We look forward to welcoming you at EBC!
At EBC, we strongly believe that this exchange program will not only help to your own self-development but also to build bridges of understanding among our countries. Let us give each other the opportunity of living this experience!

This brochure gives you some basic information about studying at EBC, travel arrangements and our courses.

### Academic Calendar Spring 2015

#### Undergraduate Students

**Study Period**
February, 16th –June, 26th (including final examinations)

**Orientation Program**
One week before classes starts.

#### Posgraduate Students

**Study Period**
February, 9th –May, 15th (including final examinations)

**Orientation Program**
One week before classes starts.

### Important Information

If you are a Master student at your home Institution and you want follow Bachelor courses at the EBC you may consider the Undergraduate study period.

### Holidays and Vacation Spring 2015

#### Holidays

February 2\textsuperscript{nd}
March 16\textsuperscript{th}
May 1st

**SRPING BREAK**

March 30th to April 4\textsuperscript{th}

### IMPORTANT INFORMATION

- We ask you to plan your travels in order to not interfere with your courses.
- We are NOT able to arrange extra exams or change the dates of exams.
- Teachers are not authorized to give permission for absences.
Exchange students are responsible for the cost of medical treatment during their stay in Mexico should any medical emergencies arise.

**International Health Insurance**

Students must have a medical insurance coverage as a requirement and verify that the insurance policy you carry covers hospitalization and medical care occurring during international travel, as well as repatriation to your home country in case of medical emergency.

**Mexican Health Insurance**

In Compliance with the Mexican law requirements for Educational Institutions; all International students must have a Mexican Health Insurance when arriving to Mexico for the entire study period. This insurance is complementary to your International Health Insurance.

It is mandatory for all international students to purchase the Mexican Health Insurance Coverage before arriving to EBC. You must send the proof of payment to i.leon002@ebc.edu.mx. Please note that EBC could decide to stop you participation in the program if you do not send this document.

Medi Acces Co. offers to EBC and affordable health Insurance for all our International Students. Please find below all the details.

<table>
<thead>
<tr>
<th>Cost</th>
<th>Mexican Pesos</th>
<th>Aproximate Cost in Euro</th>
<th>Aproximate cost in USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the whole Academic Year</td>
<td>$ 5,400.00</td>
<td>$ 300.00 €</td>
<td>$ 415.00 USD</td>
</tr>
<tr>
<td>For one semester</td>
<td>$ 2,870.00</td>
<td>$ 160.00 €</td>
<td>$ 220.00 USD</td>
</tr>
</tbody>
</table>

**Coverage**

- Call Center medical assistance 24/7
- Coverage up to $150,000 mpx (12,000 usd) limit.
- Access to the medical network with costs from 100 to 300 pesos (8 to 24 usd) depending on specialty, including dental care.
- 80% off for medications, diagnostic studies, surgical fees and hospital expenses with our extensive network of suppliers.
- To service all our products we offer our extensive network of suppliers or directly our clinics around the country

**NOTE:**

This Health Insurance is complementary to the International Health Coverage you must bring from your home country or Institution.
PLEASE READ CAREFULLY

Those students who will stay less than 180 days in Mexico do not need the Mexican student visa (check at the local Mexican Consulate if this statement applies for your nationality). For international students who will be in Mexico for the entire academic year, the Mexican student visa is required.

Please note that this application can only be done outside Mexico; once you are within the country it is not possible to do it.

How to apply for a Mexican Visa?

Applicant: The student himself / herself.

Where to apply: The closest Mexican Embassy or consulate in your home Country.

Required documents: It is very important to enquire as early as possible with the closest Mexican Embassy for the correct documents.

Student Visa Registration: Once in Mexico you will be required to register your Student Visa at the National Migration Office (INM). During the orientation week you will have an appointment with the INM in order to do this.

Please do not miss the appointment, if you do you will have to leave Mexico and apply for the visa again because the Mexican Student Visa is valid once it is registered in Mexican territory.

NOTE:
For those students pursuing an Internship in Mexico, we strongly recommend to apply for the entire academic year to the EBC. In this way the EBC is able to support you and help you with the documents required by the company.
Please consider that you and your Home University Coordinator must decide which courses you will pursue at EBC. You can choose modules from different blocks or semester but always from the same BA or Master.

The usual workload for a semester is 7 courses, usually they are 5 or 7 credits (ECTS), and therefore we recommend you to choose between three and five courses. The minimum number of credits you have to take depends on the requirements of your Home University.

Make sure the language of instruction is right for you. You can ask the EBC Campus Coordinator which courses are available in English and Spanish. Usually, arrangements can be made for students that cannot entirely follow the courses either in English or Spanish so they can obtain complete credits. One of these arrangements is giving extra assignments. Nevertheless, we recommend you to have at least a B1 Spanish level so you avoid any misunderstandings in your daily life.

You will have two weeks after the semester starts to confirm your academic workload. After this time changes cannot be done.

Courses registration

After having been admitted as international student under the exchange program, you still have to complete your academic registration once you are in Mexico. For this purpose, please fill in the Course Registration form in Appendix I. the EBC Campus Coordinator will give you further instructions to properly register your modules.

In Appendix II you will find the available courses for Spring (January-July) 2015. Please note that course descriptions are not yet available but these will be provided during the orientation week.
Life cost

In Mexico the life cost is cheap compared with developed countries but it will depend in the way of life you are used to. Below, we provide an example of an approximate life cost per month:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>450 USD</td>
</tr>
<tr>
<td>Food</td>
<td>250 USD</td>
</tr>
<tr>
<td>Public transport</td>
<td>40 USD</td>
</tr>
<tr>
<td>Books and stationary</td>
<td>20 USD</td>
</tr>
<tr>
<td>Dinner out with friends (fancy)</td>
<td>20-30 USD</td>
</tr>
<tr>
<td>Tickets for cinema</td>
<td>5 USD</td>
</tr>
<tr>
<td>Cab from downtown to apartment</td>
<td>10-15 USD</td>
</tr>
<tr>
<td>Cup of coffee</td>
<td>2-4 USD</td>
</tr>
<tr>
<td>Trip to the beach (3 day all inclusive)</td>
<td>500-800 USD</td>
</tr>
<tr>
<td>Party night</td>
<td>10-50 USD</td>
</tr>
<tr>
<td>New clothes or outfit</td>
<td>30-200 USD</td>
</tr>
<tr>
<td>Museum ticket</td>
<td>5 USD Sundays free!</td>
</tr>
</tbody>
</table>

Accommodation

EBC does not have its own halls or residences, therefore students have to find their own accommodation somewhere nearby but International students can get assistance in finding it from their EBC Campus Coordinator. If you require assistance please fill in the format in Appendix III and send it along with you application.

You can find different options from apartments, houses or furnished single rooms. It is important to mention that in order to book your accommodation you will have to pay a deposit; this deposit will be refunded to you at the end of your stay.

More information will be available at your admission at EBC.

Local Currency

The local currency is the Mexican Peso (MXN). Below you can find an approximate exchange rate, which could vary by the time you travel to Mexico:

$1.00 USD = $13.50 MXN.
$1.00 Euro= $17.20 MXN
$1.00 British pound= $ 22.00 MXN
All Exchange Students who belong to a university which has an Academic Agreement with EBC should first contact their Exchange Coordinator at your Home University. Your Exchange Coordinator will nominate you to EBC and afterwards he/she will advise you if you shall continue with the process.

Once your Coordinator informs you that you can continue with the process you must fulfill the online application. In the following link you will find the online application form:

https://docs.google.com/a/ebc.edu.mx/forms/d/1y8aF7s-AxinFheAutGLt6jekcH5n84h19IzAHCGBKQ2o/viewform

Along with the online form, you must send the documents listed below to the following email address: internationaloffice@ebc.edu.mx

Required Documents

- Transcript of records
- Proof of level of Spanish and/or English Language
- Recommendation letter from a professor
- Copy of minimum 6 months Valid Passport.
- Motivation letter
- Passport size photo
- Student CV
- Course Registration form (signed by the Home University authority)
- Mexican Health Insurance payment (mandatory)
- Housing Form (if applicable)

Students who successfully complete the application form and send all documents will be contacted by the EBC Campus Coordinator in order to continue with the process.

Required documents upon arrival

- International Medical Insurance
- Mexican student visa (Students staying more than one semester most apply for a student visa before arriving to Mexico, without exception)

Application Deadlines

| Student Nomination deadline (Home University Exchange Office) | October 31th, 2014 |
| Online application deadline (Students) | November 30th, 2014 |