Information on specialists can also be obtained from the International Office. Medical problems, such as stomach ailments, should not be ignored. Prompt medical treatment for seemingly minor ailments can prevent more serious health problems. We can also send a member of our staff to accompany a student to the doctor if it makes the student feel more comfortable.

Doctors are on duty at both campuses and there is no charge for this service.

OFFICE HOURS

Río Hondo
 Mon.- Fri. 7.00 - 22.00
 Sat. 8.00 - 13.00
 Sun. CLOSED

Santa Teresa
 Mon.- Fri. 08.00 - 21.30
 Sat. 8.00 - 13.00
 Sun. CLOSED

EMERGENCY PROCEDURES

All entrances at ITAM have turnstiles that require an ITAM ID card or registration with the security guard. Security cameras are also located at strategic points within the installations. Local police checks with the security officials at frequent intervals. Any security problem should be reported immediately to the nearest ITAM staff member and the International Office.

The areas around ITAM campuses are relatively low risk for earthquake damage. Nonetheless, both campuses are connected to a national alert system which gives a 50 second warning of an approaching earthquake from some epicenters in the Pacific Ocean. Evacuation areas are shown in each classroom and common areas in the campus. Designated administrative staff brigades have received training in emergency and evacuation procedures. Evacuation drills take place each semester. The website for emergency procedures is www.proteccioncivil.itam.mx

SAFETY CHECK PROCEDURES

Upon arrival make sure you register your complete housing address (Mexico) and Whatsapp number or Mexican cellphone number in your Commitment Letter.

IN CASE OF EMERGENCY PLEASE RESPOND PROMPTLY TO COMMUNICATIONS.

SHUTTLE BUS SERVICE

ITAM provides free shuttle bus service between ITAM and the Metro Stations of Miguel Ángel de Quevedo and Barranca del Muerto, as well as between the two ITAM campuses. PLEASE NOTE THAT SHUTTLES LEAVE ON TIME.

INTERCAMPUS SHUTTLE SCHEDULES

Departs from Río Hondo	Departs from Santa Teresa
06.55	07.15
07.50	08.15
08.50	09.15
09.50	10.15
10.50	11.15
11.50	12.15
12.50	13.15
13.40	14.15
14.45	15.15
16.00	16.15
17.00	17.15
18.00	18.15
18.45	19.05

METRO SHUTTLE SCHEDULES

Departs from Río Hondo	Departs from Metro stations
06.20	06.40
07.20	07.40
08.20	08.40
09.20	09.40
10.20	10.40
11.30	11.40
12.20	12.40
13.20	13.40
14.30	14.40
15.20	15.40
16.20	16.40
17.20	17.40
18.20	18.40
19.20	19.40
20.35	20.45
21.20	21.40
22.10*	

* only Monday-Thursday to Miguel a. de Quevedo

CAFETERIA

Cafeterias are located at both campuses. They serve a *Comida Corrida*, a full meal offered at midday at economical prices.

HOURS OF OPERATION

Río Hondo 8.00 - 20.00
Mon.- Fri. 13.00 - 16.00
Comida Corrida 7.00 - 13.00
Sat. CLOSED
Sun.

Santa Teresa 8.00 - 17.00
Mon.- Fri. 13.00 - 16.00
Comida Corrida 7.00 - 13.00
Sat. CLOSED
Sun.

Velarias 8.00 - 16.30
Mon.- Fri. 13.00 - 16.00
Comida Corrida CLOSED
Sat. - Sun.

SPORT FACILITIES

Sport facilities are located at the Río Hondo campus. Facilities include:

- Basketball, Volleyball, Soccer Football and Rugby courts
- Gym
- Showers
- Multipurpose room
- Open Gym Velarias

ITAM has many sports teams, and you are welcome to join any of them.

Students get together to organize activities that range from aerobics classes to Contemporary Dance or Salsa dancing. For some classes a small fee will be charged to pay the instructor.

Please request information at the Sports Office located above the Basketball court.

Gym hours are:

Mon.-Fri. 7.00 - 20.00
Sat.-Sun. CLOSED

For more information, contact:

Raúl Espinosa Castillo

Oficina de Deportes del ITAM
respinosa@itam.mx, ext. 1531
deportes.itam.mx

ATM MACHINES

ATM machines accept international network cards (Cirrus, Plus, etc.). They can be found at both campuses. Bancomer and Banamex are at Río Hondo and HSBC is at SantaTeresa. For greater security, we recommend that students use these machines for withdrawing cash.

BOOKSTORES

Each campus has a bookstore offering a large number of the texts needed for classes. Quite often, instead of a textbook, students will be assigned a number of photocopied readings. The professor will announce where the packages are available, which may be at the photocopy service at either campus or at one of the many private services around the Río Hondo Campus, such as "Copycat" (just in front of the campus' main entrance).

Bookstore hours are:

Río Hondo
Mon.-Fri. 09:00-18:00
Sat.-Sun. CLOSED

Sta. Teresa
Mon.-Fri. 9.00 - 17.00
Sat.-Sun. CLOSED

STUDENT ASSOCIATIONS

Since ITAM encourages cultural diversity, clubs are a way of becoming involved in activities on a day-to-day basis. There is an official student association for each undergraduate program; you can approach these organizations with any concerns. Activities are diverse and there is something for every interest. You can find out about these clubs from the bulletin boards and you can ask about the schedules at the "Control de Listas" Office, just across the hall from the "Raúl Baillères Jr." library. These activities are mostly student organized and not all of them are held on campus.

OTHER STUDENT ACTIVITIES INCLUDE:

• **Theater Workshop**
teatro@itam.mx

• **TAM Musica**
<http://musica.itam.mx/es>

• **ITAMMUN**
itammun@gmail.com

• **Supuesto Student Newspaper**
<http://blog.elsupuesto.com/>

• **Urbi et Orbi (International Affairs Magazine)**
<http://urbietorbi.itam.mx/>

• **AIESEC**
<https://aiesec.org.mx/>

• **Salsa con Colmillo (Salsa dancing classes)**
<https://www.facebook.com/salsa.itam2012>

INSTITUTIONAL ACTIVITIES

EVENTS

Academic departments and student associations organize many conferences, seminars and other types of events every week.

NEWSLETTER "ENTÉRATE"

The newsletter "Entérate" is published every Monday during the term and reports on all of the activities taking place during the week. You can read it online.

CAREER SERVICES

ITAM's Career Services Centers receive part-time and full-time job offers from over 5,000 companies and institutions of excellence in Mexico and around the world. As an exchange student, you will not have access to the online services of the Centers. Nevertheless, all offers are kept in binders in the office and with your ID card you can consult them to look for internship opportunities. Career Services are no longer available to exchange or visiting students once their term of studies has been completed.

 **BolsaITAM**
bolsa.itam.mx

LOST & FOUND

There are Lost & Found services at the Control de Listas offices, just in front of Raúl Baillères Jr. library in Río Hondo Campus.

LIFE IN MEXICO CITY

One of the largest, oldest and most interesting cities in the world, Mexico City or CDMX as it is commonly known, boasts a vibrant culture and is the cultural, financial, governmental and entertainment capital of Mexico.

In the city, you will be able to enjoy colonial buildings, parks, many restaurants, the Saturday Bazar that sells antiques and gifts, movie and theater complexes, upscale bars, shopping malls, museums and many other things.

Nevertheless, Mexico City is a complex City with over 25 million people and you should take precautions and be extremely careful. We want you to enjoy the city but our main concern is your safety.

SAFETY AND SECURITY

Emergencies:

Dial 911 from a cellphone in case of any emergency. You can communicate to the following services: police, transit, ambulances, firefighters, natural disasters, and others. If it is not an extreme emergency, please refer to ITAM and/or the International Office first so we can provide you with assistance.

Important Documents:

Regarding important papers, such as passports and visas, we suggest that you leave them at home (inside a safe if you have access to one).

When using public transport:

Do not wear valuable jewelry or watches when going out or using public transportation. Put some money in two or three different pockets and avoid carrying any unnecessary cards.

It is safer to use "sitio taxis" (taxi stands) rather than street taxis. When you call a radio taxi or taxi stand, ask the operator to give you the number of the taxi being sent and get into that vehicle only. The same rule applies to UBER, DIDI and CABIFY. When riding in a taxi or even a private automobile, you should make sure that the doors are locked and that you're wearing a seatbelt.

When traveling to the provinces:

There are many wonderful tourist sites to visit while you are living in Mexico. Student discounts may also be obtained, making travel economical. Always make sure that your hotel has adequate security, locks and safety deposit boxes. It is best to take buses that travel on non-stop routes. Local buses that pick up passengers along the way sometimes pick up assailants who could rob the passengers. Please leave an itinerary notice with your roommates or at the International Office when you travel outside the city. When traveling in or outside Mexico City, always put safety concerns first, even if you have to spend a little more money to do so. It is well worth it in order to enjoy your trip and experience. Many tour and excursion operators in small communities tend to overstate the quality of the services and/or include hidden charges.

When traveling around both the north and south borders of the country, make sure you carry a valid form of ID (passport and visa, if needed). In addition, avoid carrying any kind of drugs and sharp objects with you. Inspections can be common in these areas.

ATM MACHINES: CAJEROS

When you take money out from the ATM machines, we suggest that you use the ones that are inside ITAM, or if you go to a different one try not to go by yourself, particularly at night. There are many ATM machines in shopping centers and stores, where it is safer to take money out. Make sure that no one sees your PIN or follows you after you've taken money out.

BUDGET: PRESUPUESTO

Your budget will really depend on the kind of food you eat, the area in which you live, and the distance between ITAM and your residence. The following list is only a guideline on some costs that you'll probably face (in Mexican pesos)

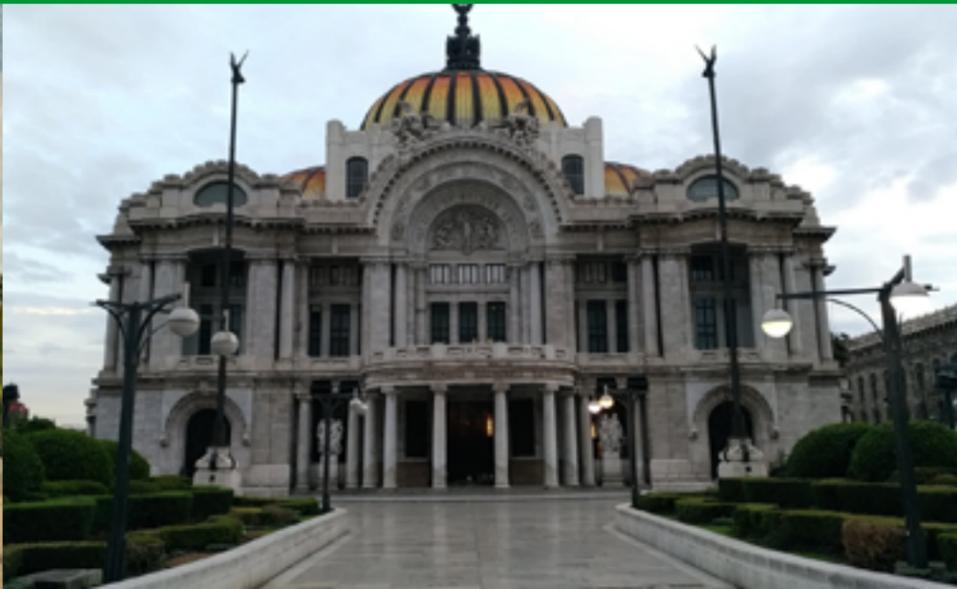
Comida corrida (full meal, served usually between 1pm-4pm)	\$70-\$80
Monthly food bill	\$3,000 mo.
Student accommodation (monthly, including services)	\$8,000
Single Metro ride	\$5
Single Bus ride (depends on distance and type of bus)	\$6 \$7

ELECTRICITY: ELECTRICIDAD, LUZ

The voltage in Mexico is 127 V at 60Hz. Power sockets in Mexico are the same than in the US and Canada, but different to the ones in Europe and other countries. In those cases, you'll need an adapter.

IMPORTANT ADVICE!

So you can enjoy the city...





HOSPITALS: HOSPITALES

As it's been said in the Medical Services section, ITAM has general practitioners on duty everyday (except on Sunday) that can assist you for free and refer you to a specialist if needed. In case you need special attention or emergency services, we recommend you go to the following worldclass hospitals. Many of these hospitals have special agreements with international medical insurance companies. We strongly suggest that you consult your insurance company to know which is their preferred hospital.

- **Hospital ABC (Observatorio):** Av. Sur 136 No.116, Las Americas, Del. Álvaro Obregón, CDMX, México Tel: 55 5230 8161 <https://centromedicoabc.com/>
- **Hospital Médica Sur:** Puente de Piedra 150, Toriello Guerra, Del. Tlalpan, CDMX, México Tel: 5424 7200; EMERGENCIAS: 01800 999 URGE (8743) www.medicasur.com.mx
- **Hospital Ángeles Pedregal:** Camino a Sta. Teresa 1055, Héroes de Padierna, Del. Magdalena Contreras, CDMX, México Tel: 5449 5500; EMERGENCIAS: 5652 6987 and 5568 1540 <https://hospitalesangeles.com>
- **Hospital San Ángel Inn** (recommended primarily for X-Rays, blood tests and other analyses): Av. México # 2, Colonia Tizapán San Ángel, Del. Álvaro Obregón, CDMX, México, D.F Tel: 5550 5050 www.hospitalsanangelinn.mx

PHARMACY: FARMACIA

Major providers are Farmacias del Ahorro, Farmacias San Pablo and Sanborns. Some of them are open 24/7 and offer home delivery. In addition, there're many other small pharmacies around. You'll also find pharmacies inside supermarkets.

- Remember you will not be able to buy antibiotics without a medical prescription but you can get many over the counter remedies

PHONES: TELÉFONOS

Calling from Mexico:

To areas in Mexico, outside Mexico City:
01+area code+local number

To US and Canada:
001+area code+local number

To the rest of the world:
00+destination country code+ area code+local number

Calling from abroad:
Landline: +52 (area code) + number
Cell Phone: +52 +1 + (area code) + number

Note: Area code for Mexico City is 55

Getting a Mexican SIM card/cellphone:

There are three major providers of mobile services in the country: TELCEL, MOVISTAR and AT&T. These companies typically offer both contract and prepaid services. Contract services are usually cheaper but come with a minimum contract period. Prepaid services offer more flexibility. You can either buy a single SIM card or a SIM+cellphone kit. Credit can be topped up at most stores, just ask for a "recarga electronica".

Please note that in order to use a Mexican SIM Card your foreign cellphone must be unlocked.

TIPS: PROPINAS

Tipping in Mexico is usually 10 to 15%. It is customary to tip at restaurants, beauty salons, taxi drivers, bellboys, etc. At supermarkets, there is usually someone who helps pack your groceries, a small tip is expected (Suggestion: \$10 pesos)

FOOD AND WATER: COMIDA Y AGUA

Tap water is not drinkable in Mexico. Thus, drinking boiled or bottled water is strongly advised. At ITAM, you may drink water from the water fountains.

Mexican food is great, but it can lead to unpleasant experiences if you eat poorly clean food or just if you are not used to spices and other Mexican ingredients. In order to prevent these problems, **avoid eating street food or in places that don't seem clean to you.** If you eat vegetables at home, we strongly recommend you to wash them properly. You can get disinfectant drops at supermarkets.

USEFUL PHONE NUMBERS:

Inside ITAM

- ITAM | (55) 5628-4000 or 01-800-000 ITAM

Extensions

- International Office | 4171, 1720 and 4159
- Security | 1245 and 08
- Medical Assistance | 1247
- Control de Listas | 4128
- Deportes (Sports) | 1531

Outside ITAM:

- Any emergency | 911 dial from a cellphone
- Fire department | 068
- Locatel (multi-purpose number) | 5658 1111
- Red Cross | 065 & 55575757

ITAM Insurance Services

- Alfredo Alamilla | Mobile: 55.55.07.54.85
Office: 55.36.03.21

Emergencies in toll highways | 074

DRUGS & ALCOHOL: DROGAS Y ALCOHOL

Mexico City is 2,400 meters above sea level and the human body reacts differently to exercise, food, drink, and especially intoxicating substances. Most people find that their tolerance to alcohol is lower at the high altitude. Parties, discos, and night clubs are great fun and alcohol is plentiful and relatively inexpensive. If you go out to bars, go with a group and designate a person to be the “sober lookout”. Intoxicated foreigners can be particularly vulnerable to robbery. Always call a sitio taxi (taxi stand or UBER) to take you home from the bar or disco during late hours. Avoid walking in the street late at night, even if you are with a group of people.

All drugs (marijuana, cocaine, etc.) are illegal and prosecution is rigorous. Dealers are not to be trusted. Whether or not you believe that these substances are harmful or addictive, in Mexico little can be done to defend users of illegal substances. Furthermore, several serious studies show that violence in the country is directly associated with the illegal drug trade.

WEATHER: CLIMA

Mexico City has a yearly average temperature of 16°C, but it can get as hot as 25°C (during March-May) and as cold as 3°C (during December-January). Seasons do not differ a lot, so don't expect any big differences between winter and summer.

It's important to note that, given its altitude (2240m), rains in Mexico City tend to be stronger than in lower altitude cities. Bring a good raincoat with you.

There's no need to worry about snow in Mexico City. There hasn't been any snow in the Mexican capital since 1967!

Weather in the rest of Mexico can be very different, especially at the very North and South of the country. Check before you travel.

GETTING AROUND MEXICO CITY

Metro: The Mexico City Metro system has 12 different lines that cross the city from north to south and from east to west. The cost is \$5.00 pesos for one ride. Passengers can either buy paper tickets or get a rechargeable electronic card, which can also be used in Metrobus and EcoBici systems.

The schedule is:

Weekdays	05:00 – 24:00
Sat.	06:00 – 24:00
Sun. and holidays	07:00 – 24:00

Bus: There are several types of buses with various types of routes available in the city. Routes are generally well-established, though inconsistent in terms of stops and schedules. It is advisable to ask the driver if your destination is on his route or not, until you become more accustomed to the city. Rates vary from \$5.00 to \$12.00 pesos, depending on the distance and type of service. Payments are made in cash when boarding the bus; change is usually unavailable.

Metrobus: The Metrobus is the newest public transportation system in Mexico City with stops at 110 different stations (5 lines). The nearest one runs the entire length of Insurgentes Avenue. Various Metrobus stops connect with the Metro lines. Most lines run from 5:00 to 24:00 hrs. To pay for the Metrobus, passengers must purchase rechargeable electronic cards (same as in the Metro) which are sold at the stations.

The cost per ride is \$6.00 pesos, and you have the right to connect between lines at specific stations and with other Metrobuses.

To see a stations map:

www.metrobus.cdmx.gob.mx/mapas-rutas

Uber: The service is available in Mexico City and its metropolitan zone throughout its downloadable App. More information and tariffs can be found in their website:
<https://www.uber.com/es/mx/>

Costs can vary in taxis depending on the distance and hour of the day so you should ask the driver about his or her rate, especially at night or when going long distances. Special fees apply for trips to the airport and to the Estado de México.

Ecobici: Ecobici is a public bike sharing system available for both residents and tourists. Users must sign up and pay for a day (\$112), 3 days (\$223), 1 week (\$372) or 1 year (\$496) subscription. In order to register, you have to go to one of the Ecobici stands, modules or customer service centers. You will need a valid ID and a credit or debit card (please note that yearly membership requires a Mexican card with your name on it).

Ecobici membership can be linked to your Metro/Metrobus electronic card, so you can use the three services with just one card. For more information on where and how to register, please refer to:
<https://www.ecobici.cdmx.gob.mx/>
(available in English).

The schedule is:

Weekdays	05:00 – 24:00
Sat.	06:00 – 24:00
Sun. and holidays	07:00 – 24:00



What to Do in Case of a Fire

Stay calm!



Before



- Know the evacuation routes from the areas where you usually study.



- Learn the protocols of action during a fire.



- Participate in all the drills that are conducted.



- Join ITAM's brigades.

During



If you detect a fire,

- stay calm.
- stop doing what you are doing.
- shout "Fire!"
- activate the fire alarm.
- inform the maintenance and/or security personnel.
- follow the instructions of the person in charge of the area.



- evacuate in an orderly and safe manner. Do not run.
- do not use your cell phone during the evacuation.
- follow the evacuation routes that take you away from the fire as indicated in your area.
- do not use elevators.
- go to the safe meeting place.

After

Once you are at the meeting place,



- help with the head count in the area you were in during the alert/alarm.
- if you want to help, report back to the person in charge of the area or the brigade member.
- do not spread rumors. It generates panic and does not help.

Emergency phone numbers:

At ITAM: 55 5628 4000 Ext. 1245 and 08
In Mexico City: 911

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ITAM

What to Do in Case of an Earthquake

Stay calm!



Before



- Know the evacuation routes from the areas where you usually study.



- Learn the protocols of action during an earthquake.



- Participate in all the drills that are conducted.



- Join ITAM's brigades.

During

an earthquake alert



If the area where you are can be evacuated,

- start the evacuation.
- evacuate in an orderly and safe manner. Do not run.
- do not use your cell phone during the evacuation.
- follow the evacuation routes as indicated in your classroom.
- do not use elevators.
- go to the assigned meeting place for your area.



If the area where you are cannot be evacuated,

- go to the lowest risk area.
- stay away from the stairs.
- do not use the elevator.
- wait for the earthquake to stop before evacuating.

During

the earthquake



If you feel the ground shake,

- look for the lowest risk area. Do not evacuate during the earthquake under any circumstance.
- stay calm.
- stop doing what you are doing.
- follow the instructions of the person in charge of the area, brigade member or teacher.
- stay away from the windows.

After

Once the earthquake is over,

- begin the evacuation when indicated by the audio system.
- evacuate in an orderly and safe manner. Do not run. follow the evacuation routes as shown on the location maps found in the different areas.
- do not use elevators.
- go to the meeting place assigned to your area together with your classmates and follow the person in charge. These actions facilitate the counting and detection of missing persons.



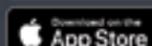
Once you are at the meeting place,

- help with the head count in the area you were in during the alert/alarm.
- report to the person in charge of the area or the brigade member.
- do not spread rumors. It generates panic and does not help.

Emergency phone numbers:

At ITAM: 55 5628 4000 Ext. 1245 and 08
In Mexico City: 911

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ITAM

The logo for ITAM, consisting of the letters 'ITAM' in a bold, white, sans-serif font. The 'I' and 'T' are tall and narrow, while the 'A' is wider and shorter, and the 'M' is tall and narrow. The letters are closely spaced.

ITAM

intercambio.itam.mx/en/
www.itam.mx/en