



**INTERNATIONAL RELATIONS OFFICE
STUDENT MOBILITY PROGRAM**

INFORMATION GUIDE FOR INTERNATIONAL STUDENTS

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GENERAL INFORMATION	
GENERAL INFORMATION	<p>Universidad Tecnológica de Pereira Address: La Julita. Los Alamos. Pereira – Risaralda – Colombia Phone Number: 57 6 3137300 Fax: 57 6 3213206</p>
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INFORMATION ON THE INTERNET	<p>UTP: www.utp.edu.co ORI: www.utp.edu.co/internacional Information on faculties and undergraduate academic programs: http://www.utp.edu.co/facultades/ http://www.utp.edu.co/programas/oferta-academica-en-pregrado.php Information for international students: http://www.utp.edu.co/english/ Facebook Page</p>

ORIGINAL
2013-07-19



TYPES OF INTERNATIONAL MOBILITY

The Universidad Tecnológica de Pereira has General and Specific Agreements with foreign universities that allow student mobility of three types: Internship, Academic Exchange, and Double Degree.

The three types of mobility are defined below:

TYPE OF MOBILITY (Under Agreements)	<p>INTERNSHIP: Internship in a lab during 3 months. It applies for technological programs and Community Medicine http://tecnologias.utp.edu.co/ http://salud.utp.edu.co/medicina/medicina-comunitaria.html</p>
	<p>ACADEMIC EXCHANGE: (1 Semester or 1 Academic Year): for all professional programs of the university except for Medical School. http://www.utp.edu.co/registro/index.php/17/pregrado</p>
	<p>Double Degree: Applies for the programs of Mechanical Engineering and Industrial Engineering. Only for Students coming from the ENIM, France. http://mecanica.utp.edu.co/ http://industrial.utp.edu.co/ingenieria-industrial/inicio.html</p>

Any student wishing to spend a period of mobility in the UTP shall be selected by their home university. Therefore you should contact the corresponding department in your university to obtain the necessary information and requirements for participating in the respective program.

The different types of mobility and the process to apply for each one at U.T.P, is described below.

APPLICATION PROCESS FOR INTERNATIONAL INTERNSHIP

I. Admission Requirements:

Send by email the following documents through the corresponding office of your Home University:

- ✓ [Application for Student Mobility for International Undergraduate Students](#)
- ✓ Copy of the Passport



II. Official Acceptance:

Once the complete documentation is received, it will be reviewed and the selected students will receive a Letter of Acceptance and the Certificado de Existencia y Representación Legal (a legal document stating the existence and representation of an institution) of the UTP; which will be turned in at the Colombian Embassy.

With the Letter of Acceptance, the certificate and other documents, the student shall directly apply for a Student Visa in the Colombian Embassy of his/her country. See instructions in the following link:

<http://www.cancilleria.gov.co/servicios/externo/visas/temporal/estudiante>

Prior to the arrival to Colombia, the foreign student shall send via email the following documents:

- ✓ Copy of the Student Visa.
- ✓ Medical Insurance with international coverage and repatriation coverage for accident and / or death.
- ✓ 1 scanned photo whit blue or white background.
- ✓ Blood group classification.
- ✓ Travel itinerary.

WITHOUT THE CORRESPONDING STUDENT VISA AND THE INTERNATIONAL MEDICAL INSURANCE IT IS NOT POSSIBLE TO CARRY OUT THE ACADEMIC MOBILITY.

III. Arrival to the University:

- At the airport there will be an official of the ORI - UTP to welcome you and take you to your accommodation address.
- In the first three days, please report to the ORI – UTP with the originals of the required documents for submission and introduction to directives and registration.
- The assigned tutor will guide you through the work to be done in the laboratory.
- You will be assigned medical and dental appointments for the opening of student welfare services.
- You will be issued an ID card which identifies you as a student of UTP.
- During the first 15 calendar days of your stay, along with an official of the ORI - UTP, you shall report to the Colombian immigration authorities to do the respective registration process and have your Foreign ID Card issued, if your visa is for more than three months. See instructions in the following link: <http://www.migracioncolombia.gov.co/index.php/tramites/expedicion-cedulas-de-extranjeria.html>
- Keep permanent contact with the ORI – U.T.P.
- Inform the ORI if you change the return date.



APPLICATION PROCESS FOR SEMESTER OR YEAR INTERCHANGE

In order to know universities with which the UTP has an agreement for this type of mobility, see: <http://www.utp.edu.co/internacional/convenios-y-redes.html>

Through these agreements, the partner universities guarantee the acknowledgement of courses taken in the UTP. Exchanges will be for one semester or one academic year and do not provide obtaining a professional qualification, or completion of studies at Universidad Tecnológica de Pereira.

Partner college students do not pay tuition fees in the UTP.

For students coming from foreign educational institutions or entities that are not covered by agreements between these and the Universidad Tecnológica de Pereira, financial enrollment per semester is equal to five (5) monthly legal minimum wage (SMMLV).

For the year 2013, the SMMLV (monthly legal minimum wage) in Colombia is COP \$589.500.

I. Admission requirements:

Through the corresponding department of the home university, the following documents must be sent via email:

- ✓ [Application for Student Mobility for Foreign Undergraduate Students.](#)
- ✓ Cover letter
- ✓ Postulation letter
- ✓ Academic Acknowledgement of Subjects Format. (Download format from website)
- ✓ Letters of recommendation from two teachers.
- ✓ Copy of passport.
- ✓ Basic Spanish Certificate (CEB) or other equivalent certificate. (If applicable)
- ✓ Certificate stating grades and average and that the student has completed more than 50% of the career.
- ✓ 1 scanned photo whit blue or white background.
- ✓ The full academic program of the home university.
- ✓ Receipt of registration of the home university. If tuition fees are not paid, certification of being an active student.

II. Official Acceptance:

Once the complete documentation is received, it will be reviewed and the selected students will receive a Letter of Acceptance and the Certificado de Existencia y Representación Legal (a legal document stating the existence and representation of an institution) of the UTP; which will be turned in at the Colombian Embassy.



With the Letter of Acceptance, the certificate and other documents, the student shall directly apply for a Student Visa in the Colombian Embassy of his/her country. See instructions in the following link: <http://www.cancilleria.gov.co/servicios/exterior/visas/temporal/estudiante>

Prior to the arrival to Colombia, the foreign student shall send via email the following documents:

- ✓ Copy of the Student Visa.
- ✓ Medical Insurance with international coverage and repatriation coverage for accident and / or death.
- ✓ Blood group classification.
- ✓ Travel itinerary.

WITHOUT THE CORRESPONDING STUDENT VISA AND THE INTERNATIONAL MEDICAL INSURANCE IT IS NOT POSSIBLE TO CARRY OUT THE ACADEMIC MOBILITY IN THE UTP.

III. Arrival to the University:

- At the airport there will be an official of the ORI - UTP to welcome you and take you to your accommodation address.
- In the first three days, please report to the ORI – UTP with the originals of the required documents for submission and introduction to directives and registration
- You will be assigned medical and dental appointments for the opening of student welfare services.
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Elaborado por:	Revisado por:	Aprobado por:
Personal UTP	Coordinadora de Calidad	Jefe Relaciones Internacionales