

International Programs
Participant Guide 2008-2009

México

CSU **The California State University**
OFFICE OF INTERNATIONAL PROGRAMS

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This *Participant Guide* is designed to assist you with your preparation for your year abroad. We encourage you to share this information with your family and friends so that they can share in your experience. The *Guide* is revised annually and we welcome your suggestions.

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Introduction

The Participant Guide

Congratulations on your acceptance to the California State University International Program in Mexico. It will be an exciting and challenging year. We are pleased that you will be joining a unique group of CSU students and wish you the best for your time abroad.

This *Participant Guide* is designed to help you deal with the various requirements for participation in IP. Carefully read the detailed information that follows in the various sections. They contain a lot of information about planning and paperwork you will need to do. You should also take this with you when you go abroad. We know that there are a lot of facts to absorb and a lot of things you have to do. Bear in mind, however, that you are going to be spending an academic year at a different university in a different region of the world—assuredly, a very complex undertaking. We will try to make it as easy as possible, but it will still require considerable effort on your part.

Undoubtedly, you have a lot of questions and as you go through the process of preparation you will have more. In addition to this booklet there will be a Regional Orientation that we strongly urge you to attend. There will also be another mailing in early June.

Although this *Guide* is revised and up-dated each year, it is based on the advice, insight and experience of thousands of students who have studied abroad on IP. Your own experience will be a personal and independent one. Studying and learning in an unfamiliar educational system, exploring the neighborhoods, learning your way around, finding your own place to meet and socialize – these will be part of your discovery of Mexico, and we wish you all the best. One of the most common pieces of advice from returning students is to keep an open mind. Be flexible and use diplomacy and humor to gain a better understanding of your new surroundings.

The CSU International Programs: An Overview

The International Programs (IP) was established by the CSU Board of Trustees in 1963 as the systemwide study abroad unit of The California State University. Under the direction of the Office of International Programs (OIP), students are offered an opportunity to enroll simultaneously in one of the CSU campuses—where they earn academic credit and maintain campus residency—and in a host university or a special study program center abroad for a full academic year of study.

IP's primary objective is to enable participants to gain first-hand knowledge and understanding of other areas of the world through a year of academic study. Students have the opportunity to increase their communication skills through participation in the language and culture of other countries.

Some overseas study centers have a Resident Director charged with the academic, administrative and advisory aspects of the program. Resident Directors are faculty members in the CSU. Other centers have either a Resident Coordinator who performs the functions of a resident director but is not a CSU faculty member, still others are administered by a responsible officer of the host institution.

Eligibility is limited to students who have achieved an overall grade-point average (GPA) in all college work of 2.75 at the time of their application to the program (except for Australia, Chile, Japan, New Zealand, Taiwan, the United Kingdom and specified programs where the minimum GPA is 3.0); who will have upper division or graduate standing during their year of study abroad (except for special learn language programs which are open to sophomores); who show ability to adapt to a new environment; who are, where required, sufficiently competent in the language of instruction at the foreign university; and who meet course preparation requirements where applicable. Selection is made by a faculty committee on the student's home campus and by a statewide faculty committee. Since more students apply than can be selected, selection is on a competitive basis.

Students assume costs for predeparture processing, insurance, transportation, housing and meals. The campus registration fee (the State University Fee), tuition on the home campus for nonresident students, and personal incidental expenses or vacation travel costs while abroad are also paid by the student. OIP collects and administers funds for those items that must be arranged or can be negotiated more effectively by a central office, e.g., the State University Fee (and nonresident tuition, where applicable), processing costs, insurance, and even housing in some centers. Students accepted by IP may apply for most types of financial aid available at their home campuses.

IP is supported by State funds to the same extent that such funds would have been expended had the students remained at their home campuses in California rather than going overseas.

IP has a faculty advisory body called the Academic Council on International Programs. It is composed of a faculty representative from each CSU campus. Representatives are appointed by their local Academic Senates and are eligible to serve two terms of three years. Three former IP students are appointed annually to full membership on the Academic Council.



Student Policies and Procedures

Your Acceptance to International Programs (IP)

The first thing we will need to know is whether you still plan to participate in IP. If you do, please sign and return the Agreement form by **May 15**. A copy for your records is included in the "Agreement" section of this *Guide*. If you do not plan to participate, please inform us in writing as soon as possible, so that an alternate participant may have the opportunity to take your place.

Alternate participants are selected for some programs when the number of qualified students exceeds the places available overseas. Alternates take the place of regular participants who withdraw before departure. If you were selected as an alternate, you must complete all requirements and make all payments just as if you were a regular participant. Based on previous experience, alternates have a good chance of ultimately becoming regular participants. You will be informed immediately when your status changes to that of regular participant.

Being an IP Participant

Being part of an established program, such as IP, involves commitments on the part of the participants as well as on the part of the program. At times, you will be expected to behave as a member of a group, such as at the on-site orientation and in other program activities. There are rules and regulations that you will be required to comply with as a program member that students who go abroad independently may not have to consider. While IP students generally have a great deal of independence while overseas, it is the case that your actions may affect your group or future groups of IP students. Thus, it is important to develop a sense of responsibility toward the program as well as your fellow IP participants.

The Systemwide Office of International Programs

Now that you have been selected for IP, you have become part of a statewide program. The details of your year overseas will be handled by the systemwide Office of International Programs (OIP) rather than by your individual CSU campus. **From now on, all questions about your participation in the program should be addressed to OIP.**

When making inquiries, we ask that you and not your parents contact us. Having supportive parents contributes to your success overseas; however, when it comes to the details of your participation, you must handle your affairs firsthand.

We are located in downtown Long Beach at the CSU Office of the Chancellor, not on the CSU, Long Beach campus as many assume. Our address is:

CSU International Programs
401 Golden Shore, Sixth Floor
Long Beach, California 90802-4210

Our telephone number is: (562) 951-4790. Please note that we are unable to accept collect calls from students.

OIP Staff:

Mr. Leo Van Cleve, Director
Ms. Jolene Colman, Department Secretary
Ms. Jan Terborg, Campus Relations Administrator
Ms. Sharon Okashima, Assistant Director, Finance
Ms. Joyce Cury, Student Funds/Scholarship Coordinator
Ms. Dana Rosón, Assistant Director, Student Services
Ms. Jeanine Beu, Student Services Assistant
Ms. Danielle Pattee, Student Affairs Assistant
Ms. Renata Bouwmeester, Assistant Director, Academic Services
Ms. Laura McCrary, Academic Services Assistant

Since IP participants come from all over the state, we will be communicating with you mostly in writing or by telephone. When calling or writing OIP, please make sure you indicate your CSU campus and overseas center so that we can identify you easily. Please feel free to contact us if you have questions about any aspect of your preparation for studying overseas.

While you are overseas, financial, academic, or other issues at your home campus may arise. In most cases, it is

not in your best interest to contact your campus directly. It is often much simpler for us to solve such problems as we are aware of your special status as an IP student. You should write to OIP through your Resident Director, Resident Coordinator, or host university contact. As those individuals are in close communication with OIP, we can contact the campus on your behalf.

Information for Participants

All participants receive the following:

The Participant Guide - Outlines requirements, policies and procedures regarding various aspects of your upcoming year, and gives advice on personal preparation.

- **The IP Bulletin (included in this Guide)** - Describes the academic program and lists course offerings, or provides Internet links containing course descriptions. You will need this information in order to complete Academic Advisement form with a faculty advisor.
- **Student Experience Report (included in this Guide)** Input from the current year participants at your center provides helpful information about the year overseas from the student perspective.

Online Packet #1 - Includes the forms necessary for your participation in IP. Before completing the forms, be sure to look over the relevant sections of this *Guide*.

Deadlines

- To make sure that all processing is completed in time, there are deadlines that have to be met. To help you identify these due dates, a pointing hand symbol ☞ appears each time a due date is mentioned. You should mail all items to arrive by the dates indicated.
- In the front of this *Guide* there is a list of the due dates; failure to do so may jeopardize your participation in IP.
- If you have a problem completing a requirement, making a payment, or submitting any form on time, please call us for advice before the deadline. **It is not necessary to send materials and payments to OIP by overnight mail.**

Change of Address

**Address • Telephone number
Cell phone number • Email address**

It is your responsibility to notify us if your contact information changes.

It is very important that we always have up-to-date contact information on file for you. **It is your responsibility to let us know if this information changes.** Check the envelope this mailing came in to see that we have accurately recorded your name and current mailing address. Anytime there is a change in your address, telephone number, cell phone number, or email address between now

and departure, please send us a Change of Address/Contact Information form. This form is included in Packet #1 online.

Registration

Do not register for classes at your home CSU campus while you are studying abroad. OIP arranges for you to be concurrently enrolled at your overseas study center and at your home campus.

Home campus registration for the term you return is once again your responsibility. Check your CSU campus' website for information on registration for that term. You may need to contact the campus to make sure that they have you as a continuing student as well as a current address.

Nonresident Students

IP is designed to provide CSU students the opportunity for an in-depth intercultural experience within a structured academic program. Participants are selected without regard to national origin, citizenship, or residence status. In a competitive situation, however, priority is normally given to those applicants who have not had extensive intercultural experience.

Resident aliens are advised to check with the US immigration officials on the possible effects of residence outside the US. Visa students must check with both their home country consular offices and the consular officers of their IP country to determine if any restrictions exist that might preclude participation. Students who are, or have been, citizens of their IP country may have additional restrictions or requirements placed on their admission by the host government and/or university. As an example, German universities require German citizens to possess the *Abitur* to qualify for admission. In all these cases, OIP needs to be informed.

Nonresident US citizens who are otherwise eligible to participate may apply to IP. Such students are subject to nonresident tuition charges.

Transfer Students

If you are a transfer student (entering a CSU campus for the term you are going abroad), you must provide OIP with two items: **a copy of your letter of admission** to the CSU campus, and **an updated transcript** from your former college/university. These items must be sent to OIP no later than ☞ **July 1**.

Payment of CSU Fees

Do not pay fees to your home CSU campus during the year you are participating in IP. Instead, you will make program payments to OIP. Nonresident students are required to pay the nonresident tuition charges to OIP as well.

Extracurricular Activities

Opportunities to participate in extracurricular activities are normally available at the overseas centers. Weekend trips, field trips or tours may be sponsored by student organizations or by the host university. Opportunities for individual or team sports may be available. Some of these activities are arranged under the auspices of the host university, and others may be available in the community. Cultural norms tend to determine the type and variety of athletic facilities, and few foreign campuses offer the athletic facilities and opportunities to be found on the typical CSU campus.

To some, international education is synonymous with travel. IP students are encouraged to avail themselves of the many opportunities they will encounter for recreational and educational travel abroad during and after their year of study. IP does not, however, give academic credit for travel, and such travel must not interfere with academic responsibilities. Recreational travel must be carried out during vacation and holiday time and not during class time. Students have the opportunity for extended travel at the end of the academic year. Costs for such travel are not included in the prepaid fees or cost estimates.

Hitchhiking is a dangerous practice and all IP students are strongly encouraged to avoid it.

Students are expected to maintain regular attendance in classes and to remain at the study center during the academic terms. During any absence from the study center, students should provide the Resident Director or host institution staff with details of their itineraries so that, if emergencies arise, the student can be contacted.

Housing & Meals

When housing and/or meal arrangements are made on a group basis by OIP, these must be used by participants. Request for exceptions to this requirement must be submitted in writing by **May 15**, and are reviewed by OIP on an individual basis. Married students and students with accompanying dependents may be required to make their own housing and meal arrangements even in cases where the program provides housing for single students. At study centers where students make individual housing decisions, they are individually responsible for fulfilling the financial and legal aspects of occupying their residences.

Changing Housing

If students begin the year in program-arranged housing, they may move out on an approved basis only if the following conditions are met:

- The host university dormitory authorities or other owner-managers concur and the student has met the terms of the lease or agreement.
- The move will not jeopardize the availability of housing for the following year.
- The Resident Director or Resident Coordinator, where applicable, approves.

- Any applicable penalty or quittance fees are paid.

Any refund to the student for prepaid housing fees will be made only to the extent that the housing authorities are willing to release IP from commitments made on behalf of the student.

In centers where IP places students in family-stay housing (e.g., Denmark, Japan, Mexico), termination of the arrangement before the end of the academic year may be accompanied by an assessment of two months' rent. The Director of International Programs will make the final decision as to whether this early termination charge will be levied; if so, it will be paid in full to the family affected.

If a student moves out of program-arranged housing for personal convenience, or is ejected from program-arranged housing as a result of misconduct, IP will not stand responsible for securing replacement housing for the student.

The terms of lawful leases, signed by students who occupy accommodations at IP study centers, and as interpreted by local officials under the terms of host country law, take precedence over IP's housing regulations. Students are subject to the full range of civil penalties for abuse of property or evasion of contractual obligations abroad in the same way they are subject to such provisions at home. Where legitimate debts arise from accepting accommodations owned or managed by the host universities, or other public entities associated with these universities, such debts may become debts owed to the Board of Trustees of The California State University and to the State of California.

Withdrawals

Prior to Departure

Students who decide not to participate in IP must complete the Predeparture Withdrawal Notification form and submit it to OIP as soon as possible so that alternate students may be offered the opportunity to participate. Refer to the next section for information on possible refunds. These students retain their status as continuing students at their home CSU campuses. It is their responsibility to contact their home campus regarding registration for the upcoming term.

After Departure

Because of the extensive commitments made by the State on each student's behalf, withdrawal after departure is a very serious matter. Students who request withdrawal at any time after arrival at the overseas site must consult with the Resident Director or Coordinator or host university representative, and complete the Program Withdrawal form.

Students who discontinue their academic programs without notifying the overseas staff or OIP may receive failing grades in all courses. Withdrawal after departure constitutes withdrawal not only from IP, but also from the student's home CSU campus for the remainder of the current term.

Students who are receiving financial aid should consult their home campus Financial Aid Office regarding any return or repayment of grant or loan assistance received.

Financial aid recipients should work closely with OIP and their home campus financial aid counselor regarding funds that may need to be repaid and/or debts owed to OIP as a result of their withdrawal.

In some instances, a change in visa status as a result of withdrawal from IP, and thus no longer having student status, may mean having to leave the host country immediately.

In all cases of withdrawals and disenrollments, students assume full responsibility for their return to their home, and thereby remove all liabilities and responsibilities from OIP representatives and staff and the Trustees of The California State University.

Refunds

Students are entitled to a full refund of funds paid, less any funds already committed or expended on their behalf, provided that written notice of withdrawal is received by OIP **prior to June 15**.

Students who withdraw or are disenrolled **after June 15**, but before the beginning of instruction, will receive a refund of all monies paid to OIP less \$500 or an amount equal to funds committed or expended on their behalf, whichever is greater.

Students who withdraw or are disenrolled **after the beginning of instruction** will receive a refund of funds not already committed or expended on their behalf.

State University Fee (SUF) refunds will be based on the amount paid to OIP, the effective withdrawal date and whether or not a student will receive course credit for the term at the overseas university.

No refunds will be made for the IP student Abroad fee after departure.

No refunds will be made for health insurance cancellations after departure.

No refunds will be made for nonparticipation in IP group activities.

Determinations concerning eligibility for refunds and the amount and date of refunds shall be made at the discretion of the Trustees.

If students who receive financial aid withdraw, they may be required to make immediate restitution of monies awarded for participation in IP.

For those students who fully participate in the program, a separate accounting is made to each participant of all funds collected and expended on their behalf by OIP. As OIP makes liberal estimates of costs to cover all likely contingencies, there is usually a small amount of money left in each student account. These funds are normally returned to the students as a post-program year refund. Refunds to students are made at the sole discretion of the Board of Trustees. The Director of the International Programs, as agent for the Trustees, may make exceptions to this policy at any time without advance notice, and may make indi-

vidual determinations. In particular, the Director may withhold refunds in those cases where students have not appropriately discharged their legitimate debts and claims to host institutions overseas. Refunds are processed at the end of the academic year, when a full accounting can be made. Completing this final accounting may take up to three months or more after the end of the academic year, depending on billing practices in the host country.

Renewal Students

IP is designed as a one-year academic experience; however, some students will want to spend a second year overseas. Renewal applications will be considered taking into account the following factors:

- The renewal applicant does not take the place of an eligible first-time participant.
- Graduate students are not eligible to renew.
- The overseas center and host university can accommodate the student and assume the additional academic and administrative responsibilities.
- The renewal applicant has the support of the overseas Resident Director or Coordinator or host university representative, home campus administrators, and the academic advisor.
- The renewal application is received in OIP by March 1.

Students with Dependents

If you indicated on your application that you will be accompanied overseas by your spouse and/or children, you must complete a copy of *Information for Students with Accompanying Dependents* which you will find in Packet #1 online. It discusses some topics such as housing and child schooling, and the attendant extra expenses. Also included are *Instructions for Students with Dependents* listing the items that OIP needs from you and a worksheet for you to calculate the extra expenses for your dependent(s). The *Application for IP Group Health and Accident Insurance for Accompanying Dependents* (also in Packet #1) should be sent to OIP by **May 15**.

If you are planning on having your dependents with you overseas and have not received this information, please contact OIP immediately. Note: OIP can provide assistance to **legal** dependents only, i.e., spouses and children.

Student Conduct

General

During their stay overseas, IP participants are not only responsible for their own personal conduct, but how their actions reflect on IP, the CSU, the State of California, and the US. Abuse of the hospitality of a host university or community on the part of a few can result in the loss of opportunities for many. It is important, therefore, that participants pay particular attention to the acceptable norms of conduct in their respective host countries and abide by those stan-

dards. Under most circumstances simple honesty, courtesy, restraint and respect for the law are usually sufficient guides for proper conduct anywhere.

Standards of student conduct for IP students are established both in domestic and host country law, policy, and practice. The standards of conduct also form part of the agreement signed between the student and the CSU Board of Trustees. In some cases, host countries and institutions apply standards that differ substantially from those normally applied within the CSU. The CSU has concluded agreements with host institutions abroad that recognize the authority of those institutions to apply their own standards to CSU students. It is incumbent, therefore, on students to be fully aware of their responsibilities to the CSU as well as to the host university and country.

Unacceptable Conduct

IP students are selected for their maturity and seriousness of academic purpose. These qualities are inconsistent with inappropriate or unacceptable conduct and such conduct is exceedingly rare among the members of this group. To be clear, however, the following constitute unacceptable conduct:

- cheating or plagiarism in connection with an academic program;
- forgery, alteration, or misuse of official documents, records, or identification, or knowingly furnishing false information;
- misrepresentation of oneself or of an organization to be an agent of the CSU International Programs;
- obstruction or disruption, on or off International Programs property, of the educational process, administrative process, or other official function;
- physical abuse, on or off International Programs property, of the person or property of any member of the International Programs staff, faculty, or student body, or the threat of such physical abuse;
- theft of, or non-accidental damage to, International Programs property, or property in the possession of, or owned by, a member of the International Programs faculty, staff, or student body;
- unauthorized entry into, unauthorized use of, or misuse of International Programs property;
- the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis;
- possession, or use of, explosives, dangerous chemicals, or deadly weapons on International Programs property;
- engaging in lewd, indecent, or obscene behavior;
- abusive behavior directed toward, or hazing of, a member of the International Programs community;

- violation of any order of the Director of International Programs, or of the Resident Director;
- violation of International Programs rules and regulations as specified in official International Programs publications and correspondence;
- failure to attend classes to the extent normally required;
- failure to carry out a required portion of the program;
- violation of the laws of the host country or the political subdivisions thereof;
- violation of the rules and regulations of the host university institution;
- violation of the terms of stay or visa restrictions imposed by the host country;
- participation abroad in any event, activity, or conspiracy of a political nature, or the making of any public statement which might tend to embarrass or inconvenience the CSU International Programs or endanger the welfare of participating students;
- conduct which might be harmful to the International Programs or infringe upon the opportunities and benefits available to participating students;
- failure to discharge lawful debts abroad in a responsible and timely manner;
- conduct which represents a danger to the personal safety of the student involved or to other students, faculty, or staff members;
- flagrant disregard of local customs, mores or beliefs which might result in offending or antagonizing host country citizens or officials;
- violating the rights of any other participating student or students, faculty or staff members;
- soliciting or assisting another to do any act described above.

Sanctions

Each International Programs student signs an agreement with the CSU Board of Trustees which recognizes the authority of the Director of International Programs as the agent of the Board of Trustees, and at the sole discretion of the Director, to apply appropriate sanctions for the violation of the above items of unacceptable conduct, or other items of unacceptable conduct which the Director, again at the sole discretion of the Director, shall establish. Such sanctions are rarely applied, but must be brought to the attention of program participants:

- **Reprimands** – Verbal or written notice of unacceptable conduct. Reprimands set forth requirements for improvement of behavior and are intended to assist the student in correcting that behavior as part of the educational process where the conduct is remediable;
- **Probation** – Written notice of unacceptable conduct which sets forth specific terms required to avoid termina-

tion of enrollment where such conduct is deemed remediable, but of a serious nature;

- **Disenrollment** – Disenrollment and expulsion of a student from IP is the final sanction available to the Director of International Programs as a means to remove students from the program who have committed serious infractions and whose unacceptable conduct is deemed unremediable. Students being considered for disenrollment are provided a fair and timely opportunity to explain, justify or deny the behavior in question, or to raise matters of mitigation prior to any decision to disenroll. Disenrollment means termination of status as an enrolled student, the probable termination of legal status in the host country, and withdrawal from the academic program at the host institutions abroad with all of the attendant academic and personal consequences thereof. Disenrollment from IP is not necessarily prejudicial to a continuation of enrollment at the student's home CSU campus; depending on the seriousness of your action, students may be subject to additional action.
- **Summary Disenrollment** – On those occasions where serious incidents of unacceptable conduct are combined with any form of imminent danger to the personal safety or health of the student involved, or where any threat to the safety, health or well-being of any other student participant, faculty member or staff member is involved, or where the continued operation of the International Programs is placed in imminent jeopardy by the conduct of the student involved, the Director of International Programs may carry out, at his sole discretion, an immediate disenrollment of the student involved without opportunity of appeal or mitigation.

Grievances

Students who believe that they have been treated unjustly, or have been victims of an error on the part of the staff or the administration of IP, should make every effort to resolve the issue by consulting the Resident Director, if applicable, or the Director of International Programs. Should there be no satisfactory resolution of the problem, it will be the responsibility of the Director of International Programs to advise students with grievances in a timely manner on the availability of additional channels of appeal or assistance as may be appropriate and applicable to the circumstances involved.

CSU International Programs Alcohol Policy

IP does not tolerate alcohol abuse by its participants. Alcohol may be consumed by IP participants of legal drinking age (in the host country). Students must understand that, if they choose to drink alcohol, they remain accountable for their actions and, therefore, must drink responsibly, following all host university and country rules and laws related to alcohol. Prior to departure, students are advised to research their host country's alcohol-related customs and laws.

The intent of this alcohol policy is to help IP achieve the following goals:

- Ensure that alcohol is never the primary focus of an IP event.
- Communicate to IP participants that they are expected to act responsibly regarding their consumption of alcoholic beverages while living abroad.
- Raise student awareness that, when choosing to consume alcohol abroad, students are subject to the local laws related to alcohol consumption.
- Remind IP Resident Directors and staff overseas that they should strive to create an atmosphere that does not encourage students to drink alcohol and that respects those who choose to abstain.
- Warn students that excessive drinking or drunkenness is not condoned and will never serve as an excuse for misconduct.
- Encourage students to be aware of local customs and laws related to alcohol consumption.

CSU International Programs Statement on Sexual Harassment

Sexual Harassment

It is the policy of the CSU to maintain a working and learning environment free from sexual harassment of its students, employees, and applicants. All students and employees should be aware that the CSU is concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action.

As a CSU program, IP is concerned about sexual harassment abroad. This policy statement and the procedures below apply to students and employees of the CSU. Students should be aware that this policy does not apply to faculty, students and staff of host institutions abroad.

IP emphasizes the importance of orientation and open communication in order to promote a preventive approach that addresses and explains issues before they escalate into more serious problems.

Is There an International Definition of Sexual Harassment?

IP participants should understand that a definition of sexual harassment abroad must take into account the legal system and culture of the host country. Legal standards and cultural norms may be different than those in the US and this can make harassment difficult to identify abroad.

During orientations before departure and once abroad students will receive information regarding the host country and culture. In some cultures verbal comments that may be offensive in the US may be acceptable abroad. At the same time some types of dress that are considered appropriate in the US may send different messages abroad.

Reporting Sexual Harassment

All alleged incidents of sexual harassment should be reported to the Resident Director, Resident Coordinator or host university contact person. That person will consult with OIP regarding the issue. OIP will consult with other appropriate staff as necessary. On-site personnel and OIP staff should keep a written record and notes of any conversation surrounding these allegations.

Responding to Sexual Harassment

Staff should respond to complaints in accordance with IP policies and procedures for responding to such allegations.

Intercultural Gender Relations

It is equally important for both men and women traveling abroad to understand issues surrounding intercultural gender relations. Gender relations may be initiated differently in different cultures and all students traveling abroad should educate themselves about their host country's customs and norms before they go. Knowledge increases competent behavior, which can also be important for personal safety.

Before going abroad, students are encouraged to learn about how interpersonal relationships are initiated in their host country. Understanding the meaning behind certain behaviors that are second nature in the US may drastically affect your experiences with host nationals abroad. Such things as clothing styles, make-up, cologne, eye contact, facial expressions, distance between people talking and even hairstyles may send unintended messages in another culture. Students who are unaware of these cultural differences may inadvertently find themselves in uncomfortable or dangerous situations.

Therefore, students are urged to learn as much as possible about the cultural norms of their host country. Your IP Campus Coordinator may be able to point to some valuable reading material on the subject of culture. Another way to learn about your host country's culture is to talk to former IP participants or to international students from that country. Every CSU campus has an international student office that may be able to introduce you to students from the country you will be going to. Again, knowledge increases culturally appropriate behavior.

Privacy of Student Information

Section 7(b) of Federal Public Law 93-579, popularly referred to as the Privacy Act of 1974, became effective January 1, 1975. This section of the statute requires that any federal, state, or local government agency which requests an individual to disclose his Social Security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is elicited, and what uses will be made of it.

The application for admission to The California State University International Programs requires each applicant to provide his or her Social Security number. Authority for this requirement is found in Section 41201 of Title 5 of the California Code of Regulations, and Section 6109 of the Internal Revenue Code.

The student's Social Security number is used as the individual identifier in all student records which may include application files, registration records and certification documents, academic records, financial aid and transaction records, and transportation and insurance documents. Also, the Internal Revenue Service requires the University to file information returns that include the student's Social Security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

It is IP policy to protect the personal information of participating students from unnecessary or inappropriate disclosure. Personally identifiable records are not shared or distributed to private individuals or agencies unless such sharing or distribution is authorized by the student or unless otherwise provided for in law. In circumstances where the safety or well-being of participants may be involved, information derived from official files, reports or records relating to participants individually or collectively may be utilized as deemed appropriate by the Director of International Programs for official purposes. Such information may be disclosed pursuant to host country law or regulation whether or not such disclosure is consistent with the laws or regulations of the US or the State of California.

Nondiscrimination Policy

The CSU International Programs welcomes diversity in its student body and seeks to include all who share its values of improved intercultural communication and international understanding. No person shall on the basis of race, color, sex, disability or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to unlawful discrimination under the International Programs.



Preparing For Your Year

Passports

You must have a passport to leave from and return to the United States. **Apply now for a passport if you do not have one**, or renew your passport if it has expired. If you already have a passport make sure that it is **valid six months beyond your stay abroad**. Do this **now**, as the process can take several weeks.

If you are applying for a passport for the first time, you must apply in person. You can apply for or renew your passport at over 4,500 passport acceptance facilities nationwide that include many federal, state and probate courts, many post offices, some libraries and a number of county and municipal offices. These designated facilities are very convenient because they are located near your home. We recommend that you start by contacting the largest post office or courthouse in your area. You can find information on the web about how to obtain a US passport at:



Passport Services and Information:
<http://travel.state.gov/passport/index.html>

If you need your passport urgently, you are advised to go to one of the passport agencies listed below in person. Note: you will probably need an appointment, so we advise you to call ahead.

Los Angeles Passport Agency

Federal Building
11000 Wilshire Boulevard, Suite 1000
Los Angeles, California 90024-3615
Telephone: (310) 575-5700

San Francisco Passport Agency

95 Hawthorne Street, 5th Floor
San Francisco, California 94105-3901
Telephone: (415) 538-2700

The following items are needed to obtain a US passport:

1. Proof of citizenship: A previous US passport, naturalization papers, or if you were born in the US, a CERTIFIED copy of your birth certificate bearing the seal of the city, county, or state custodian of records. Hospital birth

records are not acceptable. Make sure that you have the proper documents to avoid delays in getting your passport. Bear in mind that obtaining out-of-state birth records can take as long as six weeks.

2. Proof of Identity (previous passport, current and valid Driver's License, government ID, military ID, student ID).
3. Two recent identical passport photos.
4. Be prepared to pay a fee (\$100 as of 2/1/08) by cash, check or money order. Not all passport agencies accept credit cards.
5. Complete application form DSP-11 (Do not sign it until the Passport Acceptance Agent tells you to do so.) These are available from passport agencies, acceptance facilities, and on the internet from the US State Department.
6. Know your Social Security number. You do not need your card, but you do need to provide your Social Security number.

After you receive your passport, sign it and keep it in a safe place until your departure. Send a photocopy of the pages of your passport with your photograph and personal information to OIP by **May 15**. It is also a good idea to make yourself a photocopy of the pages with your photograph and personal information. Keep this copy separate from your passport.

Visas

The Tec recommends that all US students enter as tourists and apply for the student visa once they are in Queretaro. Visa fees are approximately \$100US.

The International Programs Office at the Tec will assist students with the student visa application in Mexico. More information is available on the Tec's website for International students <<http://www.study-in-mexico.com>>. Click on "Study Abroad Mexico" in left hand blue column; then choose "Visa information" in the blue box. Scroll down to "Students who come for one semester or a year without a Student Visa." If you have questions, you will find information on this website about how to contact Arturo Bravo, an immigration attorney at the Tec.

The Visa Application Process: Your Responsibility

NOTE: You may follow all of the instructions to a tee and you may even submit your visa application and all of your documentation beautifully, early and in duplicate. However, you must realize this: **No one has the right to be issued a visa.**

The issuing of a visa, or a residence permit (as it is called in some countries) is acknowledgement by a foreign government that they trust you. It may sound simplistic, but trust is getting harder and harder to come by in the world of international travel. Remember, the government official who issues you a visa or residence permit is giving you permission to enter his/her country for the purpose you report on your visa/residence permit application and with the understanding that you intend to leave on the date you state on your application.

Tracing the movement of people is becoming a more important task for government officials. This is true for every government around the world. Your request to go live in another country for a full academic year is no small request. You should value the receipt of such approval by another government and honor their decision to allow you to enter by always showing respect to the country where you have been given permission to live for the academic year.

Every year, the Office of International Programs (OIP) contacts the foreign government offices of the countries where it sends students to request information about the student visa application procedures. This is what we print for you in this Participant Guide. It is possible that regulations will change. If we are made aware of any changes, OIP will notify you. Providing information and relevant documents is essentially our only role in the visa application process.

Please understand that applying for a visa or residence permit from a foreign government is one part of the international experience that OIP does not have any control of. This is a personal request from you, a citizen, to a foreign government. OIP and the California State University cannot act on your behalf. This is a transaction that happens between you and the foreign government. OIP cannot intervene or persuade the foreign government's decision in any way.

In nearly all cases, CSU students participating in the International Programs are issued visas/residence permits in time to participate in their study abroad programs. In some cases there may be delays, and in very rare cases, students have been denied visas. The visa/residence permit application process is entirely your responsibility. Please follow instructions exactly and carefully.

Non-US Citizens

If you are not a citizen of the United States, special travel restrictions and/or requirements may affect you.

1. Inform OIP of your citizenship status not later than **May 15**. If you are a permanent resident, you must

send OIP a copy of your alien registration card (green card).

2. Contact the consulate of your host country to find out about special visa fees or requirements.
3. Before you can apply for a visa or residence permit, you need a passport (or travel document) that is **valid six months beyond your stay abroad**.
4. If you are a permanent resident of the US or visiting the US on a student visa, you must consult the US Citizenship and Immigration Service (USCIS) about the documents you require for reentry to the US

Keep OIP informed of your progress in dealing with these issues. It is your responsibility to determine and comply with all USCIS and host country requirements necessary to study in México.

Transportation

Group Flight

You have the option of purchasing a ticket on a group flight arranged by OIP for your convenience through a travel agency specializing in student travel. Participation in the group flight is voluntary. You may choose to travel independently if you prefer (see below).

Students who participate in the group flight will be met by the Resident Director at the airport and transported to the CSU study center. There are advantages to traveling with a group to your study center. First, it is always a good idea to travel with at least one companion. In addition, it makes arrival much easier for you since you will be met at the airport and provided ground transportation.

You will be dealing directly with the travel agency to make your reservations and payments for the group flight. When making a reservation on the group flight YOU choose your return date. Your ticket will be issued for the date you request to return home. If you decide to change that date after purchasing the ticket, you will be required to pay a fee to the airline. We mention this to remind you to plan ahead. If you have budgeted to travel around after your year abroad, book your return flight accordingly to avoid having to pay an extra fee.

Travel Cuts Group Flight Information:

www.travelcuts.com/csuiip



Independent Travel

You may wish to shop around and find your own flight to the study center, and you are welcome to do so. You may very likely find airfares on the internet for lower rates than the group flight. Keep in mind, however, that it has been our experience that bargain-priced tickets do not usually save students money in the long run. There are several words of caution to keep in mind:

1. If you decide to travel abroad independently, you will be required to arrange your own ground transportation upon arrival. (What time will you be arriving? Do you speak the

language? Will you take a taxi? Where will you have the taxi take you?)

2. If you arrive before the group, you will be responsible for finding and paying for your own lodging and meals before the program starts. The group housing is not available until the program starts.
3. You will be mailed reporting instructions about exactly when and where to arrive. You must arrive on time. OIP will not approve late arrivals. You should plan on arriving on or before the group arrival date.
4. Most visa regulations require that you show proof of round-trip transportation when you apply for your student visa. Your visa may not be approved if you only purchase a one-way ticket or have a "stand-by" reservation. You will need to purchase a round-trip ticket.
5. **DO NOT PLAN TO LEAVE PRIOR TO THE PROGRAM START DATE AS VISA PROCESSING MAY MAKE IT IMPOSSIBLE TO TRAVEL ABROAD EARLY.**
6. In the event that there is a change to the start date of the program, it will be your responsibility to make modifications to your transportation plans to accommodate such changes. OIP is not responsible for any non-recoverable transportation charges you may incur for independent travel arrangements.

Air travel involves risks and could result in damage to property, injury to persons, and death. Please be informed that the California State University assumes no liability for damage, injury, and death which may occur during air travel required by the California State University-affiliated programs. Your participation in the program is voluntary, and you participate at your own risk.

Prior to departure you must sign an agreement, which includes a release from liability (see Agreement section of this book).

Photographs

The photographs you submit to OIP must be in passport format.

Print your name and country on the back of each photo. Be careful that the ink is dry and does not damage the photos. You will need **6 identical** photographs as follows:

- Send **2** photos to OIP for official use (place in mini photo envelope sent with this Guide - **do not** seal envelope)
- **4** photos for the Tec de Monterrey Application for Admission: (place in mini photo envelope sent with this Guide - **do not** seal envelope)

The photos **MUST** meet these requirements:

- 2" X 2" high-resolution color or black and white photos.
- Full face view and have only your head and shoulders at the center of the photo
- Taken on a white background and printed on photo paper.

- Photocopies, scanned or digitally altered photographs **will NOT be accepted.**
- The most convenient way to get acceptable photos which will not cause any delays is to obtain them at a passport photo service.

International Student Identity Card (ISIC)

OIP recommends that you purchase the ISIC, a card internationally recognized as proof of student status. The card provides cardholders with discounts and travel benefits around the world.

The ISIC also provides basic health and accident insurance while you are traveling abroad, which will supplement the mandatory IP health insurance. Cardholders also have access to a toll-free Traveler's Assistance Hotline for assistance in medical, legal, and financial emergencies.

If you are interested in obtaining the ISIC, you must purchase it on your own. OIP does not provide students with the ISIC. You may purchase the ISIC online <www.myISIC.com>.

The website also provides a list of available discounts in each country.

Packing

Refer to the *Student Experience Report* for suggestions on clothing and other personal items to take with you. In general, you will find that what students wear in California is acceptable overseas, taking into account the local climate, particularly the fact that winter is usually harsher than at home. It is important to take clothes that demand little care, since you may not have easy access to washers, dryers, and ironing boards.

Many students wonder about taking musical instruments, bicycles, skis, or surfboards. When making this decision, consider that airlines may charge extra for these items and remember that you must be able to carry them in addition to your other luggage. Also consider the possibility of damage enroute, the problem of storage, and how much you will actually use the item. If you will only use your skis for a two-week winter vacation, it might be simpler to rent a pair. Similarly, it might make more sense to buy a secondhand bike overseas and sell it before you come home instead of risking damage to the one you own.

Whatever you decide to take, try not to take too much. There are several reasons for this advice: it is likely you will have limited storage space overseas, you will have to carry it all in your luggage (or have it shipped), and you will have to ship or bring it all home at the end of the year—along with everything you have bought while overseas.

Lightweight, easy-to-carry luggage is recommended. Check for sturdy construction; a broken zipper can be very frustrating on a trip. Consider also that you will use at least part of your luggage on vacations during the year. If you take a backpack, consider an internal frame pack or one with no frame at all; these are useful for vacation travel and can be

carried comfortably for two or three miles. Packs with external frames are easily damaged on overseas flights and are unwieldy on trains and buses; take one only if you plan extensive backpacking trips while overseas.

Airlines require that you have a name tag on each piece of luggage.

Based on past experience, it is a good idea to pack your carry-on bag to include everything you might need for a couple of days. If the rest of your luggage is delayed, you will at least have your necessities. Anything of great monetary or sentimental value should travel in your carry-on, or be left at home. No matter what the maximum baggage allowance is for your flight, keep in mind that you must be able to carry all of your own luggage on the trip overseas. Being able to pick up all of your bags at one time is not enough; **try carrying them outside and around the block.**

Shipping

Mail services in Mexico are not as reliable as they are in the US. Therefore, we advise you not to mail anything of value between the US and Mexico. Letters and postcards usually get delivered but take longer, but sometimes letters get lost in the mail altogether. Before you go you may want to investigate. There are some delivery services that specialize in delivering packages between the US and Mexico. For example, "La Conexión" <www.laconex.com> is a possibility. Contact these kinds of delivery services and ask them about their services before you go.

Electrical Appliances

The US operates on 100 volts AC (alternating current) at 60 cycles. Mexico does as well. Therefore, you will not need an adaptor or converter in Mexico to use the electrical appliances that you use in the US.



The Mexico Program

During your year in Mexico, you will be part of a group of about 30 CSU students who will be studying in one of three programs: Language and Culture (for intermediate and advanced students of Spanish), Learn Spanish (for beginners in Spanish language study), and LA META (Learn About Mexican Education and Teaching in Action) for students interested in teaching, social work or school counseling as a career. All three programs are operated in cooperation with the Instituto Tecnológico de Estudios Superiores de Monterrey (ITESM or the Tec) a private university located in Querétaro.

The staff of the *Programas Internacionales* at the Tec will serve as your primary source of assistance during your stay in Querétaro. The director of that office is Ms. Carla Diez de Marina Salcedo.



ITESM, Querétaro:

<http://www.study-in-mexico.com>

ITESM is part of a nationwide system of 30 campuses that are internationally recognized for their high academic standards. There is opportunity for interaction with students from Mexico as well as from other parts of the world. State of the art technology and computer facilities are present on the campus.

The *Programas Internacionales* (PI) department offers a complete program for learning Spanish and Mexican culture. Besides six levels of Spanish, the campus offers language courses for native speakers, academic Spanish, and Spanish for business. For students with advanced Spanish skills, additional coursework is available in the Tec departments of business, agriculture, communications, architecture, and engineering. Students from a number of other countries are also studying at the Tec and you will get to know them over the course of the year.

Bookstore: There is a small bookstore. Books are also sold through the *Programas Internacionales* at the Tec in Querétaro. There is a book fair each semester, and students will either buy books for their courses at the bookstore or get them from the library. The library has 65,000 volumes and an online catalog system that is now used at 14 Tec campuses. Periodicals are on CD ROM. The library

has extensive hours: 7 AM to 9 PM on weekdays and to 5 PM on Saturday during the academic year.

Internship Program: Strong ties with the public and private sectors make it possible for the school to sponsor the ever-expanding internship program. Many IP students have participated in this program over the years. Retailers, manufacturing plants, schools, government agencies, and other organizations provide a variety of settings in which students do internships. Students may enroll in a supervised internship worth 3 or 6 credits. These experiences permit students to go beyond the campus experience into the community for invaluable practical training, giving them a real added value to their formal education.

Specific requirements and information for Mexico participants are in this section, so please read it carefully and comply with the deadlines. Please feel free to contact OIP if you have any questions.

ITESM Application

Please complete the enclosed ITESM Application for Admission and return to OIP by **May 1**.

Spanish Placement Test

The Spanish Language Placement Test is to be completed online prior to arrival in Querétaro. Once admitted to the Tec, you will receive information about how to take the exam online via email. The results are used to place you in the appropriate level Spanish class.

Arrival

Before your departure to Mexico, you will receive e-mail communication from the ITESM *Programas Internacionales* (PI) with information pertinent to your study programs in Mexico. Therefore, if you change your e-mail address from what you indicated it was on your IP application, please inform OIP immediately.

Upon the designated date of arrival, staff members from the PI will meet the group flight at the international arrivals gate at the airport. You will be transported in a chartered bus to Querétaro where you will be greeted by your host family.

Independent travelers who arrive before the scheduled date/time must travel to Querétaro on their own. Public buses (Primera Plus) leave directly from the Mexico City airport on a regular basis. Travel time to Querétaro by bus is approximately three hours and costs approximately 220 pesos (US dollars may be accepted). If you get to Querétaro early, you should contact the *Programas Internacionales* Office at the Tec in advance and advise them about your arrival so that they can make special arrangements for you to meet your host family. Tel: 52 (442) 238-3287/FAX 52 (442) 238-3288; Email: <mperezd@itesm.mx>.

Orientation

The Tec will provide an orientation, which will serve as an introduction to the campus, to Querétaro, and to life as a student in Mexico. Topics include an orientation to the *Programas Internacionales* Office and staff, academic information, financial matters, housing, visa, campus services, health recommendations, survival information and cultural information. The orientation material is summarized in the Tec's International Student Orientation Handbook, a copy of which you will receive after your arrival at the Tec. You may also browse their website at: <<http://www.study-in-mexico.com>>.

Registering for Classes

WARNING: It is your responsibility to remove all CSU home campus "holds" on your records before you go abroad. A "hold" on your records will prevent you from registering for classes. This includes Library holds, and all other campus holds including the Records Office, Financial Aid Office, your own academic department and any other campus office that may put a "hold" on your records. Before you leave, be sure to clear all "holds." This is your responsibility and will prevent problems in the future.

IP students are required to enroll in 15 units each semester.

An advisor from the Tec will assist you in choosing your courses. Bring a copy of your Academic Advisement form (enclosed), which you complete in consultation with an advisor at your home CSU campus, and a list of approximately 10 courses that you are interested in taking, from which five will be selected for enrollment in each semester.

Results of the Spanish Language Placement Test will be used to help select appropriate courses. Students who are at a basic or intermediate level of Spanish, as determined by the placement test, are limited to the PI courses. Students who score at the advanced level of Spanish are eligible to select from the full array of courses offered at the Tec.

Housing

Upon Arrival

Upon arrival, all CSU students will stay in temporary host family accommodations prearranged by the Tec for fifteen days, during which time, you will search for your perma-

nent housing for the academic year. The costs for the host family arrangements are included in your prepaid program costs. The host family stay includes room and board, laundry, room cleaning, and may include limited use of the family telephone. Please understand that some host families only want to open their homes to students for this temporary 15-day period. You will have to discuss staying for the academic with them after you arrive.

Permanent Housing for the Academic Year

Because you will only have fifteen days to find permanent housing, it is important that you start looking immediately. You have the option of staying with your host family (if they are open to hosting a student for the year) or finding other housing. During your initial orientation program, you will be given detailed instructions on how to go about finding and contracting for housing. Remember that you may need to pay first and last months' rents plus a deposit when renting a room or apartment, so plan accordingly.

The *Programas Internacionales* Office at the Tec has a website that includes housing information <<http://www.study-in-mexico.com>> (click on FAQ in the left hand column, then on Housing options). You have several options:

- Home Stay Program
- Campus Residence Hall
- Renting an individual or shared room or apartment

You may read about these options on the Tec's website. It is important to think about the advantages and disadvantages of each. Do not choose one option too quickly just because it sounds like the least expensive. Sometimes students do not realize rent is low because the apartment has no furniture or refrigerator. You must also keep in mind that if you rent an apartment or house, you will need to pay utilities and go grocery shopping and cook for yourself, whereas this is not the case with a host family. While the cost of the host family program may appear higher than renting an apartment, one should think about what is included before rushing to judgment. The dormitories are attractive because they are so close to campus. You can walk to class from the dormitories, whereas in most other living situations, you will have to use public transportation to get to campus. There are many factors to weigh. Take your time, look at all of your options and make the decision that seems best for you.

Special Events/Planned Activities

The Tec *Programas Internacionales* Office offers a number of trips and special events throughout the year that you are expected to participate in as part of your CSU educational program. Two trips are planned for each semester, with the cost paid for out of the prepaid Group Activities funds. Information about these events is available through the PI Office. In addition to these activities, there is an active sports program at the Tec in that you may participate in, as well as student clubs, cultural workshops and competitions. Student groups at the Tec also sponsor student excursions in which you may participate for an additional fee paid for by you.

Computer/Internet Access

As a Tec student you have access to a wide range of up-to-date technology resources and services, including a modern computer lab, printers, scanners, and free internet access, with services usually available all day and most of the night. Stand-up e-mail facilities are scattered around the campus and direct internet access is even available through the campus-wide wireless system or by plugging your laptop into outlets at outdoor tables. Computer equipment is readily available for purchase in Querétaro, although at higher prices than in the U.S. It is not necessary to buy a laptop before you go, but if you already have one, bring it with you, as it may prove very convenient as well as economical. Please note that Macs are less common in Mexico, so parts and accessories are less available and more expensive. If you have a Mac that uses headphones with a USB connection, it is a good idea to bring them with you for international communication via the Mac.

Telephones

The Tec International Student Orientation Handbook that you will receive at orientation in Mexico contains detailed information about telephoning in Mexico. Points to remember are, first, that long distance phone calls originating in Mexico are expensive and there is a charge for exceeding a set number of local calls per month. Therefore, host families often restrict student use of the telephone to a limited number of local calls. Second, if you decide to rent an apartment, you'll learn that many rentals do not come furnished with a telephone line.

You may want to get a cell phone to use throughout the year. They are convenient and allow you to make as many calls as you wish without bothering your host family or roommates. You choose the phone you want and pay the monthly charges.

Money Matters & Banking

Before you go, you should have enough money in a bank account/ATM to cover your first two months worth of expenses.

The major banks used by students are Banamex, Bancomer, and Bital. Exchange houses (casas de cambio) are also convenient. Be aware that it can take between two and four weeks for checks written to you in US dollars to clear in Mexico and that it is not easy to cash checks written in US dollars unless you have a Mexican bank account or a US affiliated bank such as City Bank.

Some students strongly suggest that you keep your bank account in California and assign Power of Attorney to someone in California and arrange for checks to go directly to that person. When those checks are deposited in California, you can draw on the account with an ATM card in Mexico. Another way to get money from the States is to have it transferred through Western Union or American Express.

In addition, you should know the following as you plan for the year ahead:

- Be prepared to pay approximately \$75-120 for photographs and fees for your Mexican immigration documents, depending on whether you arrive in Querétaro with a student or tourist visa. There are additional fees for renewing a 6-month student visa issued in the US.
- Bring about \$100 US in Mexican pesos with you. Remember that in Mexico, the dollar sign refers to pesos. US currency is often referred to as USD.
- Traveler's checks (American Express, Cooks, Bank of America) are readily convertible to pesos in most banks for a fee. You need to show your passport when cashing traveler's checks.
- ATMs are widely available for a peso withdrawal using US bankcards for a fee (maximum withdrawal amount is usually about \$300 US per day). Both Bital and Banamex accept cards on the Plus system. Banamex also accepts cards for the Cirrus system. All the bank machines will accept debit cards from MasterCard and VISA. (Be sure that you know what steps to follow should you ever lose your ATM card. Keeping a photocopy of the front and back of the card in a safe place is advisable.)
- Major credit cards are widely accepted for purchases. It is advisable to bring one major credit card. Credit cards, however, are not accepted on the Tec campus for making purchases or for paying for lodging with host families.
- Bring enough money to last several months or plan to use ATMs. Financial aid checks do not usually arrive until October, so please plan accordingly.

Currency Exchange Rates

<http://www.oanda.com/converter/classic>



Books & Films about Mexico

The Lonely Planet and *Moon Guides to Mexico* provide practical, budget-oriented advice on travel within Mexico. There is also considerable cultural content within these guides.

Many Mexicos by Lesley Byrd Simpson, one of the best general books on Mexico, is a classic in its field. An interesting discussion of the paradoxical relationships between Mexico and the United States is *Distant Neighbors* by Alan Riding. John Condon's book *Good Neighbors* offers another general comparison between the two countries. *The Labyrinth of Solitude* by Nobel prize-winning author Octavio Paz addresses the complexity of the Mexican character originating from Indian and Spanish heritage.

Some films illustrating aspects of life and culture in modern Mexico are *Santitos*; *Sexo, Pudor y Lagrimas*; and *El Norte*. *Like Water for Chocolate*, based on the book *Como Agua Para Chocolate*, provides an artistic treatment of more traditional Mexico. Some recent award winning Mexican

films, including *Amores Perros* and *Y Tu Mama También*, present some harsher realities.

Climate

The climate is fairly pleasant most of the year. December and January can be cold in the early morning and at night, requiring warm clothing. The hottest months are April and May when daytime temperatures can reach the 90's, but evenings are mild. The rainy season is June-September, although Querétaro generally has very low humidity.

Vacation Travel

Travel by bus throughout all of Mexico is a convenient and inexpensive way to explore the country. The central location of Querétaro makes it an ideal point of departure. Referral to the travel guides mentioned above in the Books & Films about Mexico section will provide a wealth of information.

Mexicans love a party. National holidays and local fiestas abound throughout the year. IP students in the past have enjoyed such traditional celebrations as the Day of the Dead on the island of Janitzio in the state of Michoacan and the Guelaguetza with regional costumes and dances in the state of Oaxaca. Mexico offers a fascinating variety of places and events for the adventurous traveler.

If you plan to rent a car for vacation travel, it could be useful to have an International Driver's License, obtainable from the Automobile Club (AAA).

2008-2009 Calendar

Dates subject to change.

Arrival Date	July 28 (Monday)
Registration/Orientation	July 29-30
Fall Semester	August 04 - December 09
Semester Break	December 10 - January 07
Spring Semester	January 12 - May 19

Mailing Address in Mexico

Former participants recommend against sending packages of any sort to Mexico. You may receive letters at the address below.

ITESM
Campus Querétaro
Programas Internacionales (YOUR NAME)
Epigmenio Gonzalez # 500
Col. San Pablo
Querétaro, Qro. 76130
MEXICO

Health Care Facilities

During orientation, the staff in Querétaro will provide you with information about the private hospitals in Querétaro. If you need medical attention, you should visit a physician on campus or go to one of the private hospitals. The private hospitals are modern and good medical services are avail-

able. In addition, the staff can **assist you with names of physicians and hospitals** in Querétaro.

Europ Assistance USA - Your CSU student health insurance policy includes emergency travel assistance coverage administered by Europ Assistance USA. This is a supplemental part of your health insurance policy valid around the world and can assist you if you should need emergency medical care while traveling abroad, 24 hours a day, 365 days a year. To access their benefits, you **MUST** contact Europ Assistance USA and let them make all arrangements for any services that you need. The kinds of services they provide are listed in the insurance pamphlet that we included in your packet.

Upon request, Europ Assistance USA can also provide pre-trip counseling for any countries you will be traveling to. They can also answer questions you may have about your prescription medications before departure or help you replace a prescription while traveling.

For further information on the services provided by Europ Assistance USA, please see the Wells Fargo Student Health Insurance pamphlet provided in your packet, or contact Europ Assistance USA at: (800) 243-6124 (*Toll-free within the United States*) or (202) 659-7803 (*Collect from outside the U.S.*).

Work

Students who are not Mexican nationals are not allowed to work in Mexico for pay.

Registering at the US Embassy

Americans living in or visiting Mexico are encouraged to register at the US Embassy or at one of the US Consulates in order to obtain updated information on travel and security within Mexico. The US Embassy is located in Mexico City.

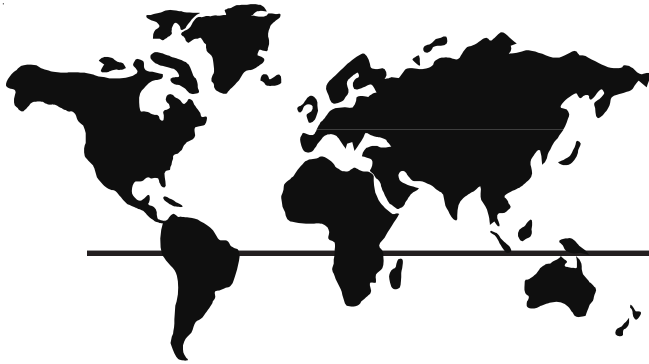
US Embassy In Mexico
Paseo de la Reforma 305
Colonia Cuauhtemoc

Telephone from the United States: 011-525-080-2000
Telephone within Mexico City: 5-080-2000
Telephone long distance within Mexico: 01-5-080-2000
E-mail: ccs@usembassy.net.mx.

The US Consulate General office nearest to Querétaro is located in San Miguel de Allende at Dr. Hernandez Macias #72, telephone (52) 415-152-2357 or (52) 415-152-0068.

Host Institution

Instituto Tecnológico y de Estudios Superiores de Monterrey (ITESM) <<http://www.sistema.itesm.mx/>>



Academic Arrangements

Your Academic Status as an IP Student

As an IP participant you are concurrently enrolled at your home campus in California as well as at the host university overseas. All coursework completed receives resident credit and becomes part of your CSU transcript. However, it is the prerogative of your home campus to determine how specific courses apply toward graduation requirements. Take special care in completing the Academic Advisement form discussed below.

The Academic Advisement Form

Having gone through the IP application process, you should be familiar with the academic offerings at your overseas center. The Office of International Programs (OIP) requires that you formally plan out the courses you will take by completing, with the help of your major department academic advisor, the Academic Advisement form. Completion of this form provides you with guidance from your major department as to what courses you should take overseas and gives you a clear idea of how these courses will be applied to your degree requirements. If you will be studying overseas in a field other than your major, you should consider declaring a second major or a minor in that field, where available. You should complete the Academic Advisement form with an advisor for the program related to your overseas study.

Before planning to meet with your advisor:

1. Carefully study the Academic Arrangements section of the Guide, the IP Bulletin section that follows, and any other academic information from your host university.
2. Be aware of university breaks, holidays and exam periods since during these times, it may be difficult to meet with advisors.
3. Go over the form itself and complete Parts I and II. Part II is especially useful if you are considering the possibility of graduating at the end of your year abroad.
4. Assemble the necessary materials: this Guide and other academic information where needed, your academic records, your home campus catalog, and the Academic Advisement form with its instructions.

The Academic Advisement form must be submitted to the OIP by **May 15**.

Availability of Courses Overseas

Student access to academic opportunities increases as their academic preparation for the particular host institution environment improves. The major limitations are language fluency and literacy (in non-English speaking countries) and specific preparation in the major. It is important that IP participants develop an accurate view of what they can actually accomplish in their year overseas and set realistic goals. For students studying in non-English speaking countries, students should not overestimate their facility in the host country language and realize that some limits on choice of coursework are to be expected.

The IP Bulletin is the International Programs “catalog” and provides a listing of the kinds of courses offered at our program sites overseas. The courses listed are based on the latest information available at the time of publication so students are advised to visit the host university website on a periodic basis to access the most current list of course offerings. Just as is the case with any CSU catalog, not all of the courses are offered every semester so students should not enter the overseas academic experience with rigid and narrowly defined course requirements.

Please note that courses related to US history and institutions and California State and local governments, as well as science courses with labs may not exist or may not be open to visiting international students. If you have yet to complete required courses such as these, please understand that experience shows that you will probably not be able to take them overseas.

Graduating seniors: Students whose graduation depends on specific courses should note that course availability is not guaranteed. Therefore, graduating seniors must be open to the idea of returning to their home campus for additional terms following their participation in IP. The rewards gained by studying abroad tremendously outweigh the disadvantages of a delayed graduation. Future employers will not evaluate negatively for needing an extra one or two terms to graduate if it means that you will have successfully added an international experience to your resume, learned another language and proven your ability to adapt to another

culture. To the contrary, these accomplishments will be admired. You should not miss out on the opportunity of a lifetime, even if it means that you might have to delay your graduation by a term or two.

Before You Go

You should keep in mind that you might experience a great deal of difficulty in trying to take care of academic formalities at your home campus once you are overseas. You should handle certain matters before you go. Examples are:

- taking—and passing—all English and mathematics proficiency exams required by your campus
- arranging an independent study project
- changing or adding a major or minor
- filing a petition for course substitutions or waivers
- clearing up any incomplete coursework.

If you plan to graduate during or at the conclusion of your year abroad, your graduation may depend on the planning you do before you depart! Critical items to consider are:

- having a graduation evaluation done; some campuses require this before applying to graduate
- filing an application to graduate
- applying for graduate admission to your campus if you graduate mid-year
- completing proficiency examinations in math or English that are required for graduation
- knowing that grades will reach your campus four to six months after your year abroad has concluded. Graduating seniors must take this into consideration when submitting their applications to graduate since degrees will not be posted until all courses taken abroad are reported to the students' home campuses.

Academic Policies

CSU Registration

IP participants are fully matriculated CSU students who remain enrolled at their home campuses while studying overseas. The OIP arranges for the registration of all students at their respective home CSU campuses at the beginning of each term. Therefore, students must NOT enroll for any courses at their home campus for the time that they will be abroad through IP.

Students are not permitted to enroll in on-line courses, which are offered at their home campus or another CSU campus, since the purpose of studying abroad is to engage in full time study exclusively at the study center or host university.

During the year abroad, academic counseling is provided by the Resident Director or host university staff who confers with each student to assist in making course selections appropriate to the student's degree program and assists them with the registration process.

Credit

All coursework taken overseas will be accepted by the student's home campus as resident credit. The appropriate authorities at the student's home campus make determination of the applicability of coursework completed overseas to major, minor, general education, and general elective degree requirements. In some cases, this may mean that a minimum number of units or specific coursework to be credited toward the major must be taken at the home campus.

It is the individual student's responsibility to check all major departmental rules prior to departure for overseas and to meet with the appropriate department advisor(s) to determine which courses will count toward the major and which will count toward elective credit. It is also the student's responsibility to collect and provide course information to his/her advisor.

The advisor determines how courses will be credited to the degree. The advisor may also suggest appropriate courses to be taken abroad which might fulfill degree requirements in terms of course content, course level and unit value. Since courses abroad can differ somewhat from the CSU courses required for your degree, advisors can suggest that the student take similar courses to fulfill specific course requirements. In these cases, campuses usually require that students submit a petition (or course substitution request) to have these courses count towards specific course requirements. This process protects the integrity of the degree and the transcript while allowing students the flexibility of taking related courses to meet specific requirements. Students are advised to discuss the process with advisors and appropriate officials at the student's home campus PRIOR to going abroad.

The Academic Advisement form must be completed as accurately as possible and signed by the department advisor(s), where indicated. Without these signatures, there can be no guarantee that students will receive credit toward their degree objectives.

Even with prior approval for course credit, students are advised to keep course syllabi, term papers, examinations, and any other pertinent materials, until the degree is completed. In addition, it is highly recommended that students take their home campus catalog overseas (or at least the section of the catalog which pertains to the requirements for the degree being pursued). Current catalogs are on the web, but students may find it useful to have printed information from the catalog available.

Academic Tip:

If given a choice of courses, select the one which BEST meets the course description of the requirement that you are trying to fulfill.

When selecting courses at their host university, students should choose courses which best represents the home campus course requirement they are seeking to fulfill in terms of course content, course level and the unit value. In cases when the unit value of the home campus course requirement is MORE than the host university course, students should consult with their home campus advisor about

selecting an additional course which would fulfill the unit value of the home campus course requirement.

Most coursework available at the overseas study center is at the upper division level, with the exception of beginning and intermediate language courses (where offered) and first year undergraduate level courses, which are typically considered lower division courses depending on the course. Graduate credit will be granted only in courses that are judged by the host institution and by the OIP to be graduate level. Graduate students must be aware that credit, in any case, will be granted only if prearranged with their respective home campus major departments and graduate deans. As few as six units per year may be directly transferable into their course requirements for the master's degree; nevertheless, all graduate students are required to maintain a full academic load (see Courseload, below). These additional units may be accepted by their major departments to meet other degree requirements.

Graduate Study

Graduate students are eligible for participation at most of the study centers operated by the IP. Applicants just beginning graduate work should be aware, however, that study abroad at this point in their academic career removes them from the home campus department and advisor at a critical juncture in their studies. It is essential that graduate students considering application for the IP obtain from both their graduate department and dean of graduate studies on the home campus advance information on how work accomplished within the IP can be applied to their degree program. At a later point, this also requires that both the department chair and the dean of graduate studies sign the Academic Advisement form. Graduate students may find that only six to nine units will count toward their degree; they must, however, maintain the unit load requirement.

Students pursuing graduate degrees must obtain classified graduate standing before departure for overseas. They should plan to complete before departure any course or courses which are either required as part of the graduate program and unlikely to be available at the foreign university or are prerequisite to other graduate work.

Graduate students must be realistic about what they can accomplish in a year of study overseas, both in terms of what can reasonably be expected in the way of course offerings and of what preparation they have to pursue the available offerings. They should not expect, for example, to work in a narrowly defined area of specialization, particularly one in which they have not had previous preparation. Similarly, their competence in the language of instruction might not be sufficiently advanced to permit them to take courses for which they are otherwise intellectually prepared. Acquisition of the foreign language in itself may be a valid reason for a graduate student to study abroad; however, such study is usually credited on the undergraduate, even lower division, level.

Students pursuing credentials or second baccalaureate degrees are admitted as post-baccalaureates, but academically they are treated as undergraduate students.

Academic Progress

The IP is an official academic program of the CSU, and all students participating in its offerings are subject to all of the academic regulations of their home campuses as well as those of the IP and the host institutions they attend abroad. Home campus rules for academic probation and disqualification apply overseas at the study centers as they do at home.

IP participants are expected to make normal academic progress and to maintain a grade point average of at least a 2.0. Graduate IP participants are expected to maintain a minimum grade point average of 3.0 for all graded work for the degree. Students who fail to meet these requirements are subject to probation or disenrollment from the IP.

Furthermore, any student whose academic performance does not meet standards necessary for successful progression in the program may be in jeopardy of disenrollment.

Courseload

All undergraduate IP students are required to carry a minimum academic courseload of 15 units per term and a total of 30 semester, or 45 quarter units for the overseas academic year. **This requirement applies to all undergraduate students regardless of the number of units they need to graduate or the enrollment requirement of the host university if this differs from the IP requirement.**

Academic Tip: Undergraduate students must take 15 units each semester regardless of the number of units still required for the degree.
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Any units earned during a pre-session, special session, or preparatory language program conducted outside the host institution academic year calendar, are not counted in meeting this courseload requirement.

Students are not normally allowed to enroll in more than 18 units a semester. Students interested in taking more than 18 units must apply to take the additional units through the OIP. Students requesting to take more than 18 units in the second semester of their international study must be in good academic standing and have earned a B average in the first semester of study.

Students pursuing graduate degrees must carry a minimum of 12 units per term on condition that at least six of those units are taken at the graduate level. Otherwise, graduate students must carry a courseload on the same basis as undergraduates as described above. Post-baccalaureate students pursuing credentials or second undergraduate degrees are required to carry the same courseload as undergraduates as described above.

In exceptional cases, students may petition for a reduction in the prescribed courseload although under no circumstances will students be permitted to enroll in less than 12 units. Such petitions are granted only in cases of extreme hardship due to conditions beyond the control of the student. The discovery that coursework is at a greater degree of complexity than was assumed, that academic requirements are demanding, or that the student faces lower grades than expected are not grounds for the approval of a reduced courseload. Students who withdraw from courses

without approval from the OIP will be assigned the administrative grade of WU (Withdrawal Unauthorized), which for purposes of grade point average and progress point computation, is equivalent to an F.

Extended illnesses and emergency situations requiring absence from the study center are generally considered grounds for the submission of a petition for a courseload reduction. Failure to maintain the prescribed academic load without prior approval may result in disenrollment from the International Programs.

Independent Study

In general, the IP is not designed to accommodate students pursuing independent study. The structure of overseas programs offered by the IP is fundamentally one of immersion in host institution instruction and supporting studies – such as language studies. The pursuit of other academic purposes tends to remove the student from the immersion environment and is, therefore, not generally encouraged. However, there may be a few students whose academic needs involve the completion of a paper or project during the period of study abroad, or who have a unique and very specific interest to pursue which is particularly relevant to the study center locale. In such instances, the OIP may approve limited independent studies on a case-by-case basis.

Where and when it is permitted, Independent Study is limited to a maximum of three semester units per term, except where the student's home campus permits only a lesser amount. In order to carry out independent study, a student may need to possess near-native fluency in the language of instruction, in addition to any special academic preparation and research skills required for the proposed study project. The student must have advanced written approval from the major department advisor and department chair, as well as from the OIP. Independent study must result in a paper or project capable of being graded on the student's home campus. Special tutors are not available, and students must be capable of carrying out all aspects of such study in terms of study and research skills, language skills, and access to appropriate resources. Independent study that involves additional instructional cost to the student cannot be given credit by the IP, and additional cost to the IP cannot be authorized. Upon request, independent study proposal forms will be sent to students interested in independent study.

Internships

Internships are unavailable at most study abroad centers, but where internships are available, the following guidelines are used:

- internships are credited at one unit per three internship hours per week over a 15-week semester;
- internships will not exceed six semester units for the year (i.e. three units per semester);
- internships will be appropriately supervised by an academic supervisor from the host university and an internship supervisor from the organization where the internship is being performed;

- internships require a written component to be stipulated by the host institution/supervisor;
- students seeking internship credit in their major or minor must comply with all the policies and procedures on their home campus for internships and have approval of the major department; and
- the OIP has final approval of all internships requests.

Internship applications must be completed and submitted to the OIP within the first four weeks of the semester. Late applications will be not approved.

Grading

Higher education institutions outside the United States typically use grading systems which differ from those in use in the CSU, or they may not provide grades at all. The examination systems vary widely as well. In many universities, students pursue specific degree objectives in which the individual courses taken are not graded separately. Rather, a final comprehensive examination is given at the end of the year or at the end of the course of study, when the student's advisors feel that the student is prepared in all subject areas. Continuous assessment as known on American campuses is uncommon. Where examinations are given, they are usually highly specific, may focus on only a fraction of the subject, and may be oral or written. Grades for an entire term or year's work may be assigned on the basis of a single final examination.

In order to establish an orderly basis of comparison of grades, the OIP makes special arrangements, where required, to ensure that students are examined. Through the experience of many years the OIP has developed a general system for converting foreign grades to CSU equivalents.

OIP converts grades earned abroad to CSU equivalent grades. Extreme care is exercised by the OIP to ensure that students neither benefit from nor are penalized by different evaluation methods prevailing at the various study centers.

A grade will be reported for EACH course attempted. Grades earned while on IP will be averaged in the cumulative grade point average on the student's CSU transcript.

All grades as reported to the CSU campus registrars by the OIP are considered permanent and final except "incompletes" which are rarely given. Under ordinary circumstances a grade may not be changed except to correct a clerical or procedural error. No change of a final grade may be made on the basis of re-examination, review of a student's work in the course or by completing additional work for the course.

If a student disputes a grade for a course while still at the study center, the student should contact the Resident Director or the host university staff, who will determine whether or not an error was made. If a student disputes a grade for

Academic Tip:

Don't hurt your GPA!
Avoid getting a WU by:
1) taking ALL courses for a letter grade unless the course is only offered on a CR/NC basis; 2) completing ALL courses that you are enrolled in before leaving your host university; and 3) not dropping courses without the OIP's authorization.

a course after he/she has returned to California, the student should contact the OIP and request a grade review. The OIP will request that the study center staff check for clerical errors on the student's behalf. In both cases, if it is determined that an error was made, the corrected grade will be reported to the OIP. The OIP will then report the corrected grade to the student's home campus.

Credit/No Credit

Subject to home campus restrictions, students may request to have one course during each academic term reported to the home campus for a Credit or No Credit (CR/NC) grade, for a maximum of six units per academic year. Normally this grading option will not be approved for work intended to apply to the student's academic major.

Courses reported as a CR/NC to the home campus will appear on the student's CSU academic record but will have no effect on the grade point average.

Requests to have courses reported under the CR/NC option must be made at least one month prior to the final examination date of the course. Such requests will be granted only if the student regularly attended class sessions, completed all coursework, and took all required examinations so that a grade can be awarded. Should a student apply for the CR/NC option and it is verified that the student did not complete all required coursework and/or did not attend class or take all examinations, the administrative grade of WU (Withdrawal Unauthorized) will be assigned. For purposes of computing grade point average and progress points, the WU grade is equivalent to an F.

The IP does not permit students to apply the CR/NC option to any course in which the primary objective is the imparting of language competency skills. This applies to courses offered during preparatory language programs and to both required and optional instruction in foreign language during the academic year. This policy applies equally to those study centers where the primary language of instruction is English as to those where the primary language of instruction is a language other than English.

TO HAVE A COURSE REPORTED AS CREDIT/NO CREDIT: Students requesting to have a course or courses reported to their home campus under the CR/NC option must complete a CREDIT/NO CREDIT COURSE REQUEST form.

Incomplete Work

Because of the difficulty of completing and grading work after the end of the academic year overseas, no incomplete grades are given. Students who fail to complete all course requirements by the end of the academic year at their host institution will receive a grade of WU, which is equivalent to an F in calculating GPA and units completed. Exceptions to this policy must be pre-approved by the OIP.

Academic Tip: Complete all assignments and exams by the end of your year abroad.

Auditing

Students may audit courses provided by the host institution under the following circumstances:

- auditing is permitted by the host institution;
- the instructor has given specific permission for the student to audit;
- the audited course(s) are carried as an overload, not as a substitute for required enrolled units; and
- there is no additional cost to the IP.

Students can audit no more than one course per semester. Audited courses do not receive credit, are not included in the minimum academic course load requirement, and are not reported to the CSU home campus.

Examinations

Students are expected to complete all course requirements and take all examinations for the courses that they are enrolled in before leaving their host university. They may not request early exams or special favors in order to leave before the end of the term.

Host universities can have strict test-taking policies, including refusal to permit students to take exams if they arrive late. Students are expected to read and comply with university policies which pertain to their studies at their host university.

Although some host universities permit students to retake a final examination several weeks or months after the original examination period has taken place, IP participants are not permitted to retake exams in the US.

While You Are Abroad

While you are studying at your host university, you will be required to complete and return specific forms in order for the OIP to credit your courses at your home campus.

1. **Student Program Form.** In order to receive CSU credit for the courses that you took at your host university, it is necessary for you to list the courses you have taken while abroad using the *Student Program* form. Guidelines on how to complete the form will be provided. It is important to read the guidelines carefully before completing the form. The form is due BEFORE you leave your HOST university (before your final exams period).
2. **Course Description Form.** The OIP requires that you complete a *Course Description* form for each course that you have taken at your host university. Be as detailed as possible in the description of the course. These forms are due BEFORE you leave your HOST university and should be attached to the *Student Program* form. Remember to keep a copy of course descriptions and other course related information for your records. You may need to submit course information to your advisor when you return to your home campus.
3. **Credit/No Credit Course Request.** Each semester, you may request to have one course (for a maximum of six units per year) reported to your home campus as a CR/NC except for non-English language courses IF the language is the official language of the host country.

Academic Tip: To access necessary academic information and forms while you are abroad, visit the IP website.

Refer to your home campus catalog for restrictions governing CR/NC. If you are interested in this grading option, complete the *Credit/No Credit Course Request* form **at least one month BEFORE you take your final exam** for the course and return the form to the IP Coordinator at your HOST university who will forward the form to the OIP on your behalf. Requests that have been submitted less than one month before the final exam date for the course or AFTER the final exam has been taken will NOT be approved. (See Credit/No Credit, above, for more information.)

The Student Program form and Course Description form will be emailed to you in the second semester of your year abroad before the final exams period unless advised otherwise. The Credit/No Credit Course Request form can be found online as well as at the end of the Academic Arrangements section of this Guide and it is YOUR RESPONSIBILITY to submit this form to OIP by the deadline date (see above).

Finally, make sure that your **transcript from your host university** will be sent directly to OIP at the end of the year. Once we have received the above forms and your transcript from your host university, an IP “Academic Report” (similar to a transcript) will be prepared by this office and sent to your home campus where it will be posted on your permanent record. See the following sections for more information.

IMPORTANT: Remember to check your emails on a regular basis to receive messages regarding your academic studies.

Academic Reporting

At the conclusion of the student’s study abroad experience, the OIP evaluates and translates courses taken abroad, converts units and grades to CSU equivalent unit values and grades, and **reports all courses, units attempted, and grades earned to the student’s home campus**, an essential academic function of the OIP. Since courses are posted to the student’s CSU transcript and become a permanent part of the student’s CSU academic record, courses listed on the Academic Reports must accurately represent the courses taken abroad.

To ensure accurate reporting, OIP will often report courses by using a special course designation number, allowing the student to receive CSU resident credit in the subject area in which the course was taught. This is particularly true for courses taken in certain countries, e.g. Australia, New Zealand, and South Africa. The title of the course taken will also be reported to the CSU campus and posted to the student’s CSU academic record. This method of reporting means that students will need to furnish course descriptions, syllabi, and other course materials to their advisors in order to apply for credit towards specific major, minor, or general education requirements. If courses are not needed for specific degree requirements, then it is usually not necessary to complete any other forms at your campus.

Depending on the CSU campus, the host university and the specific course being reported, OIP also reports courses taken abroad using CSU course numbers but **ONLY** if the

courses are exactly equivalent to the CSU home campus course. In cases when CSU campus course numbers are used to report courses, documents are used including the students’ transcripts, Academic Advisement form, Student Program form, home campus catalog, and course information from the host university. In order for a course to be considered and reported as an equivalent to one offered at the home campus, it must be equal in course content, course level, and unit value. If the course differs in any of these areas, courses cannot be considered equivalent to a home campus course and it will not be reported as such. In these cases, students are encouraged to submit a request at the home campus to substitute the course taken abroad for the one at the home campus using the appropriate forms and procedures at the home campus.

Academic Tip:
Save course syllabi, exams, papers, and other coursework until you graduate in case you are questioned about any courses taken abroad or you wish to submit a petition or course substitution request at your home campus.

For more specific information about reporting, see the IP Bulletin (following section).

Graduating seniors: Seniors who plan to graduate in their last semester abroad and who have taken courses abroad to fulfill degree requirements should plan to return to campus to submit petitions (or course substitutions requests) if needed. This is especially true in cases when courses taken abroad differs from what had been agreed upon between the student and the advisor prior to the student’s study abroad experience.

At the conclusion of the academic year, the OIP prepares an “Academic Report,” similar to a transcript, showing coursework and grades. This is the official—and the only—academic record of the entire year since mid-year reports are not provided. All courses and units attempted are reported, including failed courses. A grade will be reported for EACH course attempted. Grades earned while on IP will be averaged in the cumulative grade point average on the student’s CSU transcript.

When to Expect your Academic Report

Since the grade reporting operating procedures of international institutions are different than the CSU campuses, IP students will not receive their grades as quickly as they do at their home campus. It can take a **minimum of four months** (and sometimes longer depending on specific circumstances) for courses taken at their host university to be reported to their CSU campus after they have completed their study abroad.

The OIP sends the Academic Report to the student’s permanent home address and the Registrar’s/Records Office of the student’s home campus. Once the home campus receives the Academic Report, it can take several weeks for the campus to post courses and grades to the student’s CSU transcript.

Students also receive a cover letter attached to the Academic Report containing useful information about the Aca-

demographic Report. It is important that students READ this letter and keep it with their Academic Report for future reference.

Students who have not received their report or have received an email about their report by the end of the fourth month after they have completed their year abroad and are concerned, may contact OIP at (562) 951-4790 to check on the status of their Academic Report..

Special note for Graduating Seniors: Due to the delays with receiving grades for some countries (e.g. France, Germany, and Ghana), graduating seniors might have to postpone their graduation date depending on when the Academic Report can be sent to their home campus.

Academic reports for graduating seniors are given priority processing but seniors should understand that it still can take a minimum of four months to process reports. For this reason, it is often not possible to graduate in the term following the last semester abroad. Students who plan to apply to graduate schools following their year abroad can still apply for graduate programs as long as they inform the institutions to which they are applying of a possible delay in the posting of their degree.

IMPORTANT: If students have an outstanding account related to their international studies, the Academic Report will NOT be released to their home campus until the debt has been cleared. Notification of outstanding accounts will be sent to the student's permanent home address.

Frequently Asked Questions

Question: Am I required to take the equivalent of 15 units each semester abroad even though I don't need the extra units to graduate? **Answer:** Yes.

Question: I want one course to be reported as a Credit/No Credit to my home campus. Can I take this course on a Pass/Fail basis at my host university? **Answer:** No. You must take the course for a regular grade but if you complete the *Credit/No Credit Course Request* form and your request is approved, the course will be reported to your home campus as a Credit/No Credit.

Question: Someone told me that if I don't take an exam in one course while I am on IP, the course would not show up on my CSU transcript. Is that true? **Answer:** No. The OIP receives a list of **all completed and uncompleted courses from all institutions where our students are attending**. If a student does not complete a course for any reason, the course will be reported as a WU to the home campus. This is equivalent to an F in GPA calculations.

Question: I have been abroad for one semester and I would like a mid-year report of the work that I've done. Will the OIP provide this to me? **Answer:** It is not our policy to issue mid-year Academic Reports. Reports are only provided after ALL grades for the entire year have been submitted to the OIP.

Question: I am going to a university which doesn't have a Resident Director or a person employed by the CSU International Programs. Who can I contact if I have academic questions? **Answer:** If your question relates to IP Academic Policy, reread the Academic Arrangements section of this Participant Guide which is also available online. You can also go to the International Office of your host university. If they are unable to answer your questions, they will contact our office for assistance.



General

CSU students attend the Querétaro campus of the *Instituto Tecnológico y de Estudios Superiores de Monterrey*. ITESM, or Monterrey Tec, was founded in 1943 as a private university by a group of Mexican businessmen to educate professionals for high performance in fields that are critical for national development. Today it is a multi-campus university system unique in Latin America, operating 33 campuses throughout Mexico. Nine campuses (including Querétaro) have programs especially designed for international students. Monterrey Tec is accredited in the United States by the Southern Association of Colleges and Schools to award bachelor's, master's and doctoral degrees. It is affiliated with the International Association of Universities, the National Association of Mexican Universities and Institutions of Higher Learning, and is a founding member of the Mexican Association for International Education. One of Monterrey Tec's major priorities is internationalization, which is promoted by fostering a global outlook as an essential component of its academic programs.

The campus at Querétaro, a city of approximately 800,000 about 125 miles north of Mexico City in the heart of Mexico, was founded in 1975 and currently enrolls about 5,000 students majoring in agriculture, architecture, business, communications, and engineering. CSU students may pursue coursework in most of those areas, subject to their language ability, or concentrate on Spanish language learning while also taking courses arranged especially for international students.

Subject to the approval of the CSU International Programs as well as the *Programas Internacionales* Office at Querétaro, students may switch for spring semester to another of the other Monterrey Tec campuses that provides programs and services for international students. A change of campus can be approved only for strictly academic reasons. In most cases, that campus will be the main one of the system, Monterrey.

Academic Calendar

The fall semester starts early in August and ends early December. Spring semester begins around the beginning of January and concludes mid to late May. The calendar is an approximate idea of beginning and ending dates and the specific dates will change from year to year.

Academic Culture

The relatively small average class size at this mid-sized campus allows mentoring relationships to develop. Course instructors are accessible and open to assisting international program students on an individual basis. It is important, however, for students to take the initiative in maintaining open, clear communication with their professors. If there is any doubt or questions about assignments, deadlines, or expectations, the student should make an appointment to speak with the professor. Student effort, responsibility, and punctuality with meeting deadlines are valued. There are strict policies regarding class attendance. Students with excessive absences from class or tardy arrivals are denied the right to take the final exam.

As you make friends with Mexican students on campus you will learn that their degree programs are highly structured such that students follow a prescribed course of study, taking courses pertaining to their major over a nine-ten semester period with room for few elective courses. Degree program courses, however, are open to International Program students at the advanced Spanish level. In addition to the opportunity to take academic courses with Mexican students, there are also many extracurricular activities offered on campus in which students studying at the Tec may participate without additional fees.

The Academic Program

La META Program (Learn About Mexican Education and Teaching in Action)

Students enroll in Spanish language courses appropriate to their level in addition to courses in Latin American Civilization, intercultural communication and the Mexican education system. Each semester, students also experience education in Mexico as classroom teaching assistants in public and private schools in Querétaro.

Below is the La META program of study

	Units
Fall Semester	
Spanish Language	6
IP 3016 Education, Culture and Thought in Mexico*	3
IP 3021 A Internship in Mexican Private Schools *	3
IP 2009 Social and Cultural History of Latin America	3
	<hr/> 15
Spring Semester	
Spanish Language	6
CO 00832 Intercultural Communication*	3
IP 3021 C Internship in Mexican Public Schools*	3
Elective	3
	<hr/> 15

* Must be taken in combination

Learning Spanish and Advanced Spanish Programs

Each semester, students enroll in language courses appropriate to their level, supplemented by courses offered either by the *Programas Internacionales* at Monterrey Tec or by the regular university departments. Placement in language courses is determined by an online exam based on the skills descriptions in the ACTFL Guidelines in the categories of listening comprehension, oral production, reading comprehension and written production. Students with advanced fluency in the language are encouraged to take most if not all of their coursework in the regular departments of the ITESM. A minimum of 15 semester units (22.5 quarter units) is required each semester. All language acquisition courses (Basic, Intermediate and Advanced Spanish 1 and 2) are 6-unit courses and must be taken for a letter grade. Unless indicated in the class schedule, all courses are taught in Spanish.

Note: Course information is available online at: <www.qro.itesm.mx/pi>. Click on "Undergraduate Options" / "Courses". Click on the course titles to link to IP course descriptions and syllabi available online. Students will find courses offered in English ("Regular Courses in English") and courses in Spanish ("Regular Courses in Spanish"). Information is divided by field of study. Approximately eighty courses are taught in English. Students may take any of the classes offered in Spanish if they are placed in an "Advanced 1" level according to the results of the ITESM placement exam. Students may check the "plan de estudios" of the 21 majors offered in Campus Querétaro to have a general idea of classes offered in Spanish. To do that, visit <www.qro.itesm.mx> and click on "Programas educativos" / "Profesional" / "Carreras profesionales." Click on a degree major (licenciado) / "plan de estudios" to see a list of courses in the degree program. Courses in semesters 1-4 are considered lower division and courses in semesters 5 and above are considered upper division. To view course numbers with links to course descriptions and syllabi, click on the course titles in the plan de estudios or click on "Ver detalles" at the bottom of the plan de estudios page. Once students are accepted they will receive a list of courses. The final schedule of classes will identify courses open and the day and time of the classes about two weeks prior to their arrival.

Academic Year Courses in the *Programas Internacionales*

Courses are subject to change, and normally need an enrollment of twelve students in order to be taught. Descriptions and course syllabi can be found on the web, as indicated in the Note above.

The "IP" courses are especially offered to International students, including Spanish from Basic to Advanced level and some classes related to business in Mexico and Mexican Culture. Most IP courses now include an online syllabus. Except where noted in the course descriptions below, IP course levels correspond as follows: IP 1000 – basic or elementary (lower division) , IP 2000 - intermediate (lower division) , IP 3000 - advanced (upper division).

IP 1001 Basic Spanish 1 (6)

Development of language patterns, Real language, oral and written, is linked to grammar. Application of basic grammatical knowledge to written production and reading comprehension. Reading comprehension introduces students to authentic Spanish texts. (On demand)

IP 1002 Basic Spanish 2 (6)

Progress in the development of language patterns. Real language, oral and written, is linked to basic and intermediate grammar. Application of grammatical knowledge to written production and reading comprehension. Reading comprehension will introduce students to authentic Spanish texts. (Fall/Spring)

IP 1003 Communicative Skills Development 1 (3)

Development of oral and written communicative skills at the elementary level. Students listen, talk, write and read about daily situations in order to survive in a Spanish-speaking community. (On demand)

IP 2004 Intermediate Spanish 1 (6)

Review of basic concepts and study of intermediate grammar. Real language, oral and written, is linked to grammar. (Fall/Spring)

IP 2005 Intermediate Spanish 2 (6)

Study of grammar in greater depth in order to produce correct structures using all verb tenses. Correct use of pronouns, prepositions, conjunctions, all *se* functions, and written accents. (Fall/Spring)

IP 2006 Communicative Skills Development 2 (3)

Development of oral and written communicative skills at the intermediate level. Students listen, talk, write and read about social and cultural topics taken from the media and other material. (Fall/Spring)

IP 2017 Intermediate Composition (3)

Designed for development of writing skills at the intermediate level. Creation of paragraphs and short texts by combining basic syntactic structures and the use of cohesive elements. (Fall/Spring)

IP 3002 Spanish for Bilinguals (3)

Designed for Mexican-American students to improve their use of formal Spanish. Reading and writing skills, vocabu-

lary enrichment; impromptu and formal speeches. Differences in social dialects. (On demand)

IP 3005 Advanced Spanish 1 (6)

Intensive advanced grammar for non-native speakers. Designed to give students confidence in their second language or foreign language performance. A selection of problems common to non-native speakers will be covered and linked to real language. (Fall/Spring)

IP 3006 Advanced Spanish 2 (6)

Intensive advanced grammar for non-native speakers. Designed to give students confidence in their second language or foreign language performance. A selection of problems common to non-native speakers will be covered and linked to real language. Further development of speaking skills; Spanish at a superior level. (On demand)

IP 3007 Composition 3 (3)

Designed for development of writing skills at a native-like level. Production of real texts by combining basic and complex syntactic structures, and the use of cohesive elements. (Fall/Spring)

IP 3008 Communicative Skills Development 3 (3)

Development of oral and written communicative skills at the advanced level. Students listen, talk, write and read about social, political, economical and cultural topics taken from the media and other material. (Fall/Spring)

IP 3009 Spanish for Business (3)

Intensive practice of Spanish using business terminology and vocabulary. Readings on current business issues. Presentations of oral and written reports and simulations of real-life situations. (On demand)

IP 3010 Academic Spanish (3)

Introduction to the Spanish-speaking university classroom. Improvement of reading skills, note-taking, formal papers and essay exams. Formal presentations and reports as expected in the Mexican educational system. (On demand)

IP 3013 Phonetics and Pronunciation in Spanish (3)

Analysis of Spanish phonemic and phonological system and contrast with English. Study of different pronunciations of Spanish dialects. Practice to improve accent. (Spring)

IP 1004 Mexican Culture (3)

This is an introductory course for students who have little knowledge of Mexican culture. The course presents an overview of the culture, from its roots to nowadays, presenting distinctive characteristics of the psychology of Mexicans. Taught in English. Lower division. (Fall/Spring)

IP 2008 Mexican Culture (3)

Overview of Mexican history and of the Mexican way of thinking. Analysis of cultural elements and concepts on topics such as family, art, time, work, death, religion, music and cuisine. Advanced level (upper division). (Fall/Spring)

IP 2009 Social and Cultural History of Latin America (3)

This course will examine the growth and development of civilizations in the Latin American region from the pre-Hispanic period to the revolutionary period in the twentieth

century. Participants will analyze historic, political, sociological and cultural factors in order to gain an understanding of the culture of Mexico and Latin America. Advanced level (upper division). (Fall)

IP 2010 Mexican Art and Architecture (3)

Important periods in art and architecture; important painters and sculptors throughout Mexico's history with special attention to pre-colonial and colonial architecture. Includes field trips to ruins, historical sites and museums. Advanced level (upper division). (Fall/Spring)

IP 3017 Mexican History (3)

An overview of Mexican History, from pre-Hispanic culture to the consolidation of Modern Mexico in the 20th Century. Also the course examines political, economic, social and cultural aspects of each historic period. (On demand)

IP 3018 Latin American Literature (3)

Overview of contemporary Latin American literature. Reading, analysis and discussion of the most representative works of the 20th century writers: Juan Rulfo, García Marquez, Jose Donoso, Elena Poniatowska, and Carlos Fuentes. (Fall/Spring)

IP 3019 Mexican Literature (3)

Overview of contemporary Mexican literature. Reading, analysis and discussion of the most of the representative works of the 20th century Mexican writers. (Fall/Spring)

IP 2011 Mexican Negotiation Strategies (3)

Examines topics such as cultural anthropology, culture and globalization, cultural differences, myths about Mexico. Historical background from the Revolution to present. Current situation of business in Mexico, business challenges and opportunities, industry development, *maquiladora* industry, union labors. Mexican cultural values, habits and traditions and their influence on the negotiating style, management styles in Mexico and the US. Visits to local companies complement the class work. Advanced level (upper division). (Fall/Spring)

IP 2012 Doing Business in Mexico (3)

To provide the student with a general knowledge regarding the history, culture and economy of Mexico, including a general understanding of the way Mexicans do business and the way foreigners can also do business in Mexico. Taught in English. Lower division. (Fall/Spring)

IP 3025 History of Diplomatic Relations between Mexico and the US (3)

Examines the history of political, economic and social relations between the two countries. Emphasis on contemporary issues. (Spring)

IP 3021 Internship A (3)

Work-study opportunities (internships) are available in banks, wholesale and retail businesses, international, national and local business offices, education, mass media, community service, art restoration (books, paintings). Takes the place of one course. (Fall/Spring)

IP 3022 Internship B (6)

Same as IP3021. Takes the place of two courses. (Fall/Spring)

Academic Year Courses for the La META Program

Spanish Language (6)

Prior to arrival, students will take a placement test online and be placed in the appropriate level of Spanish coursework offered by the *Programas Internacionales* (see section above). (Fall/Spring)

IP 2009 Social and Cultural History of Latin America (3)

This course will examine the growth and development of civilizations in the Latin American region from the pre-Hispanic period to the revolutionary period in the twentieth century. Participants will analyze historic, political, sociological and cultural factors in order to gain an understanding of the culture of Mexico and Latin America. Upper division. (Fall)

IP 3016 Education, Culture and Thought in Mexico (3)

This course will examine education in Mexico from pre-school through the university system in public and private, urban, rural and indigenous settings. The course will provide an historical perspective of the development of schooling in Mexico; a review of national educational policy in regards to federal, state, and municipal authority in the administration of education; an overview of the nationalized curriculum; and the development of universal access to basic education. Participants will examine the impact of multiple forms of diversity present in Mexican schools on student education, including cultural, linguistic, and ethnic differences as well as special education needs, biliteracy, multicultural education, and socioeconomic status. Upper division. (Fall)

IP 3021 A Internship in Mexican Private Schools (3)

During the fall semester, each participant will serve as a teaching assistant to an assigned classroom teacher in a private school (primary or secondary) for 7 hours per week. The focus will be on gaining experience working in a Mexican private school setting, assisting the classroom teacher and gaining an understanding of the educational life in Mexican private schools. Participants will engage in an associated teaching assistantship seminar for two hours per week with a seminar leader. The seminar will serve as a support seminar where participants will explore their role as teaching assistants, link theory and practice in the school setting, and engage in a series of assignments designed to provide a framework for gaining knowledge of Mexican students and schooling in private school settings. Upper division. (Fall)

IP 3021 C Internship in Mexican Public Schools (3)

During the spring semester, each participant will serve as a teaching assistant to an assigned classroom teacher in a public school at the primary level for 7 hours per week. The focus will be on gaining experience working in a Mexican public school setting, assisting the classroom teacher with the students and classroom activities, and gaining an understanding of the educational life in Mexican public

schools. Participants will engage in an associated teaching assistantship seminar for two hours per week with a seminar leader. The seminar will serve as a support seminar where participants will explore their role as teaching assistants, link theory and practice in the school setting, and engage in a series of assignments designed to provide a framework for gaining knowledge of Mexican students and schooling in a Mexican public school setting. Upper division. (Spring)

CO 00832 Intercultural Communication (3)

Participants will gain an understanding of how their own backgrounds as well as the diverse backgrounds of learners in Mexican schools impact communication as well as the teaching and learning process. Cultural, socio-cultural, psycho-cultural, and environmental influences on the communication process and on the development of intercultural sensitivity are explored. Upper division. (Spring)

Elective (3)

In the spring semester, participants will take one 3-unit elective course selected from the course offerings at ITESM, campus Querétaro and as approved by the students' CSU home campus advisor. (See section below for an example of course listings.)

Academic Year Courses in the Regular Departments

Most of the fields that are taught at ITESM Querétaro are open to international students, depending on their language proficiency and satisfaction of prerequisite courses. The most current information can be found on the web at <www.qro.itesm.mx/pi>. Click on "Undergraduate Options" / "Courses" followed by "Regular Courses Offered in English" or "Regular Courses offered in Spanish." (Not all of the courses in Spanish are included). **Please note that course offerings are subject to change.**

Find all 21 undergraduate majors at <www.qro.itesm.mx> and click on "Programas educativos" / "Profesional" / "Carreras profesionales" as described in the above Note under Learning Spanish and Advanced Spanish Programs. To gain more complete information available in Spanish about the ITESM degree programs, click on "Oferta Académica" instead of "Carreras profesionales" and then click on any of the degree codes in the right hand column.

Regular Courses Taught in English

Administration and Finance

Code	Subject	Term	Credits
AD1000	Management	(Fall/Spring)	3
AD1002	Organizational Learning	(Spring)	3
CF00812	Financial Accounting II	(Fall/Spring)	3
CF00866	Strategic Planning System and Management Control	(Fall/Spring)	3
FZ00000	Financial Mathematics	(Fall/Spring)	3
FZ00850	Financial Management	(Fall/Spring)	3
FZ00864	Financing Sources	(Fall/Spring)	3
FZ00872	Project Evaluation	(Fall/Spring)	3
FZ00881	International Finance	(Fall/Spring)	3

FZ00882	Derivative Instruments for Decision Making	(Fall/Spring)	3	IN00861	Project Evaluation	(Fall/Spring)	3
RH00831	Human Resources	(Fall/Spring)	3	IN00884	Integrated Manufacturing Systems	(Fall/Spring)	3
Architecture and Industrial Design				IN00893	Operations Research III	(Fall/Spring)	3
AR00812	Descriptive Geometry	(Fall/Spring)	3	IN00981	Production Laboratory	(Fall/Spring)	1.5
AR00825	Visualization and Multimedia	(Fall/Spring)	3	M00843	Design Methodologies	(Fall/Spring)	3
AR95016	Advanced Visualization	(Fall/Spring)	3	M00871	Product Development	(Fall/Spring)	3
AR99211	Urbanism	(Fall/Spring)	4.5	Food Industry and Agronomy			
AR99828	Architecture Theory	(Fall/Spring)	3	Code	Subject	Term	Credits
AR99836	Architecture Workshop IV	(Fall/Spring)	4.5	AA00841	Marketing and International Commerce	(Fall/Spring)	3
AR99844	History of Architecture IV	(Fall/Spring)	3	IQ00831	Mass Balances	(Fall/Spring)	3
DL00809	Digital Modeling	(Fall/Spring)	3	IQ00856	Thermodynamics of Equilibrium for Food Industry	(Fall/Spring)	3
DL00818	Anthropology of Design	(Fall/Spring)	3	IQ00864	Mass Transfer in the Food Industry	(Fall/Spring)	3
M 00869	Technological Innovation	(Fall/Spring)	3	SA00883	Animal Health	(Fall)	3
RI00803	Culture History	(Fall/Spring)	3	TA00872	Food Biotechnology	(Fall/Spring)	3
Business and Marketing				TA00892	Sanitation	(Fall/Spring)	3
D 95016	US Law	(Fall/Spring)	3	Humanities, Communications, and International Relations			
MT00831	Marketing	(Fall/Spring)	3	Code	Subject	Term	Credits
MT00851	Sales Management	(Fall/Spring)	3	CO00832	Intercultural Communication	(Fall/Spring)	3
MT00861	Advertising I	(Fall/Spring)	3	CO00865	Interactive Media Production	(Fall/Spring)	3
MT00863	Sales Processes	(Fall/Spring)	3	CO00871	International Communication	(Fall/Spring)	3
MT00871	Industrial Marketing	(Fall/Spring)	3	OR00803	Ethics in Professional Practice	(Fall/Spring)	3
MT00873	International Marketing	(Fall/Spring)	3	RI00811	Contemporary World History	(Fall/Spring)	3
MT00893	Market Research Seminar	(Fall/Spring)	3	RI00812	Introduction to International Politics	(Fall/Spring)	3
MT00894	Promotion Seminar	(Fall/Spring)	3	RI00855	Regional Scenario	(Fall/Spring)	3
NI00851	International Business Environment	(Fall/Spring)	3	Math and Sciences			
NI00872	Strategies of International Marketing	(Fall/Spring)	3	Code	Subject	Term	Credits
NI00873	International Trade Agreements of Mexico	(Fall/Spring)	3	CD00831	Administrative Statistics	(Fall/Spring)	3
Computer Science and Information Systems				F 00811	Physics I	(Fall/Spring)	3
Code	Subject	Term	Credits	F 00812	Physics II	(Fall/Spring)	3
CB00851	Numerical Methods and Linear Algebra	(Fall/Spring)	3	F00813	Physics III	(Fall/Spring)	3
CB00860	Operating Systems II	(Fall/Spring)	3	MA00811	Mathematics I	(Fall/Spring)	3
CS00883	Networks III	(Fall/Spring)	3	MA00812	Mathematics II	(Fall/Spring)	3
SI00854	Analysis Methodologies and System Design II	(Fall/Spring)	3	MA00815	Mathematics for Engineering I	(Fall/Spring)	3
SI00876	Strategic Planning for Electronic Businesses	(Fall/Spring)	3	MA00816	Mathematics for Engineering II	(Fall/Spring)	3
SI00884	Decision Support Systems And Expert Systems	(Fall/Spring)	3	MA00835	Probability and Statistics	(Fall/Spring)	3
Economics				MA00841	Differential Equations	(Fall/Spring)	3
Code	Subject	Term	Credits	Q00821	Biochemistry	(Fall/Spring)	3
EC00812	Macroeconomic Principles	(Fall/Spring)	3	Regular Courses Taught in Spanish (partial list)			
EC00821	Economics	(Fall/Spring)	3	Agribusiness (AA)			
EC00844	International Economy	(Fall/Spring)	3	AA00814	Accounting and Costs (3)		
Electronics and Engineering				AA00821	Agro-Industrial Systems Analysis (3)		
Code	Subject	Term	Credits	AA00841	Marketing and International Trade (3)		
CS00844	Computer Architecture III	(Fall)	4.5	AA00851	Development of Food Market Programs (3)		
E00853	Electromagnetic Fields	(Fall)	3	AA00881	Financial Analysis and Decisions in Agribusiness (3)		
E00864	Digital Electrical Engineering	(Fall/Spring)	3				
E00881	Engineering Project I	(Fall/Spring)	1.5				
E00882	Engineering Project II	(Fall/Spring)	1.5				
E95028	Wireless Communications	(Fall)	3				

Agriculture and Cattle Development (SA)

- SA00811 Animal and Plant Production Workshop (3)
- SA00851 Field Crops Workshop (3)
- SA00852 Physiology of Production Processes (3)
- SA00861 Plant Propagation (3)
- SA00862 Animal Nutrition Workshop (3)
- SA00863 Applied Animal Breeding Workshop (3)
- SA00864 Selected Topics in Agricultural Systems (3)
- SA00865 Selected Topics in Applied Animal Production Systems (3)
- SA00871 Vegetable Production Systems (3)
- SA00872 Ornamental Plant Production Systems (3)
- SA00873 Genetic Breeding (3)
- SA00874 Cattle Feeding Workshop (3)
- SA00971 Vegetable Production Systems Laboratory (1.5)
- SA00972 Ornamental Plant Production Systems Laboratory (1.5)

Architecture (AR)

- AR95881 Integrated Design I (6)
- AR95891 Theory and Methodology of Urbanistic Design (3)
- AR99810 Introduction to Architecture (.75)
- AR99811 Drawing Laboratory I (3)
- AR99812 Geometric Perspective (3)
- AR99813 Architectural Drawing (4.5)
- AR99814 Theory of Design (3)
- AR99817 Composition I (3)
- AR99825 Visualization and Multimedia (3)
- AR99826 Composition II (3)
- AR99827 Passive Systems (3)
- AR99828 Theories of Architecture (3)
- AR99831 Construction of Materials (4.5)
- AR99832 Construction Procedures (4.5)
- AR99833 Architecture Laboratory I (4.5)
- AR99834 Architecture Laboratory II (4.5)
- AR99835 Architecture Laboratory III (4.5)
- AR99836 Architecture Laboratory IV (4.5)
- AR99837 Architecture Laboratory V (4.5)
- AR99838 Architecture Laboratory VI (4.5)
- AR99839 Construction Laboratory I (3)
- AR99840 Construction Laboratory II (3)
- AR99841 History of Architecture and the City I (3)
- AR99842 History of Architecture and the City II (3)
- AR99843 History of Architecture and the City III (3)
- AR99844 History of Architecture and the City IV (3)
- AR99845 Seminar in Architectural History and Theory (3)
- AR99846 Computer Assisted Drawing (3)
- AR99847 Administration of Works (3)
- AR99848 Project Operation (3)
- AR99849 Professional Project (4.5)
- AR99850 Senior Project (4.5)
- AR99861 Systems of Installing Building Equipment (3)

Business Administration and Economics**Administrative Science (CD)**

- CD00831 Administrative Statistics (3)
- CD00841 Forecasting for Decision-Making (3)
- CD00851 Decision Analysis I (3)
- CD00852 Decision Analysis II (3)
- CD00871 Operations Management (3)
- CD00872 Multivariable Analysis (3)
- CD00881 Entrepreneurial Logistics (3)

Economics (EC)

- EC00811 Microeconomic Principles (3)
- EC00812 Macroeconomic Principles (3)
- EC00821 Economics (3)
- EC00844 International Economics (3)
- EC00853 International Economic Politics (3)
- EC00859 Political Economics (3)
- EC00865 International Economic Politics (3)
- EC00875 International Organizations and Regulations (3)

Finance (FZ)

- FZ00850 Financial Administration (3)
- FZ00861 Financial Statement Analysis and Interpretation (3)
- FZ00863 Money and Capital Markets (3)
- FZ00864 Financial Sources (3)
- FZ00871 Management of Working Capital and Capital Structures (3)
- FZ00872 Project Evaluation (3)
- FZ00881 International Finance (3)

Financial and Managerial Accounting (CF)

- CF00810 Financial Accounting (3)
- CF00811 Financial Accounting I (3)
- CF00812 Financial Accounting II (3)
- CF00813 Cost Accounting (3)
- CF00841 Administrative Accounting (3)
- CF00851 Intermediate Accounting I (3)
- CF00852 Intermediate Accounting II (3)
- CF00853 Costing in New Manufacturing Environments (3)
- CF00855 Costing Systems (3)
- CF00861 Taxes I (3)
- CF00862 Taxes II (3)
- CF00863 Management Control System (3)
- CF00864 Taxes (3)
- CF00871 Advanced Accounting (3)

Human Resources (RH)

- RH00802 Leadership (3)
- RH00821 Organizational Psychology (3)
- RH00831 Human Resources (3)
- RH00851 Industrial Relations (3)
- RH95802 Leadership (3)
- RH95831 Human Resources (3)
- RH96256 Management Skills Workshop (4.5)

International Business (NI)

- NI00851 International Business Environment (3)
- NI00861 International Market Research (3)
- NI00862 Doing Business Abroad (3)
- NI00871 International Negotiations (3)
- NI00872 Strategies of International Marketing (3)
- NI00873 International Trade Treaties of Mexico (3)
- NI00882 Analysis of International Competitiveness (3)
- NI00892 Multinational Companies Planning and Development (3)

Law (D)

- D00855 Financial Law (3)
- D00858 Comparative International Trade Law (3)
- D00859 Information Technology Legislation (3)
- D00864 Labor Relations (3)
- D00873 Custom Law (3)

Marketing (MT)

- MT00831 Marketing (3)
- MT00851 Sales Management (3)
- MT00852 Consumer Behavior (3)
- MT00853 Market Research (3)
- MT00854 Market Research I (3)
- MT00855 Market Research II (3)
- MT00856 Services Marketing (3)
- MT00861 Advertising I (3)
- MT00862 Advertising II (3)
- MT00863 Sale Processes (3)
- MT00871 Industrial Marketing (3)
- MT00873 International Marketing (3)
- MT00881 Sales Promotion (3)
- MT95097 Strategic Planning of Marketing (3)
- MT95831 Marketing (3)
- MT96239 Advertising and Promotion (4.5)

Organizations (OR)

- OR00801 Entrepreneurial Development (3)
- OR00803 Ethics in the Professional Practice (3)
- OR00811 Management (3)
- OR00851 Planning and Control (3)
- OR00852 Development of an Entrepreneurial Approach (3)
- OR00863 Organization and Direction (3)
- OR00864 Small Business Management and Franchise Developments (3)
- OR00871 International Business (3)

Communications, Humanities and Social Sciences**Communications (CO)**

- CO00801 Oral Communication (3)
- CO00821 Research Methods (3)
- CO00831 Graphical Communication (3)
- CO00832 Intercultural Communication (3)
- CO00833 Photography (3)
- CO00845 Graphic Design (3)
- CO00851 Organizational Communication (3)
- CO00852 Scriptwriting (3)
- CO00861 Political Communication (3)
- CO00863 Radio Production (3)
- CO00864 Television Production (3)
- CO00871 International Communication (3)
- CO00874 Video Production (3)
- CO00876 Advertising (3)
- CO00882 Editorial Design and Production (3)
- CO97801 Oral Communication (3)

Humanities (H)

- H00806 Composition (3)
- H00807 Advanced Composition (3)
- H00808 Analysis of Information (3)
- H00811 Classical Literature (3)
- H00821 Applied Semiotics (3)
- H00838 History of Modern Art (3)
- H00843 20th Century World Literature (3)
- H00851 Contemporary Latin American Literature (3)
- H00882 Contemporary Mexican Literature (3)

International Relations (RI) and Political Science (P)

- P00811 Introduction to Political Science (3)
- P00821 History of Political Ideas (3)
- RI00801 Society and Development in Mexico (3)
- RI00802 Society and Development in the World (3)
- RI00804 History of Art (3)
- RI00811 Contemporary World History (3)
- RI00812 Introduction to International Politics (3)
- RI00822 Colonial Mexico (3)
- RI00823 Historical Analysis of Mexico (3)
- RI00831 Theory of International Relations I (3)
- RI00841 Modern Mexican History (3)
- RI00855 Regional Scenario (3)
- RI00862 History of Latin America and the Caribbean Region (3)
- RI00871 Regional Scenario of Latin America and the Caribbean (3)
- RI00872 History of North America (3)
- RI00873 Contemporary Mexico (3)
- RI00881 Regional Scenario of North America (3)

Engineering and Computer Science Subjects**Basic Computing (CB)**

- CB00801 Introduction to Computer Science (3)
- CB00821 Computer Science for Engineers (3)
- CB00831 Data Structures (3)
- CB00841 Computer Science Theory (3)
- CB00851 Numerical Methods and Linear Algebra (3)
- CB00852 Assembly Language Programming (3)
- CB00853 Language Programming (3)
- CB00856 Operative Systems (3)
- CB00861 Data Bases (3)
- CB00871 Application of Open Operative Systems (3)
- CB00883 Software Engineering Project (3)

Computer Science (CS)

- CS00811 Introduction to Engineering (.75)
- CS00821 Computer Organization (3)
- CS00841 Computer Architecture I (4.5)
- CS00842 Computer Architecture II (4.5)
- CS00862 Digital Circuits (4.5)
- CS00863 Signal Analysis and Communication Systems (3)
- CS00871 Microprocessors I (4.5)
- CS00875 Telecommunication Networks (3)

Electrical Engineering (E)

- E00811 Introduction to Engineering (.75)
- E00831 Electric Circuits I (3)
- E00832 Electric Circuits II (3)
- E00835 Digital Systems I (3)
- E00836 Digital Systems II (3)
- E00853 Electromagnetic Fields (3)
- E00854 Electronics (3)
- E00855 Electronics I (3)
- E00856 Electronics II (3)
- E00857 Microprocessors and Peripherals (3)
- E00861 Applied Electronics (3)
- E00862 Transmission Media (3)
- E00863 Analogical Integrated Circuits (3)
- E00864 Digital Electric Engineering (3)

- E00871 Electrical Engineering (3)
- E00873 Communication Systems (3)
- E00935 Laboratory: Digital Systems (3)
- E00953 Laboratory: Circuits and Measurement Systems (3)
- E00971 Laboratory: Electronic Design (3)

Mechanical Engineering (M)

- M00811 Introduction to Engineering (.75)
- M00821 Mechanics (3)
- M00831 Computer Drawing (3)
- M00832 Mechanisms (3)
- M00841 Mechanics of Materials (3)
- M00842 Mechanics of Materials II (3)
- M00843 Design Methodologies (3)
- M00861 Materials Engineering I (3)
- M00862 Materials Engineering II (3)
- M00863 Manufacturing Processes
- M00864 Mechanical Vibrations (3)

Industrial Engineering (IN)

- IN00801 Quality Culture (3)
- IN00811 Introduction to Engineering (.75)
- IN00841 Operations Research I (3)
- IN00842 Operations Research II (3)
- IN00851 Work Design (3)
- IN00852 Statistical Quality Control (3)
- IN00861 Project Evaluation (3)
- IN00862 Industrial Facilities Planning (3)
- IN00863 Development of an Industrial Vision (3)
- IN00871 Systems in Product Manufacturing, Operations, Planning and Control (3)
- IN00874 Quality Systems (3)
- IN00881 Production Management I (3)
- IN00882 Production Management II (3)

Information Systems (SI)

- SI00811 Computers for Management and Social Sciences (3)
- SI00812 Introduction to Information Systems (.75)
- SI00813 Introduction to Engineering (.75)
- SI00863 System Modeling (3)
- SI00864 Client-Server Computer Systems (3)
- SI00865 Information Systems for Decision-Making (3)
- SI00866 System Design Techniques (3)

Systems Engineering (IS)

- IS00831 System Engineering in Corporations (3)
- IS00841 Regression Analysis (3)
- IS00851 Systems Thinking (3)
- IS00852 Analysis and Design of Experiments (3)
- IS00861 System Methodologies (3)
- IS00871 Systems Structural Modeling (3)
- IS00872 Information Systems (3)

Science Subjects

Chemistry (Q)

- Q00811 Chemistry (3)
- Q00812 Chemistry I (for agricultural students) (3)
- Q00813 Chemistry II (for agricultural students) (3)

Mathematics (MA)

- MA00801 Remedial Mathematics (6)
- MA00811 Mathematics I (3)
- MA00812 Mathematics II (3)
- MA00815 Mathematics for Engineering I (3)
- MA00816 Mathematics for Engineering II (3)
- MA00817 Mathematics for Engineering III (3)
- MA00822 Statistics (3)
- MA00835 Probability and Statistics (3)
- MA00841 Differential Equations (3)

Natural Resources (RN)

- RN00802 Ecology and Sustainable Development (3)
- RN00841 Genetics (3)
- RN00842 Plant Physiology (3)
- RN00851 Plant Health Workshop I (3)
- RN00852 Plant Health Workshop II (3)
- RN00853 Plant Health Workshop III (3)
- RN00854 Crops Physiology Workshop (3)
- RN00871 Forage Resources Management (3)

Physics (F)

- F00811 Physics I (3)
- F00812 Physics II (3)
- F00813 Physics III (3)

THE CALIFORNIA STATE UNIVERSITY INTERNATIONAL PROGRAMS

CREDIT/NO CREDIT COURSE REQUEST

(3/08)

This form is to be used by CSU International Programs (IP) participants who are requesting to have a course taken abroad reported as a Credit/No Credit (CR/NC) to their home campus in compliance with regulations governing CR/NC, which are explained in the Participant Guide and listed below. Once completed and signed, give the form to the Resident Director or Resident Coordinator. If there is no Resident Director/Coordinator at your host university, give this form to an official from the International Office at your HOST university who will forward the form to the Office of International Programs on your behalf.

I, _____ having read, understood, and agreed to comply with the regulations governing Credit/No Credit (CR/NC) listed below, wish to have the following course(s) reported to my home campus as a CR/NC:

Course number	Course title	Term the course was taken	Final Exam Date (Day/ Month/Year)

I understand that it is my responsibility to ensure that I comply with the regulations governing Credit/No Credit (CR/NC) for the course above with my home campus and that once this form is approved by the Office of International Programs, this decision is final.

My host university is: _____ My home campus is: _____

IP Policy on Credit/No Credit:

1. All courses must be taken for a letter grade at the host university, however, via this form, students may designate one course per semester for a maximum of six semester units for the year to be reported to the home campus as a CR/NC.
2. Approved requests will be reported to the student's home campus as a CR/NC and appear on student's CSU academic record but it has no effect on the grade point average.
3. Language acquisition courses in countries where the national language is not English cannot be taken CR/NC but must be taken for a letter grade.
4. Requests must be consistent with CR/NC regulations set by the student's home campus and major department. Normally, courses fulfilling major requirements must be taken for a letter grade.
5. CR/NC requests must be submitted to the Office of International Programs at least one month prior to the final examination date of the course.
6. In order to receive a CR/NC, all course requirements (attendance, papers, examinations, etc.) must be completed and a grade must be issued by the host university and sent to the Office of International Programs. Failure to complete course requirements (including taking the final exam) will result in the assignment of the grade of WU (Withdrawal Unauthorized), which is equivalent to an F in GPA calculations.
7. CR is awarded for grades A through C- in undergraduate courses, and A through B- in graduate courses. NC is assigned for D+ through F in undergraduate courses, C+ through F in graduate courses, contingent upon compliance with #4, above.
8. Incomplete forms, which omit the course information requested above and/or requested signatures below will not be considered.

Student's signature

Date (Day/Month/Year)

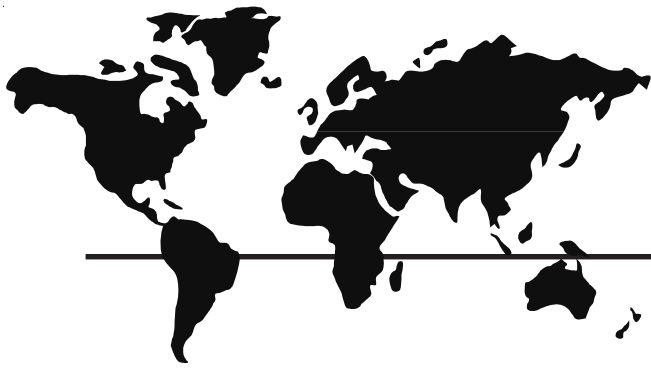
Form was received by:

Resident Director/Coordinator or Host University Official

Form was received on: (Day/Month/Year)
(Printed name and signature)

To Resident Director/Coordinator/Host University Official: Please forward this form to the Office of International Programs.

International Programs, CSU Office of the Chancellor, 401 Golden Shore, 6th Floor, Long Beach, CA 90802-4210 USA Fax (562) 951-4983



Finances

Financial Planning

A crucial ingredient of a successful year overseas is a sound financial plan. This point cannot be overemphasized. Without adequate funds, you simply cannot manage to live and study overseas. This section should give you the information you need to plan your finances for the upcoming year overseas.

During the time you were applying to IP, you were carefully considering the costs as described in the *Financing Your Year Overseas* pamphlet. By now you should have a good idea of your resources for the coming year and should have applied for financial aid, if necessary. The amounts shown on the Program Cost sheet (attached to the Agreement) are based on the experience of the current year's students. These **estimates** are useful for planning purposes, but are subject to changes due to currency fluctuation, inflation, and costs out of OIP's control.

You should understand that in paying these costs you have not purchased a "package tour" which guarantees that all your expenses will be paid and all services delivered. Tour companies can do this because they add a healthy profit margin for themselves. If their prediction of costs is too low, they have to take the difference out of their profit. If it is too high, their profit is higher.

IP does not make a profit. The money you pay to us is used solely for your own expenses. If there is anything left over at the end of the year, you will receive it back as a refund. If costs are excessively higher than expected, it might be necessary to ask you to pay the difference, as you agree to do in the Agreement you sign before participating. We do not like to ask our students to pay more money and, understandably, they do not like to do it. This situation is a rare occurrence.

Costs usually vary somewhat from the previous year. Check the figures carefully so that you understand the anticipated costs for this coming year, as each item is explained in this document. In particular, look at the "Estimated Out-of-Pocket Expenses" on your Program Cost sheet, which are the items you will pay for individually while overseas. These amounts are **estimates only**, but should be considered **minimum** amounts. Do not expect to get by on less.

Since you ordinarily cannot work legally overseas, you should not plan on earning any money during the year.

After reading this section and reviewing your Program Cost sheet, if you still have any questions about finances, please feel free to contact OIP about them. It is far better to resolve any questions or problems now, rather than to wait until you are overseas. Before you depart, make sure that you will have sufficient funds for the entire year.

Explanation of Cost Estimates

You have decided to participate in the California State University International Programs. IP does not generate profit for the CSU, but rather provides students with affordable, academically enriching international opportunities. Your decision to be an IP participant means that you are aware that the Office of International Programs (OIP) will be making some arrangements for you and that OIP will therefore have control of some of your program-related costs.

There are many benefits to participating in a study abroad program managed by a central office such as OIP. OIP takes care of numerous things for you that you would otherwise have to manage yourself if you were going abroad independently. For example, OIP assists you with such things as information about how to obtain your student visa, temporary housing arrangements, admission to and registration at a foreign university, health insurance, orientation before departure and upon arrival, and, in some cases, flight arrangements.

You may hear from others that you can get a "better deal" if you make your own arrangements. However, we caution you to remember that, more often than not, making your own arrangements can be extremely time consuming and costly if you have to do them yourself, especially if you do not speak the language of the host country fluently. And sometimes, students who attempt to make their own arrangements to "save money" end up paying for extra things that they forgot to account for at the outset. OIP takes care of the "BIG things" so that you can focus on the little things that will make your trip more memorable for you. By and large, students appreciate the plans made by OIP, especially at the beginning of the year when they are still unfamiliar with their new surroundings.

OIP has been operating study abroad programs since 1963. The staff is very familiar with the intricacies of international travel and living. Our unique insights and our combined years of experience give us an advantage when it comes to making arrangements overseas. We do our best to keep costs as low as possible and to make practical decisions to keep you safe and comfortable. We believe that you will be happy with the arrangements we make for you.

Program Cost Estimates are those costs which are paid by you, the student, and are divided into two categories: "Pre-paid Costs," which you pay in advance to OIP, and "Out-of-Pocket Expenses," which you will pay individually while overseas. Refer to the Program Cost Estimate sheet to see when certain payments are due. The separate costs are further described below:

State University Fee - This fee covers home campus enrollment. Please note, students seeking a second undergraduate degree will be charged the graduate rate.

State University Fee Reserve - A reserve for a potential increase to the State University Fee rate (up to 10%) is included as a prepaid cost.

If the CSU Board of Trustees does not approve a fee increase, the reserve amount will be refunded.

IP Study Abroad Fee - Mandatory fee for all IP participants. Fee covers costs related to overseas operational expenses including administration of group activities, student on-site support and operating costs of the program.

Insurance - A mandatory group health and accident insurance plan ordered by OIP and paid in your Program Cost Estimate.

Departure Processing - Includes orientation and materials sent to students prior to departure.

Group Activities - This charge makes it possible to plan for various student social gatherings throughout the year, such as Thanksgiving. In addition, field trips are organized to help students become familiar with the city and country in which they are studying. They may also be required as part of regular coursework. Attendance at group activities is mandatory. **All** students are charged for **all** events.

Housing and Meals on Arrival - Students are housed with families for approximately 15 days. Laundry and meals other than lunch are included. Fee includes a nonrefundable housing fee.

Student Visa - This charge is for obtaining a student visa.

Housing and Meals-Academic Year - Students may choose to remain in their initial housing or they may move into an apartment.

Personal Expenses - Estimates of personal expenses can at best be only a rough guess, but the amounts indicated are based on the average for last year's students. Included are such items as clothing, postage, entertainment, books, etc. Please bear in mind that estimates for personal expenses, as well as for other out-of-pocket ex-

penses, are minimum amounts. Do not expect to get by on less.

Warning: Vacation expenses are NOT included in the Program Cost sheet. Vacation/travel expenses have not been estimated because the amount students spend on this item varies so greatly. In the past, average expenses have ranged from \$500 to \$2,000 and the individual variation is so great that it is hard to make sound predictions. If you plan to travel before you return to the States, you will need to add even more to your travel budget.

The State of California Keeps Costs Down by Contributing toward the Program Costs

It is useful for you to know that the cost of providing education at any California State University campus is approximately \$12,567 per year per student. The student only has to pay about \$3,864 per year, and the State of California pays about \$8,703 per year toward each student's education.

IP programs are more affordable than most study abroad programs of comparable quality, duration and academic value because the State of California supports study abroad by contributing to the IP program costs. When you study abroad with IP, you are still only required to pay the same university fees that you would pay if you were attending at your home CSU campus (about \$3,049 plus graduate and summer fees where applicable per year).

The State of California wants CSU students to study abroad to broaden their horizons and to acquire international, linguistic and multicultural skills, and therefore contributes toward the cost of study abroad, instead of passing those costs on to students. The costs that are covered by the State of California include such things as the host university tuition, academic and logistical program arrangements, overhead for operating office facilities, and staff salaries in California and overseas.

Changes to Program Cost

The Program Cost sheet shows the estimated standard costs for a single IP student at your host country. This information must be adjusted for students with dependents and those students who arrange their own housing. **Request for changes to your program cost should arrive at OIP by ◀ May 15.** Once an adjustment has been approved which will affect your prepaid costs or payment schedule, OIP will send you an official revised Program Cost Estimate sheet.

Financial Data Form

To be assured that IP students have sufficient funds for the year overseas, OIP requires that each student complete a Financial Data form and return it by ◀ **May 15.** If your financial situation changes before departure, you must inform OIP.

W-9S

Students enrolled in the International Programs may be eligible for the Lifetime Learning credit, which provides for a credit of qualified tuition and fees per tax year. In order for us to file the appropriate reports/claims, we request that you (or the person claiming you as a dependent) complete Part I of the W-9S *Request for Student's or Borrower's Social Security Number and Certification* form and return it to our office by **May 15**. For more information please see: <<http://www.irs.gov/pub/irs-pdf/fw9s.pdf>>.

Payment

The total Prepaid Cost should arrive at OIP by **May 15**.

You may send your check or money order payable to:

CSU INTERNATIONAL PROGRAMS

Mail to:

CSU International Programs
401 Golden Shore, Sixth Floor
Long Beach, California 90802-4210

Make sure your name and host country are clearly indicated on the check. This is particularly important if someone other than you is making the payment. Otherwise we may not be able to credit the proper account. If you wish to pay using your Visa or MasterCard, please complete the required information on the Program Cost Payment form and return to OIP by **May 15**.

No receipts will be given for personal checks; your cancelled check will serve as a receipt. A \$10 fee will be charged for all returned checks.

Deferment of Prepaid Cost

Your entire Prepaid Cost is due by **May 15**. However, if you are unable to pay the full amount you may choose one of the following options:

Financial Aid - Prepay \$500 and defer the remainder until your financial aid is disbursed. If you choose this method of payment, you should indicate so on the Program Cost Payment form and return **with your \$500 deposit**.

By July 1—or before you leave for your study center (which ever comes first)—you will need to provide OIP with an award letter or a letter from your financial aid counselor stating that sufficient aid to cover your remaining payment due will be awarded. The amount due will be deducted from your financial aid.

Parents' Payment Schedule - Prepay \$500 and parents make payments for the balance due. If you choose this method of payment, you should indicate so on the Program Cost Form and return **with your \$500 deposit**. The balance due should be paid in not more than six monthly installments with the final payment arriving in OIP no later than November 30, 2008.

Parents should be aware, any refunds due will be returned to the student.

Note: At the end of your academic year if you have a financial obligation it may result in a financial hold being placed on your academic records. If the obligation continues, your name will be given to the Franchise Tax Board for collection.

Financial Aid - Procedures

Except for Federal Work Study, IP participants continue to be eligible for all student aid programs such as Cal Grant A or B, Pell Grant, SEOG, SUG, Perkins Loan, EOP Grants, Stafford Loans, and scholarships. We expect that, if you require financial aid, you have already filed the Free Application for Federal Student Aid (FAFSA) and that you are complying with your campus financial aid office's requests and deadlines.

US Department of Education FAFSA:

<http://www.fafsa.ed.gov/>



If you have just determined that you will need assistance, we recommend that you contact your campus financial aid office immediately. Most campus financial aid offices have designated a counselor to work specifically with IP students.

1. Visit your financial aid office and complete the application materials as instructed. Inform the counselor that you will be an IP participant. Many campuses will ask you to indicate this on your application and on all documents to make it easier to process your award and to handle your checks properly while you are overseas.
2. Make sure that you have submitted all required paperwork. This is **YOUR** responsibility.
3. Complete and submit the Financial Data form to OIP. The Authorization for Transmittal of Financial Aid (part of the Financial Data form) permits your home campus to send OIP what may be owed on your program cost or send your financial aid to OIP.
4. A few weeks before you depart, contact your financial aid counselor to verify that your file is complete.

IMPORTANT NOTE: Students who will rely on financial aid during periods of study abroad must confirm with the financial aid office that they will be eligible for aid during the period of planned enrollment.

If you are a financial aid recipient you must also confirm with your campus financial aid office that you are currently making satisfactory academic progress and that you will not exceed the maximum time frame for receiving financial aid during the period that you are abroad.

Financial Aid - Disbursement

WARNING: It is your responsibility to remove all CSU home campus "holds" on your records before you go abroad. A "hold" on your records will prevent you from receiving financial aid. This includes Library holds, and all other campus holds including the Records Office, Financial Aid Office, your own academic department and any other campus office that may put a "hold" on your records. Before you leave, be sure to clear all "holds." This is your responsibility and will prevent problems in the future.

In order for you to receive your financial aid efficiently, your home campus may disburse your financial aid directly rather than through OIP. Most campuses are able to do this, but a few are not. If your campus is disbursing your aid, the campus should follow the same disbursement procedure it would use if you were to remain on campus. If you have deferred any portion of your program costs with financial aid, the amount due will be deducted and sent to OIP each quarter/semester with the balance disbursed to you. **It is your responsibility to make sure your home campus has your disbursement instructions on hand prior to your departure. Double check that your mailing address is current at your home campus.**

If your campus cannot disburse financial aid directly to you, they will send it to OIP and you will need to tell OIP where you want it sent. Again, any deferred program costs will be deducted each quarter/semester prior to disbursement. If you have questions about where your financial aid check is being sent, please contact your campus financial aid office and if you have questions about your deferred program costs, please contact OIP prior to departure.

When Can You Expect Your Financial Aid?

Every year, IP students are very anxious about receiving their financial aid overseas. Please read this information carefully so that you will not be financially unprepared (stuck overseas without any money while all the other IP students are out having fun).

The first thing you must understand is that it will take time for you to receive your first financial aid check. **You are hereby advised to have enough money to cover your first two months worth of expenses.** It may take that long for your financial aid to reach you.

Second, you need to know where your financial is being sent.

Third, you need to have a back up plan in case your financial aid is delayed.

IP Emergency Loans

Students may borrow money from OIP as follows:

1. In an emergency, students may borrow up to \$300.00 at a time through March 31; this date is subject to change.
2. Students may borrow funds against late receipt of financial aid **if** OIP can determine status of the financial aid disbursement.
3. Students may borrow money to pay for medical expenses such as extended hospitalization. These loans must be for a covered illness and backed up by insurance claims payable to OIP.

Certification of Enrollment

While OIP can provide certification/verification of concurrent enrollment to scholarship donors, insurance companies, etc., please remember that it is not OIP's responsibility to make sure your campus processes the forms--this is still your responsibility.



Health and Safety Abroad

As you prepare to spend a year abroad, health, safety and security are important issues for you to consider. Each year hundreds of students study abroad and return safely. This does not mean that you should ignore this aspect of your preparation, studying abroad is not “risk free.” In preparing you should first realize that there are a wide range of potentially serious situations that may or may not apply to you. In one country, traffic accidents may pose (statistically) the largest danger to you, while in another country the AIDS virus may be a more serious threat. Perhaps the most important variable is you—your health situation, personal habits, the activities you choose to engage in or the places you choose to go.

No orientation can alert you to every potential difficulty. We will provide you with some background and additional information sources so that you can make informed decisions both as you prepare and while you are abroad. Read this *Guide*, attend the Predeparture Orientation, and learn as much as you can about the country to which you are going. Explore additional sources if you have more questions.

Health & Medical Issues

The Health Examination

In order to prepare physically and emotionally for living and studying overseas for a year, you are required to have a medical checkup before you go. Your medical record will be on file overseas for reference purposes in case of emergency. You and your physician must complete the Health Status Report and return it to OIP by **May 15**.

This report also verifies the physical condition of the applicant for insurance purposes and alerts the OIP and overseas staff of any special physical and psychological factors that may affect your performance, comfort and safety while an IP student. It is vital that this examination be thorough and accurate. It is intended to be a general survey of your health and should be completed by a general practitioner, unless your specific health situation requires reporting by a specialist. Reports completed by chiropractors are not acceptable.

You should make an appointment immediately in order to meet the deadline. Many campus health centers will complete the form for enrolled students if arrangements are made well in advance of the end of the term.

Students with Special Needs

Students with special needs, such as physically disabled students, or students with learning disabilities, will have the opportunity to make their needs known after selection. IP makes every effort to accommodate such students in cooperation with host institutions abroad. Students with special needs are encouraged to identify themselves to make adequate planning possible. In some cases, adequate facilities or services for students with specific types of disabilities may not be available at their chosen overseas study centers.

Preparing for Other Health Issues

You can also prepare for the year ahead by reviewing the following:

Medical/Dental Work - We advise taking care of any existing medical problems and dental work before departure. Routine dental care is not included in IP insurance coverage. Lists of doctors and medical facilities are available from the IP office overseas.

Inoculations - Although specific shots may not be required for all IP countries, depending upon your personal situation, it may be a good idea to be immunized against major communicable diseases. If you are planning to travel to other countries while overseas, check to see if any inoculations are required. **Consult your physician for advice.**

Eye Glasses/Contact Lenses - Take a copy of your prescription, as well as an extra pair of glasses or contact lenses with you. Routine eye examinations are not included in the IP insurance coverage. Consider taking a supply of cleaning solution for contact lenses if your eyes are especially sensitive as overseas products may differ.

Medications - If you can, take along a year's supply of any prescription medications and any nonprescription medicines (e.g., aspirin, allergy medicine) that you use regularly. Local products may differ. In addition you should be aware that adjustments to unfamiliar food and water may create intestinal problems; ask your doctor to recommend an anti-diarrhea treatment.

Students currently taking medication for an ongoing medical condition should consult with their physicians regarding their ongoing care. Ask your doctor if the medications you take are available in the country you are going to and whether the drug is known by another name. You may be

able to continue treatment under a physician's care overseas. If you determine that you will need to have medications shipped to you overseas, you must observe any laws enforced by your host country regarding shipment and receipt of medication. The best resource for information about such regulations would be the host country's embassy in Washington D.C. Contact information is on the Web. For example, "the Embassy of Italy in the United States."

Students should note that the CSU insurance policy does not cover "pre-existing conditions." Therefore, students with chronic medical conditions who know that they will need ongoing care while living abroad would be wise to continue coverage with their current health insurance company. Any questions you have about this should be directed to Somerton Insurance before departure. Telephone: (800) 853-5899 or (916) 314-5500.

Health Conditions Overseas

Do not expect conditions to be the same as in California. Health issues will also be a topic during your on-site orientation. Regardless of your host country, most IP students will probably have a few minor stomach upsets due to adjustments to food and water. During vacation travel to other countries you will probably be faced with unfamiliar health conditions. The following sources have helpful information about staying healthy overseas:

- *Health Information for International Travel*. Centers for Disease Control. Available for a fee from the Superintendent of Documents, US Government Printing Office, Washington, D.C. 20402 or may be obtained from your local and state health departments. This publication should be available at your local library and the section on "Health Hints" includes interesting and important information.
- *Staying Healthy in Asia, Africa and Latin America* by Dirk Schroeder (Volunteers in Asia, Inc., 1988). Paperback guidebook for travelers who visit less-developed countries.

Centers For Disease Control:

<http://wwwn.cdc.gov/travel/default.aspx>

Health Information (choose Arrival Guide):

http://www.qro.itesm.mx/departamentos/prog_internacionales

International Association for Medical Assistance to Travellers (IAMAT)

IAMAT is a non-profit organization that was established in 1960. IAMAT's objective is to advise travelers about health risks, the geographical distribution of diseases worldwide, immunization requirements for all countries, and to make competent medical care available to travelers by western-trained doctors who speak English besides their mother tongue.

International Association for Medical Assistance to Travellers (IAMAT)

<http://www.iamat.org/>

Medical Facilities Overseas - Nearly all students overseas experience some difficulty in adjusting to different diets, climates, sanitary facilities and other conditions that may temporarily affect their physical wellbeing. Most of these problems are of short duration. Adequate medical facilities are available at all centers in the event of more serious illnesses and staff overseas can refer you to appropriate doctors and medical facilities.

Health Insurance

CSU policy requires that all study abroad students be insured. Therefore, all IP participants are covered by Accident and Sickness Insurance for CSU Students Studying Abroad, included in your IP program costs.

This insurance is only valid outside the US and is considered an "excess" policy. This means that if you have other insurance coverage with another company outside of IP (e.g. through your parents), then you must file the claim with the other company first, then with the IP insurance carrier. Carefully study the policy exclusions and limitations provided in the brochure in the packet. This policy does not cover pre-existing conditions, nor does it cover all medicines or drugs prescribed for outpatient treatment. You may need to maintain your current insurance policy or purchase a new policy that will provide coverage. The policy includes a major medical provision with a deductible, and an accidental death benefit. We should also mention that many of the host countries require students to purchase local coverage, which provides students with additional coverage.

Please note that the CSU policy requires that you pay for medical services up-front, and subsequently file a claim form for reimbursement. If you have a large medical expense, such as hospitalization, OIP is prepared to lend you the funds to cover your expenses until the insurance carriers reimburse you. Claim forms can be downloaded from the web: <<http://www.visit-aci.com>>.

The required insurance goes into effect the day before you are asked to arrive overseas and remains in effect as long as you are enrolled in classes with IP. No insurance premium refund is given once you depart the US for your study center. If you withdraw or are disenrolled from IP prior to the end of the academic year, you forfeit participation in the health and accident insurance plan effective on the date of withdrawal as established by OIP. Although the health insurance coverage has proven adequate for most IP participants, it is not a comprehensive policy. **You should carry your insurance card with you at all times.**

Insurance Brochure & Claim Forms:

<http://www.csuhealthlink.com>

(Select "CSU IP" from the drop down list of Schools, then click on "submit". Once there click on the link to the Brochure or Claim Form.)

Europ Assistance USA - Your CSU student health insurance policy includes emergency travel assistance coverage administered by Europ Assistance USA. This is a supplemental part of your health insurance policy valid

around the world and can assist you if you should need emergency medical care while traveling abroad, 24 hours a day, 365 days a year. To access their benefits, you MUST contact Europ Assistance USA and let them make all arrangements for any services that you need. The kinds of services they provide are listed in the insurance pamphlet that we included in your packet.

Upon request, Europ Assistance USA can also provide pre-trip counseling for any countries you will be traveling to. They can also answer questions you may have about your prescription medications before departure or help you replace a prescription while traveling.

For further information on the services provided by Europ Assistance USA, please see the Wells Fargo Student Health Insurance pamphlet provided in your packet, or contact Europ Assistance USA at: (800) 243-6124 (*Toll-free within the United States*) or (202) 659-7803 (*Collect from outside the U.S.*).

Adjustment & Personal Safety

During your time abroad, you will be required to make adjustments to the people, organizations and culture of your destination. Students going to the United Kingdom often underestimate the number of differences they will encounter. Students going to Asia may tend to underestimate the number of similarities they will encounter. Cultural differences show themselves not only in our relationship to other people but also in the systems people create and the way they operate those systems. Our purpose here is not to open a discussion of intercultural communication, but to point out how these differences may cause miscommunication and affect you, your adjustment and your personal safety.

While you are abroad you will take the opportunity to do and see many things. As you undertake these activities you should always try to be aware that you are in another country. You should also try to make informed and reasonable decisions concerning the safety and advisability of your activities. The list of possible choices is virtually limitless and you will decide what you do and you must accept the consequences. Please read the "Student Conduct" section of this *Guide* for program policies. Three areas seem worth a special mention here.

Alcohol - Attitudes about alcohol and customs surrounding its use can be very different abroad than they are at home. Alcohol abuse can be a danger and it contributes to other dangers as it impairs your judgment.

Illegal Drugs- In addition to the inherent dangers in the use of illegal drugs, drug use abroad can present serious legal problems. Drug laws abroad may be much different than those in the US and penalties can be severe for foreigners. Avoid illegal drugs. US laws and legal procedure do not apply in other countries. While a guest in another

country you are subject to their laws. The US Embassy can provide only limited assistance in locating legal help.

Drugs Abroad: You Can be Arrested

http://travel.state.gov/travel/livingabroad_drugs.html



Political Activity - Students in other countries are often more likely to demonstrate for and against a variety of causes. You may sympathize with the students and be tempted to join the demonstration. The dangers in becoming involved, intentionally or unintentionally, are real. Demonstrations can unexpectedly become violent and authorities are not sympathetic to foreign participation. IP students should not get involved in demonstrations abroad.

US State Department Travel Information - A copy of the Consular Information Sheet for the country you will be going to is included at the end of this section. Consular Information Sheets are produced by the US Department of State and provide an overview of the conditions related to traveling to a particular country. Consular Information Sheets generally do not include advice, but rather present information in a factual manner so that the traveler can make his or her own decisions about travel to a particular country. They include such information as minor political disturbances, currency and entry regulations, crime and security information, drug penalties, health conditions, and the location of the US Embassy or Consulate. Travel Warnings are issued when the State Department wishes to warn people about a specific threat or to recommend that Americans avoid travel to a certain country. It is relatively rare for the State Department to advise that a country be completely avoided.

You may access updated US State Department Consular Information Sheets and Travel Warnings on the internet at the address provided below. We suggest that you read the information provided for any of the countries you might be visiting while you are abroad.

For US State Department Travel Information:

http://travel.state.gov/travel_warnings.html



Final Note

We expect that you will have a productive and challenging year abroad. As we have indicated above no location in the US or abroad can be considered risk free. By informing yourself and acting responsibly, you can help make your stay abroad a safe one. Nevertheless, changing circumstances that pose risks to students may require OIP to act. In those cases, that action may include evacuation, relocation or suspension of the program. While this is extremely rare, it remains a possibility of which you should be aware.

**U.S. Department of State
Bureau of Consular Affairs
Washington, DC 20520**

**Consular Information Sheet
Mexico**

September 13, 2007

COUNTRY DESCRIPTION: Mexico is a Spanish-speaking country about three times the size of Texas, consisting of 31 states and one federal district. The capital is Mexico City. Mexico has a rapidly developing economy, ranked by the World Bank as the twelfth largest in the world. The climate ranges from tropical to desert, and the terrain consists of coastal lowlands, central high plateaus, and mountains of up to 18,000 feet.

Many cities throughout Mexico are popular tourist destinations for U.S. citizens. Travelers should note that location-specific information contained below is not confined solely to those cities, but can reflect conditions throughout Mexico. Although the majority of visitors to Mexico thoroughly enjoy their stay, a small number experience difficulties and serious inconveniences. Please read the State Department's background notes on Mexico for additional information.

ENTRY REQUIREMENTS: For the latest entry requirements, contact the Embassy of Mexico web site at <http://portal.sre.gob.mx/usa/> or contact the Embassy of Mexico at 1911 Pennsylvania Avenue NW, Washington, DC 20006, telephone (202) 736-1000 or any Mexican consulate in the United States for the most current information.

Land or sea travelers must have a valid U.S. passport (or U.S. citizenship documents such as a certified copy (not a simple photocopy or facsimile) of a U.S. birth certificate, a Naturalization Certificate, a Consular Report of Birth Abroad, or a Certificate of Citizenship are acceptable along with photo identification, such as a state or military issued ID).

U.S. legal permanent residents in possession of their I-551 Permanent Resident card may board flights to the U.S. from Mexico.

IMPORTANT NEW INFORMATION: On June 8, 2007, the Departments of State and Homeland Security announced U.S. citizens traveling to Canada, Mexico, Bermuda or countries in the Caribbean region who have applied for, but not yet received passports, can re-enter the United States by air by presentation of a government issued photo identification and Department of State official proof of application for a passport through September 30, 2007. The federal government is making this accommodation for air travel due to longer than expected processing times for passport applications in the face of record-breaking demand.

For details, see http://travel.state.gov/travel/cbpmc/cbpmc_2223.html. This accommodation does not affect entry requirements to other countries. Foreign immigration officials may still require a passport, or require a birth certificate or other evidence of U.S. citizenship in addition to proof of application for a U.S. passport and government-issued photo identification. Travelers are strongly advised to check with the appropriate foreign Embassy for information on their country's entry/exit requirements in relation to this announcement.

Minors: Mexican law requires that any non-Mexican citizen under the age of 18 departing Mexico must carry notarized written permission from any parent or guardian not traveling with the child to or from Mexico. This permission must include the name of the parent, the name of the child, the name of anyone traveling with the child, and the notarized signature(s) of the absent parent(s). The State Department recommends that the permission should include travel dates, destinations, airlines and a brief summary of the circumstances surrounding the travel. The child must be carrying the original letter - not a facsimile or scanned copy - as well as proof of the parent/child relationship (usually a birth certificate or court document) - and an original custody decree, if applicable. Travelers should contact the Mexican Embassy or closest Mexican Consulate for current information.

Tourist Travel: U.S. citizens do not require a visa or a tourist card for tourist stays of 72 hours or less within "the border zone," defined as an area between 20 to 30 kilometers of the border with the U.S., depending on the location. U.S. citizens traveling as tourists beyond the border zone or entering Mexico by air must pay a fee to obtain a tourist card, also known as an FM-T, available from Mexican consulates, Mexican border crossing points, Mexican tourism offices, airports within the border zone and most airlines serving Mexico. The fee for the tourist card is generally included in the price of a plane ticket for travelers arriving by air.

Business Travel: Upon arrival in Mexico, business travelers must complete and submit a form (Form FM-N) authorizing the conduct of business, but not employment, for a 30-day period. Travelers entering Mexico for purposes other than tourism or business or for stays of longer than 180 days require a visa and must carry a valid U.S. passport. U.S. citizens

planning to work or live in Mexico should apply for the appropriate Mexican visa at the Mexican Embassy in Washington, D.C., or nearest Mexican consulate in the United States.

Vehicle Permits: Tourists wishing to travel beyond the border zone with their vehicle must obtain a temporary import permit or risk having their vehicle confiscated by Mexican customs officials. At present the only exceptions to the requirement are travel in the Baja Peninsula and in the state of Sonora only for vehicles entering through the Nogales port of entry. Travelers are advised that the “Sonora Only” exception through the Nogales port of entry will expire at the end of 2007. To acquire a permit, one must submit evidence of citizenship, title for the vehicle, a vehicle registration certificate, a driver’s license, and a processing fee to either a Banjercito (Mexican Army Bank) branch located at a Mexican Customs (Aduanas) office at the port of entry, or at one of the Mexican Consulates located in the U.S. Mexican law also requires the posting of a bond at a Banjercito office to guarantee the export of the car from Mexico within a time period determined at the time of the application. For this purpose, American Express, Visa or MasterCard credit card holders will be asked to provide credit card information; others will need to make a cash deposit of between \$200 and \$400, depending on the make/model/year of the vehicle. In order to recover this bond or avoid credit card charges, travelers must go to any Mexican Customs office immediately prior to departing Mexico. Despite any advice, official or unofficial, to the contrary, vehicle permits cannot be obtained at checkpoints in the interior of Mexico.

Travelers should avoid individuals outside vehicle permit offices offering to obtain the permits without waiting in line, even if they appear to be government officials. There have been reports of fraudulent or counterfeit permits being issued adjacent to the vehicle import permit office in Nuevo Laredo and other border areas. If the proper permit is not obtained before entering Mexico and cannot be obtained at the Banjercito branch at the port of entry, do not proceed to the interior. Travelers without the proper permit may be incarcerated, fined and/or have their vehicle seized at immigration/customs checkpoints. For further information, contact Mexican Customs about appropriate vehicle permits.

DUAL NATIONALITY: Mexican law recognizes dual nationality for Mexicans by birth, meaning those born in Mexico or born abroad to Mexican parents. U.S. citizens who are also Mexican nationals are considered to be Mexican by local authorities. Dual-nationality status could hamper U.S. Government efforts to provide consular protection. Dual nationals are not subject to compulsory military service in Mexico. Travelers possessing both U.S. and Mexican nationalities must carry with them proof of their citizenship of both countries. Under Mexican law, dual nationals entering or departing Mexico must identify themselves as Mexican. For additional information, read our information on [dual nationality](#) and [prevention of international child abduction](#).

SAFETY AND SECURITY: Sporadic outbursts of politically motivated violence occur from time to time in certain areas of the country, particularly in the southern states of Chiapas, Guerrero and Oaxaca.

Demonstrations: The Mexican Constitution prohibits political activities by foreigners, and such actions may result in detention and/or deportation. Travelers should avoid political demonstrations and other activities that might be deemed political by the Mexican authorities. Even demonstrations intended to be peaceful can turn confrontational and escalate into violence. U.S. citizens are urged to avoid the areas of demonstrations, and to exercise caution if in the vicinity of any protests.

Chiapas: The Department of State recommends U.S. citizens traveling to the southern state of Chiapas remain cautious at all times. Armed rebels and armed civilian groups are present in some areas of the state, and there is often no effective law enforcement or police protection. Violent criminal gang activity along the state’s southern border - mostly aimed at illegal migrants - continues to be a concern. U.S. citizens traveling to Chiapas are encouraged to contact the U.S. Embassy for further security information prior to traveling to the region.

General Safety: Standards of security, safety, and supervision may not reach those expected in the United States. This has contributed to deaths of U.S. citizens in automobile accidents, after falls from balconies or into open ditches, by drowning in the ocean as well as in hotel pools, and in water-sports mishaps, among others.

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For the latest security information, Americans traveling abroad should regularly monitor the [Department’s travel web site](#) where the current [Worldwide Caution](#), [Travel Warnings](#), and [Travel Alerts](#) can be found. Please visit the [Safety Issues](#) section for additional safety information.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll free in the United States, or, for callers outside the United States and Canada, a regular toll line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

CRIME: Crime in Mexico continues at high levels, and it is often violent, especially in Mexico City, Tijuana, Ciudad Juarez, Nuevo Laredo, Monterrey, Acapulco, and the state of Sinaloa. Other metropolitan areas have lower, but still serious, levels of crime. Low apprehension and conviction rates of criminals contribute to the high crime rate. U.S. citizen victims of crime in Mexico are encouraged to report the incident to the nearest police headquarters and to the nearest U.S. consular office.

In many countries around the world, counterfeit and pirated goods are widely available. Transactions involving such products may be illegal under local law. In addition, bringing them back to the United States may result in forfeitures and/or fines. More information on this serious problem is available at <http://www.cybercrime.gov/18usc2320.htm>.

Personal Property: Travelers should always leave valuables and irreplaceable items in a safe place, or not bring them at all. All visitors are encouraged to make use of hotel safes when available, avoid wearing obviously expensive jewelry or designer clothing, and carry only the cash or credit cards that will be needed on each outing. There are a significant number of pickpocket, purse snatching, and hotel-room theft incidents. Public transportation is a particularly popular place for pickpockets. When renting a vehicle, ensure that advertisements or labels for the rental agency are not prominently displayed on the vehicle. Avoid leaving valuables such as identification, passport and irreplaceable property in rental vehicles, even when locked.

A number of Americans have been arrested for passing on counterfeit currency they had earlier received in change. If you receive what you believe to be a counterfeit bank note, bring it to the attention of Mexican law enforcement.

Personal Safety: Visitors should be aware of their surroundings at all times, even when in areas generally considered safe. Women traveling alone are especially vulnerable and should exercise caution, particularly at night. Victims, who are almost always unaccompanied, have been raped, robbed of personal property, or abducted and then held while their credit cards were used at various businesses and Automatic Teller Machines (ATMs). U.S. citizens should be very cautious in general when using ATMs in Mexico. If an ATM must be used, it should be accessed only during the business day at large protected facilities (preferably inside commercial establishments, rather than at glass-enclosed, highly visible ATMs on streets). U.S. and Mexican citizens are sometimes accosted on the street and forced to withdraw money from their accounts using their ATM cards.

Kidnapping, including the kidnapping of non-Mexicans, continues at alarming rates. So-called express kidnappings, an attempt to get quick cash in exchange for the release of an individual, have occurred in almost all the large cities in Mexico and appear to target not only the wealthy, but also the middle class. U.S. businesses with offices in Mexico or concerned U.S. citizens may contact the U.S. Embassy or any U.S. consulate to discuss precautions they should take.

Criminal assaults occur on highways throughout Mexico; travelers should exercise extreme caution at all times, avoid traveling at night, and may wish to use toll ("cuota") roads rather than the less secure "free" ("libre") roads whenever possible. Always keep your car doors locked and your windows up while driving, whether on the highway or in town. When in heavy traffic or when stopped in traffic, leave enough room between vehicles to maneuver and escape, if necessary. In addition, U.S. citizens should not hitchhike with, accept rides from or offer rides to, strangers anywhere in Mexico. Tourists should not hike alone in backcountry areas, nor walk alone on lightly-frequented beaches, ruins or trails.

Street Crime: Armed street crime is a serious problem in all of the major cities. Some bars and nightclubs, especially in resort cities such as Cancun, Cabo San Lucas, Mazatlan, Acapulco, and Tijuana, can be havens for drug dealers and petty criminals. Some establishments may contaminate or drug drinks to gain control over the patron.

All bus travel should be during daylight hours and on first-class conveyances. Although there have been several reports of bus hijackings and robberies on toll roads, buses on toll roads have a markedly lower rate of incidents than buses (second- and third-class) that travel the less secure "free" highways. The Embassy advises caution when traveling by bus from Acapulco toward Ixtapa or Huatulco. Although the police have made some progress in bringing this problem under control, armed robberies of entire busloads of passengers still occur.

Harassment/Extortion: In some instances, Americans have become victims of harassment, mistreatment and extortion by Mexican law enforcement and other officials. Mexican authorities have cooperated in investigating such cases, but one must have the officer's name, badge number, and patrol car number to pursue a complaint effectively. Please note this information if you ever have a problem with police or other officials. In addition, tourists should be wary of persons representing themselves as police officers or other officials. When in doubt, ask for identification. Be aware that offering a bribe to a public official to avoid a ticket or other penalty is a crime in Mexico.

It is increasingly common for extortionists to call prospective victims on the telephone, often posing as law enforcement or other officials, and demand payments in return for the release of an arrested family member, or to forestall a kidnapping. Prison inmates using smuggled cellular phones often place these calls. Persons receiving such calls should be extremely skeptical since most such demands or threats are baseless, and should contact the U.S. Embassy or closest U.S. consulate, or the Department of State for assistance.

U.S. citizens may refer to [A Safe Trip Abroad](#) for ways to promote a trouble-free journey.

Information for Victims of Crime: The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are a victim of a crime while overseas, you should report it immediately to the nearest U.S. consular office and make a report to Mexican authorities. Do not rely on hotel/restaurant/tour company management to make the report for you. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, contact family members or friends and explain how funds could be transferred.

Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed. Under the best of circumstances, prosecution is very difficult (a fact some assailants appear to exploit knowingly), but no criminal investigation is possible without a formal complaint to Mexican authorities.

Victims of crime may also report the crime to the Mexican Embassy or nearest consulate after arriving in the United States. Before doing so, please contact the U.S. Embassy or consulate in Mexico for assistance in coordinating with Mexican consular officials to obtain an official appointment for the victim or witness with the Mexican Embassy or consulate. Travelers are encouraged to report crimes as soon as possible. Delays in reporting the crime may hinder or even prevent prosecution in some cases.

Crime in Mexico City: In Mexico City, the most frequently reported crimes involving tourists are taxi robbery (see below), armed robbery, pick pocketing, and purse-snatching. In several cases, tourists have reported that men in uniforms perpetrated the crime, stopping vehicles and seeking money, or assaulting and robbing tourists walking late at night. As in any large city, individuals should exercise caution and be aware of their surroundings, especially when walking anywhere in the city.

Business travelers should be aware that theft occurs even in what appears to be secure locations. Theft of such items as briefcases and laptops occur frequently at the Benito Juarez International Airport and at business-class hotels. Arriving travelers who need to obtain pesos at the airport should use the exchange counters or ATMs in the arrival/departure gate area, where access is restricted, rather than changing money after passing through Customs, where they can be observed by criminals.

Metro (subway) robberies are frequent in Mexico City. If riding the Metro or the city bus system, U.S. citizens should take extreme care with valuables and belongings. Avoid using Metro during busy commuting hours in the morning or afternoon. Tourists and residents alike should avoid driving alone at night anywhere in Mexico City.

Robbery and assault on passengers in taxis are frequent and violent in Mexico City, with passengers subjected to beating, shooting, and sexual assault. U.S. citizens visiting Mexico City should avoid taking any taxi not summoned by telephone or contacted in advance. When in need of a taxi, please telephone a radio taxi or "sitio" (regulated taxi stand - pronounced "C-T-O"), and ask the dispatcher for the driver's name and the cab's license plate number. Ask the hotel concierge or other responsible individual to write down the license plate number of the cab that you entered. Sitio taxis may be distinguished from other taxis in Mexico City by the letter "S" that precedes the identification numbers on the side of the car and on the license plate.

Passengers arriving at Mexico City's Benito Juarez International Airport should take only airport taxis (which are white with a yellow stripe and a black airplane symbol) after pre-paying the fare at one of the special booths inside the airport.

Crime in Cancun, Acapulco, and Other Resort Areas: There have been a significant number of rapes reported in Cancun and other resort areas. Many of these have occurred at night or in the early morning. Attacks have also occurred on deserted beaches and in hotel rooms. Acquaintance rape is a serious problem. In other cases, hotel workers, taxi drivers, and security personnel have been implicated. Please refer to our information for [Victims of Crime](#).

Drug-related violence, including shooting and kidnapping, has increased in Acapulco recently. Although this violence is not targeted at foreign residents or tourists, U.S. citizens in these areas should be vigilant in their personal safety.

Crime in Border Cities: Visitors to the U.S. - Mexico border region, including cities such as Tijuana, Ciudad Juarez, Nuevo Laredo, Nogales, Reynosa, Matamoros, and Monterrey, should remain alert and be aware of their surroundings at all times.

Some border cities have seen an increase in violence over the past year, some of which has been directed against U.S. citizens. Local police forces have been ineffective in maintaining security in some regions along the border. Drug-related violence has increased dramatically in recent months, and shows no sign of abating. While U.S. citizens not involved in criminal activities are generally not targeted, innocent bystanders are at risk from the increase in violence in the streets of border cities.

In Ciudad Juarez, Monterrey, Nuevo Laredo, and Tijuana, shootings have taken place at busy intersections and at popular restaurants during daylight hours. The wave of violence has been aimed primarily at members of drug-trafficking organizations, criminal justice officials, and journalists. However, foreign visitors and residents, including U.S. citizens, have been among the victims of homicide and kidnapping in the border region. In recent months, the worst violence has been centered in the city of Nuevo Laredo in the Mexican state of Tamaulipas, where numerous citizens were kidnapped and/or murdered. U.S. citizens are urged to be especially aware of safety and security concerns when visiting the border region and exercise commonsense precautions such as visiting only legitimate business and tourist areas of border towns during daylight hours. U.S. citizens who frequently make routine visits to border cities should vary their routes and times and are urged to park in well-lighted, paid, and guarded parking lots. Exercise caution when entering or exiting your vehicle and instruct all fellow travelers to enter and exit the vehicle safely and quickly.

Mexican authorities have failed to prosecute numerous crimes committed against U.S. citizens, including murder and kidnapping. Local police forces suffer from a lack of funds and training, and the judicial system is weak, overworked, and inefficient. Criminals, armed with an impressive array of weapons, know there is little chance they will be caught and punished. In some cases, assailants have been wearing full or partial police uniforms and have used vehicles that resemble police vehicles, indicating some elements of the police might be involved.

Visitors are very vulnerable when visiting the local “red-light districts,” particularly if they are departing alone in the early hours of the morning. In Ciudad Juarez and Tijuana, there has also been a rise in automobile accidents in which municipal police extort money from U.S. citizen victims.

CRIMINAL PENALTIES AND TREATMENT OF PRISONERS: While in a foreign country, a U.S. citizen is subject to that country’s laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. The trial process in Mexico is different from the trial process in the United States, and procedures may vary from state to state. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating Mexican laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use or trafficking in illegal drugs in Mexico are severe, and convicted offenders can expect long jail sentences and heavy fines.

For more information, please see our information on [Criminal Penalties](#).

Sexual Offenses: Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. Soliciting the services of a minor for sexual purposes is illegal in Mexico, and is punishable by imprisonment. The Mexican government has announced an aggressive program to discourage sexual tourism. Police authorities in the state of Baja California recently began enforcement of anti-pedophile legislation.

Arrests & Notifications: The Mexican government is required by international law to notify the U.S. Embassy or the nearest U.S. consulate promptly when a U.S. citizen is arrested, if the arrestee so requests. In practice, however, this notification can be delayed by months or may never occur at all, limiting the assistance the U.S. Government can provide. U.S. citizens should promptly identify themselves as such to the arresting officers, and should request that the Embassy or nearest consulate be notified immediately.

Prison Facilities: Prison conditions in Mexico can be extremely poor. In many facilities food is insufficient in both quantity and quality, and prisoners must pay for adequate nutrition from their own funds. Most Mexican prisons provide poor medical care, and even prisoners with urgent medical conditions receive only a minimum of attention. U.S. citizens who are incarcerated in Mexico are sometimes forced to pay hundreds and even thousands of dollars in “protection money” to fellow prisoners.

Prisoner Treatment/Interrogations: Mexican police regularly obtain information through torture and prosecutors use this evidence in courts. The Mexican Constitution and the law prohibit torture, and Mexico is party to several international anti-torture conventions, but courts continue to admit as evidence confessions extracted under torture. Authorities rarely punish officials for torture, which continues to occur in large part because confessions are the primary evidence in many criminal convictions. U.S. citizens have been brutalized, beaten, and even raped while in police custody. Since the beginning of 2002, 21 U.S. citizens have died in Mexican prisons, including five apparent homicides.

Drug Penalties and Prescription Medications: Penalties for drug offenses are strict, and convicted offenders can expect large fines and jail sentences up to 25 years. The purchase of controlled medication requires a prescription from a licensed Mexican physician; some Mexican doctors have been arrested for writing prescriptions without due cause. In those instances, U.S. citizens who bought the medications have been held in jail for months waiting for the Mexican judicial system to decide their fate. The Mexican list of controlled medication differs from that of the United States, and Mexican public health laws concerning controlled medication are unclear and often enforced selectively. To determine whether a particular medication is controlled in Mexico, and requires a prescription from a Mexican doctor for purchase, please consult the website of the Mexican Federal Commission for Protection Against Health Risks (Comisión Federal para la Protección contra Riesgos Sanitarios - COFEPRIS) at Listado de Medicamentos Controlados, <http://www.cofepris.gob.mx/pyp/estpsic/es.htm>. This site is in Spanish only.

Buying Prescription Drugs: The U.S. Embassy recommends that U.S. citizens not travel to Mexico for the sole purpose of buying prescription drugs. U.S. citizens have been arrested and their medicines confiscated by the Mexican authorities when their prescriptions were written by a licensed American physician and filled by a licensed Mexican pharmacist. There have been cases of U.S. citizens buying prescription drugs in border cities only to be arrested soon after or have money extorted by criminals impersonating police officers. Those arrested are often held for the full 48 hours allowed by Mexican law without charges being filed, then released. During this interval, the detainees are often asked for bribes or are solicited by attorneys who demand large fees to secure their release, which will normally occur without any intercession as there are insufficient grounds to bring criminal charges against the individuals. In addition, U.S. law enforcement officials believe that as much as 25 percent of medications available in Mexico are counterfeit and substan-

dard. Such counterfeit medications may be difficult to distinguish from the real medications and could pose serious health risks to consumers. The importation of prescription drugs into the United States can be illegal in certain circumstances. U.S. law generally permits persons to enter the United States with only an immediate (about one-month) supply of a prescription medication.

Criminal Penalties for Possession: The U.S. Embassy cautions that possession of any amount of prescription medication brought from the United States, including medications to treat HIV, and psychotropic drugs such as Valium, can result in arrest if Mexican authorities suspect abuse or if the quantity of the prescription medication exceeds the amount required for several days' use. Individuals should consider carrying a copy of the prescription and a Mexican doctor's letter explaining that the quantity of medication is appropriate for their personal medical use.

Importing Medicine to Mexico: To import prescription medication into Mexico for personal use, a foreigner must obtain a permit from the Mexican Health Department prior to importing the medicine into Mexico. Additional information in Spanish is available at <http://www.cofepris.gob.mx>. For a fee, a customs broker can process the permit before the Mexican authorities on behalf of an individual. If using the services of a customs broker, it is advisable to agree upon the fees before telling the broker to proceed. Current information on local customs brokers (agencias aduanales) is available at the Mexico City yellow pages at <http://www.seccionamarilla.com.mx>.

Pirated Merchandise: Counterfeit and pirated goods are widely available in Mexico. Their sale is largely controlled by organized crime. Purchase for personal use is not criminalized in Mexico; however, bringing these goods back to the United States may result in forfeitures and/or fines. For more information on this serious problem visit the Special 301 Report at http://www.ustr.gov/Document_Library/Reports_Publications/2006/2006_Special_301_Review/Section_Index.html.

FIREARMS PENALTIES: The Department of State warns U.S. citizens against taking any type of firearm or ammunition into Mexico without prior written authorization from the Mexican authorities. Entering Mexico with a firearm, some kinds of knives or even a single round of ammunition is illegal, even if the weapon or ammunition is taken into Mexico unintentionally. The Mexican government strictly enforces its laws restricting the entry of firearms and ammunition along all land borders and at airports and seaports. Violations have resulted in arrests, convictions, and long prison sentences for U.S. citizens.

Vessels entering Mexican waters with firearms or ammunition on board must have a permit previously issued by the Mexican Embassy or a Mexican consulate. Mariners do not avoid prosecution by declaring their weapons at the port of entry. Before traveling, mariners who have obtained a Mexican firearm permit should contact Mexican port officials to receive guidance on the specific procedures used to report and secure weapons and ammunition.

CUSTOMS REGULATIONS: Please refer to our information on [customs regulations](#). U.S. citizens bringing gifts to friends and relatives in Mexico should be prepared to demonstrate to Mexican customs officials the origin and the value of the gifts. U.S. citizens entering Mexico by the land border can bring in gifts with a value of up to \$50.00 duty-free, except for alcohol and tobacco products. U.S. citizens entering Mexico by air or sea can bring in gifts with a value of up to \$300.00 duty-free.

Personal Effects: Tourists are allowed to bring in their personal effects duty-free. According to customs regulations, in addition to clothing, personal effects may include one camera, one video cassette player, one personal computer, one CD player, 5 DVDs, 20 music CDs or audiocassettes, 12 rolls of unused film, and one cellular phone. Any tourist carrying such items, even if duty-free, should enter the "Merchandise to Declare" lane at the first customs checkpoint. The tourist should be prepared to pay any assessed duty. Failure to declare personal effects routinely results in the seizure of the goods as contraband, plus the seizure of the vehicle in which the goods are traveling for attempted smuggling. The recovery of the seized vehicle involves the payment of substantial fines and attorney's fees.

Temporary Imports/Exports: Mexican customs authorities enforce strict regulations concerning temporary importation into or export from Mexico of items such as trucks and autos, trailers, antiquities, medications, medical equipment, business equipment, etc. Prior to traveling, contact the Mexican Embassy or one of the Mexican consulates in the United States for specific information regarding customs requirements.

Property Donations: U.S. citizens traveling to Mexico with goods intended for donation within Mexico, or traveling through Mexico with goods intended for donation in another country, should be aware of Mexican Customs regulations prohibiting importation of used clothing, textiles, and other used goods into Mexico. These regulations apply even to charitable donations. Individuals or groups wishing to make such donations should check with Mexican Customs for the list of prohibited items, and should hire an experienced customs broker in the U.S. to ensure compliance with Mexican law. The charitable individual or group, not the customs broker, will be held responsible for large fines or confiscation of goods if the documentation is incorrect. The website for Mexican Customs (Aduanas) is in Spanish only at *Acerca de Aduana Mexico* ("About Mexican Customs") at http://www.aduanas.sat.gob.mx/aduana_mexico/2007/A_body.htm. Mexican authorities require that all international transit through Mexico of persons and merchandise destined for Central or South America be handled only at the Los Indios Bridge located south of Harlingen, Texas on Route 509. The U.S.

Consulate in Matamoros is the closest consulate to Los Indios Bridge and may be contacted for up-to-date information by calling 011-52-868-812-4402, ext. 273 or 280, or by checking their web site, <http://matamoros.usconsulate.gov/> which lists in English the most common items prohibited from entry into Mexico. Additional customs information can be found on the U.S. Customs and Border Protection web site at <http://www.cbp.gov>.

MEDICAL FACILITIES AND HEALTH INFORMATION: Adequate medical care can be found in major cities. Excellent health facilities are available in Mexico City, but training and availability of emergency responders may be below U.S. standards. Care in more remote areas is limited. Standards of medical training, patient care and business practices vary greatly among medical facilities in beach resorts throughout Mexico. In recent years, some U.S. citizens have complained that certain health-care facilities in beach resorts have taken advantage of them by overcharging or providing unnecessary medical care. Elective medical procedures may be less expensive than in the United States. However, visitors are cautioned that facilities may lack access to sufficient emergency support. The U.S. Embassy encourages visitors to obtain as much information about the facility and the medical personnel as possible when considering surgical or other procedures. In addition to other publicly available information, U.S. citizens may consult the U.S. Embassy's web site for a list of doctors in Mexico City at http://mexico.usembassy.gov/eng/eacs_doctors.html and a list of hospitals in Mexico City at http://mexico.usembassy.gov/eng/eacs_hospitals.html or contact the U.S. Embassy, U.S. consulate, or consular agency prior to seeking non-emergency medical attention. The U.S. Embassy, U.S. consulates, and consular agencies maintain lists of reputable doctors and medical facilities that are available to assist U.S. citizens in need of medical care.

Water Quality: In many areas in Mexico, tap water is unsafe and should be avoided. Bottled water and beverages are safe although visitors should be aware that many restaurants and hotels serve tap water unless bottled water is specifically requested. Ice may also come from tap water and should be used with caution. Visitors should exercise caution when buying food or beverages from street vendors.

The quality of water along some beaches in or near Acapulco or other large coastal communities may be unsafe for swimming because of contamination. Swimming in contaminated water may cause diarrhea and/or other illnesses. Mexican government agencies monitor water quality in public beach areas but their standards and sampling techniques may differ from those in the United States.

Altitude: In high-altitude areas such as Mexico City (elevation 7,600 feet or about 1/2 mile higher than Denver, Colorado), most people need a short adjustment period. Reaction signs to high altitude include a lack of energy, shortness of breath, occasional dizziness, headache, and insomnia. Those with heart problems should consult their doctor before traveling. Air pollution in Mexico City and Guadalajara is severe, especially from December to May, and combined with high altitude could affect travelers with underlying respiratory problems.

Other Health Issues: Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention's hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC's web site at <http://wwwn.cdc.gov/travel/default.aspx>. For information about outbreaks of infectious diseases abroad consult the World Health Organization's (WHO) web site at <http://www.who.int/en>. Further health information for travelers is available at <http://www.who.int/ith/en>.

Medical Insurance: The Department of State strongly urges U.S. citizens to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. To ensure proper reimbursement of medical expenses by insurance carriers, the U.S. Embassy recommends that patients ensure they have sufficient documentation of their care and treatment before leaving the health care facility.

The Social Security Medicare Program does not provide coverage for hospital or medical costs outside the United States. Please see additional information on [medical insurance abroad](#).

TRANSPORTATION, TRAFFIC SAFETY AND ROAD CONDITIONS: While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States. The information below concerning Mexico is provided for general reference only, and may not be totally accurate in a particular location or circumstance. Public transportation vehicles, specifically taxis and city buses, often do not comply with traffic regulations, including observing speed limits and stopping at red lights.

Driving and Vehicle Regulations: U.S. driver's licenses are valid in Mexico. The Government of Mexico strictly regulates the entry of vehicles into Mexico. Mexican law requires that only owners drive their vehicles, or that the owner be inside the vehicle. If not, the vehicle may be seized by Mexican customs and will not be returned under any circumstances.

Insurance: Mexican insurance is required for all vehicles, including rental vehicles. Mexican auto insurance is sold in most cities and towns on both sides of the border. U.S. automobile liability insurance is not valid in Mexico, nor is most collision and comprehensive coverage issued by U.S. companies. Motor vehicle insurance is considered invalid in Mexico if the driver is found to be under the influence of alcohol or drugs.

Road Emergencies and Automobile Accidents: If you have an emergency while driving, the equivalent of “911” in Mexico is “060”, but this number is not always answered. If you are driving on a toll highway (or “cuota”) or any other major highway, you may contact the Green Angels (Angeles Verdes), a fleet of trucks with bilingual crews. The Green Angels may be reached directly at (01) (55) 5250-8221. If you are unable to call them, pull off the road and lift the hood of your car, chances are they will find you.

If you are involved in an automobile accident, you will be taken into police custody until it can be determined who is liable and whether you have the ability to pay any penalty. If you do not have Mexican liability insurance, you may be prevented from departing the country even if you require life-saving medical care, and you are almost certain to spend some time in jail until all parties are satisfied that responsibility has been assigned and adequate financial satisfaction received. Drivers may face criminal charges if injuries or damages are serious.

Road Safety: Avoid driving on Mexican highways at night. Even multi-lane expressways in Mexico often have narrow lanes and steep shoulders. Single-vehicle rollover accidents involving U.S. citizens are very common, often resulting in the death or serious injury to vehicle occupants. Use extreme caution when approaching towns, on curves, and when passing large trucks. All vehicle occupants should use seatbelts at all times. Vehicular traffic in Mexico City is restricted in order to reduce air pollution. The restriction is based on the last digit of the vehicle license plate. This applies equally to permanent, temporary, and foreign (U.S.) plates. For additional information refer to <http://www.hoynocircula.com.mx/> (Spanish only). Please refer to our [Road Safety Overseas](#) for more information.

For additional information in English concerning Mexican driver’s permits, vehicle inspection, road tax, mandatory insurance, etc., please contact the Mexican Secretariat of Tourism (SECTUR) at telephone 1-800-44-MEXICO (639-426). Travelers can also consult <http://www.mexonline.com/drivemex.htm>. For detailed information in Spanish only, visit Mexican Customs’ web site Importación Temporal de Vehículos (“Temporary Importation of Vehicles”) at http://www.aduanas.sat.gob.mx/aduana_mexico/2007/A_Body_Vehiculos.htm. Travelers are advised to consult with the Mexican Embassy or the nearest Mexican consulate in the United States for additional, detailed information prior to entering Mexico. For travel information for the Baja California peninsula, you can also consult independent web sites Travel to Baja at <http://www.traveltobaja.net/> or Discover Baja California at <http://www.discoverbajacalifornia.com/home.htm>.

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the Government of Mexico’s Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of Mexico’s air carrier operations. For more information, travelers may visit the FAA’s Internet web site at http://www.faa.gov/safety/programs_initiatives/oversight/iasa.

SPECIAL CIRCUMSTANCES: Weather conditions may vary as they do in various parts of the United States. From June to November, the country may experience strong winds and rains as a result of hurricanes in the Gulf or along the Pacific Coast. Some areas may experience earth tremors. It is prudent to leave a detailed itinerary, including local contact information and expected time-date of return with a friend or family member.

Water Sports: Visitors to Mexico, including to local resort areas, should carefully assess the potential risk of recreational activities. Recreational facilities such as pools may not meet U.S. safety or sanitation standards. Do not swim in pools or at beaches without lifeguards. Several U.S. citizens have died in hotel pools in recent years. Swimming pool drain systems may not comply with U.S. safety standards and swimmers should exercise caution. Parents should watch minor children closely when they are in or around water. U.S. citizens have drowned or disappeared at both remote and popular beaches along the southwest coast of Mexico.

Warning flags on beaches should be taken seriously. If black flags are up, do not enter the water. In Cancun, there is often a very strong undertow along the beach from the Hyatt Regency all the way south to Club Med. Several drowning and near-drowning incidents have been reported on the east coast of Cozumel, particularly in the Playa San Martin-Chen Rio area. In Acapulco, avoid swimming outside the bay area. Several U.S. citizens have died while swimming in rough surf at the Revolcadero Beach near Acapulco. Despite U.S.-trained lifeguards, several U.S. citizens have drowned in the area of Zipolite Beach in Puerto Angel, Oaxaca, because of sudden waves and strong currents. Beaches on the Pacific side of the Baja California peninsula at Cabo San Lucas are dangerous due to rip tides and rogue waves; hazardous beaches in this area are clearly marked in English and Spanish. Do not swim alone in isolated beach areas. Beaches may not be well-marked, and strong currents could lead to dangerous conditions for even the most experienced swimmers. Do not dive into unknown bodies of water, because hidden rocks or shallow depths can cause serious injury or death.

Sports and aquatic equipment that you rent may not meet U.S. safety standards or be covered by any accident insurance. Scuba diving equipment may be substandard or defective due to frequent use. Inexperienced scuba divers in particular should beware of dive shops that promise to “certify” you after a few hours’ instruction. Parasailing has killed U.S. citizen tourists who were dragged through palm trees or were slammed into hotel walls. Jet-ski accidents have killed U.S. citizen tourists, especially in group-outings when inexperienced guides allowed their clients to follow each other too closely.

Cancun and Other Resort Areas: Over 3 million U.S. citizens travel to Cancun and other Mexican beach resorts each year, including as many as 120,000 during “spring break” season, which normally begins in mid-February and runs about

two months. Excessive alcohol consumption, especially by U.S. citizens under the legal U.S. drinking age, is a significant problem. The legal drinking age in Mexico is 18, but it is not uniformly enforced. Alcohol is implicated in the majority of arrests, violent crimes, accidents and deaths suffered by U.S. citizen tourists.

In recent years, moped rentals have become very widespread in Cancun and Cozumel, and the number of serious moped accidents has risen accordingly. Most operators carry no insurance and do not conduct safety checks. The U.S. Embassy recommends avoiding operators who do not provide a helmet with the rental. Some operators have been known to demand fees many times in excess of damages caused to the vehicles, even if renters have purchased insurance in advance. Vacationers at other beach resorts have encountered similar problems after accidents involving rented jet-skis. There have been cases of mobs gathering to prevent tourists from departing the scene and to intimidate them into paying exorbitant damage claims.

Motor Accidents: Motor vehicle accidents are the leading cause of death of U.S. citizens in Mexico. Motorists should exercise special caution on the heavily-traveled expressway south of Cancun, particularly between Playa del Carmen and Tulum, where the road narrows from 4 divided lanes to two-way traffic on a narrow and poorly-maintained road. For more information, please refer to our information on [Road Safety Overseas](#).

Mountain Climbing and Hiking: Travelers who wish to climb Pico de Orizaba in Veracruz should be aware that summer droughts in recent years have removed much of the snow coating and turned the Jamapa Glacier into a high-speed ice chute, increasing the risk of death or serious injury. At least 17 climbers have died on the mountain and 39 have been injured in recent years, including U.S. citizens. Rescue teams operate without the benefit of sophisticated equipment. Any medical treatment provided in local hospitals or clinics must be paid in cash. While regulation of the ascent is minimal and guides are not required, the U.S. Embassy recommends hiring an experienced guide.

The Colima Volcano, located approximately 20 miles north-northeast of Colima city in the state of Colima on the southwestern coast, is active and erupted several times in 2005. Travelers should not enter the prohibited area within a 4.5-mile radius of the volcano.

When departing on an outing to backcountry areas to hike or climb, it is prudent to leave a detailed itinerary, including route information and expected time and date of return with your hotel clerk or a friend or family member. Similarly, mariners preparing to depart from a Mexican harbor should visit the harbormaster and leave a detailed trip plan, including intended destination and crew and passenger information.

MARRIAGE REQUIREMENTS IN MEXICO: In general, to marry a Mexican national in Mexico, a U.S. citizen must be physically present in Mexico and present documents required by the jurisdiction where the marriage will take place. U.S. citizens who marry U.S. citizens or other non-Mexicans are not subject to a residence requirement, but are required to present their tourist cards. For additional information on marriages in Mexico, contact the U.S. Embassy or the nearest U.S. consulate.

Divorce requirements may vary according to jurisdiction. The U.S. Embassy recommends U.S. citizens consult a local attorney and/or the Mexican Embassy or nearest Mexican Consulate for information on divorces in Mexico.

REAL ESTATE AND TIME-SHARES: U.S. citizens should be aware of the risks inherent in purchasing real estate in Mexico, and should exercise extreme caution before entering into any form of commitment to invest in property there. Investors should hire competent Mexican legal counsel when contemplating any real estate investment. Mexican laws and practices regarding real estate differ substantially from those in the United States. Foreigners who purchase property in Mexico may find that property disputes with Mexican citizens may not be treated evenhandedly by Mexican criminal justice authorities and in the courts. Time-share companies cannot be sued in U.S. courts unless they have an office or other business presence in the U.S. Consumers should contact a Mexican attorney, the Mexican consumer protection agency PROFECO at <http://www.profeco.gob.mx/> or other consumer information agency for information on companies that operate outside of the U.S.

Ownership Restrictions: The Mexican Constitution prohibits direct ownership by foreigners of real estate within 100 kilometers (about 62 miles) of any border, and within 50 kilometers (about 31 miles) of any coastline. In order to permit foreign investment in these areas, the Mexican government has created a trust mechanism in which a bank has title to the property but a trust beneficiary enjoys the benefits of ownership. However, U.S. citizens are vulnerable to title challenges that may result in years of litigation and possible eviction. Although title insurance is available in the Baja Peninsula and in other parts of Mexico, it is virtually unknown and remains untested in most of the country. In addition, Mexican law recognizes squatters' rights, and homeowners can spend thousands of dollars in legal fees and years of frustration in trying to remove squatters who occupy their property.

Labor Laws: U.S. citizen property owners should consult legal counsel or local authorities before hiring employees to serve in their homes or on their vessels moored in Mexico. Several U.S. citizen property owners have faced lengthy lawsuits for failure to comply with Mexican labor laws regarding severance pay and Mexican social security benefits.

Time-share Investments: U.S. citizens should exercise caution when considering time-share investments and be aware of the aggressive tactics used by some time-share sales representatives. Buyers should be fully informed and take sufficient time to consider their decisions before signing time-share contracts, ideally after consulting an independent attorney. Mexican law allows time-share purchasers five days to cancel the contract for unconditional and full reimbursement. U.S. citizens should never sign a contract that includes clauses penalizing the buyer who cancels within five days. The Department of State and the U.S. Mission in Mexico frequently receive complaints from U.S. citizens about extremely aggressive sales tactics, exaggerated claims of return on investment, lack of customer service and questionable business practices by time-share companies, resulting in substantial financial losses for time-share investors.

A formal complaint against any merchant should be filed with PROFECO, Mexico's federal consumer protection agency. PROFECO has the power to mediate disputes, investigate consumer complaints, order hearings, levy fines and sanctions for not appearing at hearings, and do price-check inspections of merchants. All complaints by U.S. citizens are handled by PROFECO's English-speaking office in Mexico City at 011-52-55-5211-1723 (phone), 011-52-55-5211-2052 (fax), or via email at extranjeros@profeco.gob.mx. For more information, please see the PROFECO "Attention to Foreigners" web page at Profeco (Procuraduría Federal del Consumidor).

ALIEN SMUGGLING: Mexican authorities may prosecute anyone arrested for transporting aliens into or out of Mexico for alien smuggling in addition to any charges they may face in the other country involved, including the United States.

CHILDREN'S ISSUES: For information on international adoption of children and international parental child abduction, see the [Office of Children's Issues](#) web site. Mexico is the destination country of the greatest number of children abducted from the United States by a parent. A party to the Hague Convention on the Civil Aspects of International Child Abduction since 1991, Mexico is not in full compliance with the Convention.

BEHAVIOR MODIFICATION FACILITIES: A number of facilities have opened in Mexico that offer behavior modification therapy for teenagers and others suffering from drug addiction and other behavioral or psychological problems. Standards applied by the Government of Mexico and local governments, where they exist, may not meet standards for similar facilities in the United States. Parents planning to enroll their children in these facilities should investigate the facility first. Since 2004, Mexican officials have closed six adolescent behavior modification facilities in Baja California and another in the state of Jalisco due to health code and other violations. This was done on very short notice and caused serious inconvenience for the U.S. citizen students and their families. Another behavior modification facility in Sonora suddenly declared bankruptcy and closed its doors in March 2005, with a similarly disruptive impact on students. For further information, please refer to the State Department's Fact Sheet on Behavior Modification Facilities at http://travel.state.gov/travel/tips/brochures/brochures_1220.html.

REGISTRATION/EMBASSY, CONSULATE AND CONSULAR AGENCY LOCATIONS: U.S. citizens living or traveling in Mexico for more than one day are encouraged to register with the U.S. Embassy or nearest U.S. consulate through the State Department's [travel registration web site](#), and to obtain updated information on travel and security within Mexico. U.S. citizens without Internet access may register directly with the U.S. Embassy or nearest U.S. Consulate. By registering, U.S. citizens make it easier for the Embassy or consulate to contact them in case of emergency.

The U.S. Embassy is located in Mexico City at Paseo de la Reforma 305, Colonia Cuauhtemoc; telephone from the United States: 011-52-55-5080-2000; telephone within Mexico City: 5080-2000; telephone long distance within Mexico 01-55-5080-2000. You may also contact the Embassy by e-mail at: ccs@usembassy.net.mx. The Embassy's web page is <http://mexico.usembassy.gov/eng/main.html>.

In addition to the Embassy, there are several United States Consulates and Consular Agencies located throughout Mexico:

CONSULATES:

Ciudad Juarez: Avenida Lopez Mateos 924-N; telephone (52)(656) 611-3000.

Guadalajara: Progreso 175, Col. Americana; telephone (52)(333) 268-2100.

Hermosillo: Calle Monterrey 141 Poniente, Col. Esqueda; telephone (52)(662) 289-3500.

Matamoros: Avenida Primera 2002 y Azaleas; telephone (52)(868) 812-4402.

Merida: Calle 60 No. 338 K x 29 y 31, Col. Alcala Martin; telephone (52)(999) 942-5700.

Monterrey: Avenida Constitucion 411 Poniente; telephone (52)(818) 345-2120.

Nogales: Calle San Jose, Fraccionamiento "Los Alamos"; telephone (52)(631) 311-8150.

Nuevo Laredo: Calle Allende 3330, Col. Jardin; telephone (52)(867) 714-0512.

Tijuana: Avenida Tapachula 96, Col. Hipodromo; telephone (52)(664) 622-7400.

CONSULAR AGENCIES:

Acapulco: Hotel Continental Emporio, Costera Miguel Aleman 121 - Local 14; telephone (52)(744) 484-0300 or (52)(744) 469-0556.

Cabo San Lucas: Blvd. Marina Local C-4, Plaza Nautica, Col. Centro; telephone (52)(624) 143-3566.

Cancun: Plaza Caracol Two, Second Level, No. 320-323, Boulevard Kukulkan, Km. 8.5, Zona Hotelera; telephone (52)(998) 883-0272.

Ciudad Acuna: Alfonso Gonzalez Ocampo # 305, Col. Centro; telephone (52)(877) 772-8179.

Cozumel: Plaza Villa Mar en El Centro, Plaza Principal, (Parque Juárez between Melgar and 5th Ave.) 2nd floor, Locales #8 and 9; telephone (52)(987) 872-4574.

Ixtapa/Zihuatanejo: Hotel Fontan, Blvd. Ixtapa; telephone (52)(755) 553-2100.

Mazatlan: Hotel Playa Mazatlán, Playa Gaviotas #202, Zona Dorada; telephone (52)(669) 916-5889.

Oaxaca: Macedonio Alcala No. 407, Interior 20; telephone (52)(951) 514-3054 (52) or (951) 516-2853.

Piedras Negras: Abasolo 211, Local #3, Col. Centro; telephone (52)(878) 782-5586 or (878) 782-8664.

Puerto Vallarta: Paradise Village Plaza, Paseo de los Cocoteros #1, Local #4, Interior #17, Nuevo Vallarta; telephone (52)(322) 222-0069.

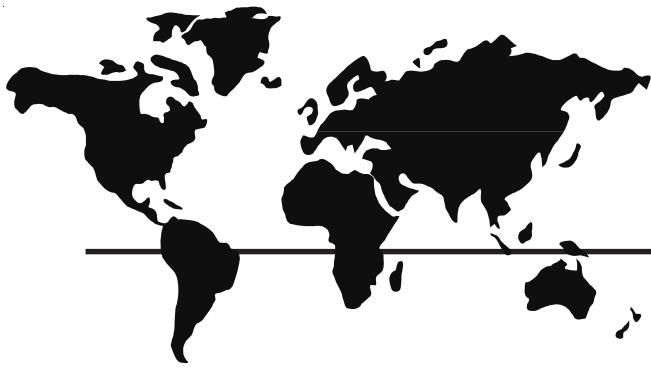
Reynosa: Calle Monterrey #390, Esq. Sinaloa, Col. Rodríguez; telephone: (52)(899) 923-9331

San Luis Potosi: Edificio "Las Terrazas", Avenida Venustiano Carranza 2076-41, Col. Polanco; telephone (52)(444) 811-7802 or (444) 811-7803.

San Miguel de Allende: Dr. Hernandez Macias #72; telephone (52)(415) 152-2357.

* * *

This replaces the Country Specific Information dated February 23, 2007 to update the section on Medical Facilities and Health Information.



Agreement

As a participant in the International Programs, you are a representative of the CSU, the State of California, and the United States. As such you are bound both by the normal requirements of social behavior which apply at home and by additional requirements related to maintaining the reputation and interests of the program overseas. This section features the legal and policy requirements that apply to your year overseas.

As a condition of participation in IP, all students are required to sign a program Agreement, a copy of which follows for your records. A separate copy for your signature is included in Packet #1 online. You should read the Agreement carefully, sign it and return it to OIP by **May 15**. Particular attention is directed to paragraph 9.

This form constitutes the basic agreement between you and the Trustees of the CSU. It is important to understand that this agreement legally binds you to abide by all IP rules and regulations, which are described in this Guide, the IP Bulletin, and elsewhere.

Students are expected to comply with IP requirements before departure and while overseas and to give OIP staff and host university officials their full cooperation. Actions such as disruption of the administrative process or physical or verbal abuse toward any member of the IP community are not acceptable. Regarding the academic process, unacceptable conduct includes cheating or plagiarism, failure to attend class, failure to maintain the prescribed minimum unit load, unauthorized absences from the study center (e.g., leaving early for vacations or not returning on time), or violation of IP academic policies.

Normally, common sense will dictate acceptable personal conduct outside the classroom. Examples of behavior considered unacceptable are: disregard for the laws or customs of the host country, theft, failure to pay debts, trading in, consumption, or use of illegal or dangerous drugs or narcotics, or violation of any local law or ordinance with respect to these substances, involvement in illegal or offensive actions of a political nature as defined and interpreted by the lawful authorities of the host country, or engaging in any act which represents a potential danger or an embarrassment to the program or to others.

Failure to abide by these rules and regulations may result in one of several sanctions, depending upon the seriousness of the problem. In order of severity these include a verbal and/or written reprimand by the Resident Director or host university representatives, a written reprimand from the Director of International Programs, probation, and disenrollment.

We expect that you will have a productive and challenging year abroad. As we have indicated previously no location here in the US or abroad can be considered risk free. By informing yourself and acting responsibly, you can help make your stay abroad a safe one. Nevertheless, changing circumstances that pose risks to students may require OIP to act. In those cases, that action may include evacuation, relocation or suspension of the program. While this is extremely rare, it remains a possibility of which you should be aware.

Nondiscrimination Policy

Gender (Title IX)

The California State University does not discriminate on the basis of gender in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination (including harassment) on the basis of gender in education programs and activities operated by California State University. Such programs and activities include admission of students and employment. Inquiries concerning the application of Title IX to programs and activities of California State University International Programs may be referred to the Director of the Office of International Programs or to the Regional Director of the Office for Civil Rights, Region IX, 50 UN Plaza, Room 239, San Francisco, California 94102.

Disability

The California State University does not discriminate on the basis of disability (including AIDS) in admission or access to, or treatment or employment in, its programs and activities. Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder prohibit such discrimination. Inquiries concerning compliance may be addressed to the Director of the Office of International Programs.

Race, Color, or National Origin

The California State University complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of The California State University.

Age, Ethnicity, Religion, Sexual Preference, Marital Status, Pregnancy, or Vietnam Veteran Status

California State University does not discriminate on the basis of age, ethnicity, religion, sexual preference, marital status, pregnancy, or Vietnam veteran status in any of its programs or activities. California State University International Programs complies with all applicable federal laws, state laws and Trustee policies in this area. These statutes and policies also prohibit sexual harassment. Inquiries concerning compliance may be addressed to the Director of the Office of International Programs.

Federal Drug-Free Schools and Communities Act of 1989

California State University is committed to achieving and maintaining a campus community that fosters personal and institutional excellence and strives to provide conditions under which the work of the University can go forward freely, with the highest standard of quality and integrity. In keeping with this commitment, all faculty, staff and students are urged to ensure that the learning environment is free of the problems of substance abuse and dependency. For information regarding the Federal Drug-Free Schools and Communities Act of 1989, please contact the Director of the Office of International Programs.

Privacy Rights of Students in Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 12329) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect the privacy of students concerning their records maintained by the Office of International Programs. Specifically, the statute and regulations govern access to student records maintained by the campus, and the release of such records. In brief, the law provides that the campus must provide students access to records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or oth-

erwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the instructor. The law generally requires that written consent of the student be received before releasing personally identifiable data about the student from records to other than a specified list of exceptions.

The Office of International Programs is authorized under the Act to release "directory information" concerning students. "Directory information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The above designated information is subject to release at any time unless the Office of International Programs has received prior written notice from the student specifying information which the student requests not to be released. Written objections should be sent to the Director of the Office of International Programs.

The Office of International Programs is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with the campus' academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic responsibilities. Disclosure may also be made to other persons or organizations under certain conditions (e.g., as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; to other institutions to which the student is transferring).

Important Note: While you are abroad you will be encountering cultures which have values and standards of behavior different from your own. Such differences are reflected in the educational system, in social relationships and the legal system. Attitudes surrounding the use of alcohol and drugs, for example, have social as well as legal implications. You need to know that while United States and California law continue to apply to you and Trustees with regard to your participation in the international education program, you are also subject to the laws and customs of the foreign country where you study, and your relationship with foreign nationals and foreign institutions will be governed by the law of the host country.

**THE CALIFORNIA STATE UNIVERSITY
INTERNATIONAL PROGRAMS
AGREEMENT**

This agreement is entered into by and between the State of California through the Trustees of The California State University, hereafter called "Trustees," and _____, hereafter called "Student."
(enter your full name)

WHEREAS, the Trustees intend to provide an international education program in _____ for selected students of The California State University and _____
(overseas center)

WHEREAS, Student desires to participate in the program under the terms and conditions hereafter set forth,

NOW, THEREFORE, Trustees and Student agree as follows:

1. Student shall qualify for admission as a student for credit in the International Programs of The California State University by satisfying all requirements, including payment of fees.
2. Student shall pay to Trustees' Office of International Programs by the dates specified the amounts set out in the Program Costs sheet which is attached hereto and by this reference made a part of this agreement. Refund of amounts which Student pays to the Office of International Programs and assessment of charges shall be as provided in the Program Costs sheet.
3. Student shall pay to Trustees' Office of International Programs sums in addition to those specified in the Program Costs sheet as may be necessary due to increases in charges by the host university or housing authority, fluctuation in United States dollar exchange rates, or commitments made by Student while overseas that are subsequently discharged by Trustees, and increases in fees or other charges relating to enrollment in the CSU International Programs. Student shall pay to the Office of International Programs any additional sums within 30 days notification by Trustees.
4. Student shall obtain and provide all materials, meet all deadlines, and otherwise comply with all participation requirements established by the Office of International Program.
5. Student agrees to expend his or her best efforts in successfully completing the academic requirements of the courses in which Student enrolls.
6. Student understands and agrees that acts, omissions, occurrences, or events beyond the control of the parties hereto may make necessary or desirable the modification, relocation, or cancellation of the program contemplated by this agreement. Trustees shall be authorized to modify or relocate the program contemplated by the agreement with respect to cost, dates and times, and academic content so long as any such modification or relocation is a reasonable substitute for the originally contemplated program. Student acknowledges that courses may be added, cancelled, or changed by the host institution as well as by the Trustees.

Furthermore, Trustees reserve the right to suspend or relocate a program in a host country if, in their judgement, it is deemed advisable to do so in the event of civil disturbance, hostilities, potential hostilities, or warning from the U.S. State Department. Student acknowledges and agrees to cooperate and follow any instructions from the Trustees in connection with a suspension or relocation of a program.

7. Trustees shall enroll Student in the International Programs of The California State University if Student otherwise qualifies for enrollment and shall provide appropriate academic credit for the courses that Student successfully completes.
8. Trustees shall provide or arrange for the provision of those services and benefits stated in the Program Costs sheet.
9. It is understood that the international implications of this agreement are such that the conduct of Student during the course of the program is of utmost importance. Student, therefore, agrees to conform to standards of conduct consistent with the maintenance of a positive reputation of The California State University and to conform to all applicable rules, regulations and policies of The California State University International Programs. Student understands and agrees that in the event the Director of International Programs, in his or her discretion, shall determine the conduct or academic standards of Student are detrimental to the best interests of the International Programs, the Director may terminate the participation of Student in the International Programs. Such termination shall not diminish or otherwise affect Student's obligation to make to Trustees any payments specified in this agreement. Trustees in no event shall be required to refund to Student any payment made by Student to Trustees, but may make such refunds as are consistent with Trustees' policy.
10. Student understands that there are dangers, hazards, and risks inherent in international travel, living in a foreign country, and the activities included in the international education program including but not limited to air, land and sea travel, dietary differences, diseases less common in the United States, differences in legal expectations and protection, building code and other safety differences, any of which could result in serious or even fatal injuries and property damage. Student agrees to assume all the risks and responsibilities surrounding student's participation in the international education program, and understands and agrees that the Trustees cannot and do not assume responsibility for any such personal injuries or property damage.
11. This agreement is subject to all applicable laws and regulations. If performance of this agreement involves violation of applicable law or regulation thereby making it legally impossible to perform and such illegality is not the fault of Student, Trustees shall refund to Student those payments made pursuant to this agreement which are authorized to be refunded in Section 41802 of Title 5, California Administrative Code. Upon payment of said refund, all rights of Student and Trustees are waived under this agreement.
12. Student agrees that the State of California, the Trustees of The California State University, the International Programs of The California State University, and each and every officer, agent and employee of each of them (hereafter in this paragraph 11 and in paragraph 12 collectively referred to as "the State") shall not be responsible for any injury, damage, or loss to Student or Student's property which occurs from any cause beyond the control of the State, or which does not occur from the sole negligence of the State.

International Programs Agreement

13. Student further agrees to hold harmless, defend and indemnify the State from any and all claims, injuries, damages, losses, causes of action, and demands, and all costs and expenses incurred in connection therewith (hereafter in this paragraph 12 collectively referred to as "liability") resulting from or in any manner arising out of, or in connection with any negligence on the part of Student, his or her agents, or employees, in the performance of this agreement, irrespective of whether such liability is also due to any negligence on the part of the State.
14. This agreement contains the sole and entire agreement between Trustees and Student and shall supersede any and all other agreements between the parties. Trustees and Student acknowledge and agree that any statements or representations that may have heretofore been made by either of them to the other are void and of no effect and that neither of them has relied thereon in connection with his or her or its dealings with the other.
15. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto.
16. The laws of the State of California shall govern the interpretation of this agreement. Any action brought to enforce any right or obligation under this agreement or any action which arises out of or in connection with this agreement shall be brought in the courts of the State of California.

By signing below, Trustees and Student manifest their agreement to these terms and conditions.

TRUSTEES OF
THE CALIFORNIA STATE UNIVERSITY

STUDENT

Tom Roberts, Director
Procurement and Support Services Officer

Student's Copy

Student's Signature

Date

Student's Printed Name

Date

**THE CALIFORNIA STATE UNIVERSITY
INTERNATIONAL PROGRAMS
PROGRAM COST ESTIMATE
2008-09 MEXICO**

PREPAID COSTS for the Academic Year

Amount student pays to OIP covers these items ONLY:

State University Fee - academic year	\$ 2,772.00*
<i>State University Fee-reserve for potential increase (10%)</i>	<i>277.00</i>
Study Abroad Fee	500.00
OIP Mandatory Insurance	170.00
Departure Processing	70.00
Housing & Meals on arrival (15 days)	275.00**
Group Activities	<u>230.00</u>

TOTAL PREPAID- PAYMENT DUE MAY 15, 2008 **\$ 4,294.00***

ADDITIONAL/OUT-OF-POCKET EXPENSES

Student pays directly for these items as they occur during the year overseas:

Student Visa	\$ 150.00
Housing & Meals	8,140.00***
Personal Expenses	3,000.00
Round-trip Transportation	<u>669.00</u>

TOTAL ADDITIONAL **\$11,959.00**

This is an estimate of *minimum* out-of-pocket expenses. The estimate does not include personal entertainment or independent travel abroad; nor does it account for fluctuations in exchange rates.

TOTAL ESTIMATED PROGRAM COST (PREPAID+ADDT'L) \$16,253.00

*An additional \$706 is due from graduate/post baccalaureate students, and students seeking a second undergraduate degree.

**Includes \$50 non-refundable housing fee.

***Cost of living with a family.

Withdrawals

A student who wishes to withdraw from International Programs must complete a *Predeparture Withdrawal Notification* form and submit it to OIP as soon as possible so that alternate students may be offered the opportunity to participate.

Prior to Departure

Students who withdraw from OIP before departure retain their status as continuing students at their home CSU campuses.

After Departure

Because of the extensive commitments made by the State on each student's behalf, withdrawal after departure is a very serious matter. Students who request withdrawal at any time after arrival at the overseas site must consult with the Resident Director or host university representative and must fill out the required withdrawal form.

Students who discontinue their academic programs without completing the required steps for withdrawal will receive failing grades in all courses. Withdrawal after departure constitutes withdrawal not only from OIP, but also from the student's home CSU campus.

Financial aid recipients should work closely with OIP and their home campus financial aid counselor regarding funds that may need to be repaid and/or debts owed to OIP as a result of their withdrawal.

In some instances, a change in visa status as a result of withdrawal from IP, and thus no longer having student status, may mean having to leave the host country immediately.

In all cases of withdrawals and disenrollments, students assume full responsibility for their return to their home, and thereby remove all liabilities and responsibilities from OIP representatives and staff and the Trustees of The California State University.

Refunds

Students are entitled to a full refund of funds paid, less any funds already committed or expended on their behalf, provided that written notice of withdrawal is received by OIP **prior to June 15**.

Students who withdraw or are disenrolled **after June 15**, but before the beginning of instruction, will receive a refund of all monies paid to OIP less \$500 or an amount equal to funds committed or expended on their behalf, whichever is greater.

Students who withdraw or are disenrolled **after the beginning of instruction** will receive a refund of funds not already committed or expended on their behalf.

State University Fee (SUF) refunds will be based on the amount paid to OIP, the effective withdrawal date and whether or not a student will receive course credit for the term at the overseas university.

No refunds will be made for the IP student Abroad fee after departure.

No refunds will be made for health insurance cancellation after departure.

No refunds will be made for nonparticipation in group activities.

Determinations concerning eligibility for refunds and the amount and date of refunds shall be made at the discretion of the Trustees.

If students who receive financial aid withdraw, they may be required to make immediate restitution of monies awarded for participation in OIP.

Overseas Centers

Australia - Griffith University

c/o Ms. Amy Johnson
Study Abroad and Exchange
Griffith University
International Office
Nathan Campus
Queensland 4111
Australia

Australia - Macquarie University

c/o Mr. Toby Driscoll
Macquarie International
Macquarie University
North Ryde, NSW 2109
Australia

Australia - Queensland University of Technology

c/o Ms. Natalie Pye
Study Abroad and Exchange
2 George Street, GPO Box 2434
Brisbane, Queensland 4001
Australia

Australia - The University of Queensland

c/o Ms. Karen Fisher
Student Exchange Program
International Education Directorate
Level 2, J.D. Story Building
The University of Queensland
Brisbane QLD 4072
Australia

Australia - University of Western Sydney

c/o Ms. Wendy Spinks
Exchange and Study Abroad Officer
UWS International
Penrith Building K1.18
Locked Bag 1797
Penrith South DC NSW 1797
Australia

Australia - Victoria University

c/o Ms. Wendy Martinec
International Officer
International Office
P.O. Box 14428
Victoria University
Melbourne City
MC, VIC 8001 Australia

Chile

c/o Programa California State University
Oficina N°5 Programme California State University
Pontificia Universidad Catolica
Campus San Jaoquin
Av. Vicuña Mackena 4860
Macul, Santiago, Chile

China

c/o CSU International Programs
Peking University
Shao Yuan 2-101
Beijing
People's Republic of China, 100871

Denmark

c/o DIS Study Program
Vestergade 7
DK-1456 Copenhagen K
Denmark

France - Aix-en-Provence

c/o The California State University
5, rue du 4 Septembre
13100, Aix-en-Provence, France

France - Paris

c/o MICEFA
Centre Saint-Jacques
26, rue du Faubourg Saint-Jacques
75014 Paris, France

Germany - Tübingen

c/o Dezernat für Internationale Beziehungen
University of Tübingen
Wilhelmstrasse 9
D-72074 Tübingen
Federal Republic of Germany

Ghana

c/o University of California Study Center
University of Ghana
P.O. Box 356
Legon, Ghana
West Africa

Israel

Suspended

Italy

c/o The California State University International Programs
Via G. Leopardi 12
50121 Firenze, Italy

Japan

CSU International Program in Japan
c/o School of International Liberal Studies (SILS)
Waseda University
Nishi-Waseda Bldg.
1-21-1 Nishi-Waseda
Shinjuku-ku, Tokyo 169-0051
Japan

Korea

c/o Division of International Education and Exchange
Yonsei University
134 Shinchon
Seoul 120-749
Korea

México - Queretaro

c/o Programas Internacionales
Tecnologico de Monterrey
Campus Querétaro
Ave. Epigmenio Gonzalez No. 500
Col. San Pablo CP
76130 Querétaro, Qro
Mexico, DF

New Zealand - Lincoln

c/o International Centre
P.O. Box 94
Lincoln University
Canterbury, New Zealand

New Zealand - Massey

c/o International Student's Office
Massey University
Tennant Drive
Private Bag 11-222
Palmerston North, New Zealand

Quebec

c/o The California State University
Office of International Programs
401 Golden Shore, Sixth Floor
Long Beach, California 90802-4210

South Africa - Durban

c/o Student Exchange/Study Abroad Coordinator
Room 409,
Rick Turner Students' Union Building
University of KwaZulu-Natal
Durban 4041
South Africa

South Africa - Port Elizabeth

c/o Office of International Education
Nelson Mandela Metropolitan University
P.O. Box 77000
Port Elizabeth 6031
South Africa

Spain - Granada

c/o The California State University
Cursos de Extranjeros
Placeta del Hospicio Viejo 1
Granada 18071, Spain

Spain - Madrid

c/o The California State University International Programs
Facultad de Geografía e Historia, Edificio B
Ciudad Universitaria
28040, Madrid, Spain

Sweden

c/o Office of International Affairs
Uppsala Universitet
Box 256
S-751 05 Uppsala
Sweden

Taiwan

c/o Dr. Li-ling Tseng
Foreign Languages and Literatures
National Taiwan University
1, Sec 4, Roosevelt Road
Taipei 106
Tawian, Republic of China

United Kingdom - University of Bradford

c/o International Office
University of Bradford
West Yorkshire BD7 1DP
The United Kingdom

United Kingdom - University of Bristol

c/o Study Abroad Office
International Centre
University of Bristol Union
Queen's Road
Bristol BS8 1LN
The United Kingdom

United Kingdom - University of Hull

c/o International Services Division
The University of Hull
Hull HU6 7RX
The United Kingdom

United Kingdom - Kingston University

c/o Visiting Student Programme
Kingston University
Millenium House
21 Eden Street
Kingston Upon Thames
Surry KT1 1BL
The United Kingdom

United Kingdom - University of Sheffield

c/o International Office
The University of Sheffield
8 Palmerston Road
Sheffield S10 2TE
The United Kingdom

United Kingdom - University of Swansea

c/o American Studies Exchange Office
University of Wales, Swansea
Singleton Park
Swansea SA2 8PP
The United Kingdom

THE STUDENT EXPERIENCE IN MEXICO

Instituto Tecnológico de Estudios Superiores de Monterrey (ITESM)

As of 1/8/2008
Mexico (Pesos)
1 USD = 10.89 MXN
1 MXN = .0918 USD

Querétaro

To experience the splendor of Querétaro, one of Mexico's most beautiful cities, is to embark on a journey through time. The warm colonial feeling of cobblestone streets and the towering archways complement Querétaro's extensive history. The *belleza* of Querétaro can be captured in the click of a camera from almost any street corner. With the slow setting of the sun, the sky is painted with swirls of orange, purple, pink, and red. The best place to capture this evening wonder is from *El Mirador* . . . which overlooks the entire city and the surrounding mountains. Querétaro's central location makes traveling to other cities in Mexico easy. When you travel in July, be sure to take your ITESM ID card with you. You can get 50% off of bus fares during the summer and school vacation times and free admission to most museums and archeological sites (the ruins) all year long.

Instituto Tecnológico de Estudios Superiores de Monterrey (ITESM)

The ITESM, campus Querétaro, is located on the outskirts of Querétaro about 125 miles north of México City. At the TEC, students from all over the world come to experience Mexican life and share their own customs and values as well. The first thing you will notice about the TEC is its size, small but cozy. All teachers take roll, and may ask you why you were absent. Attendance is mandatory. Your grades might be read out loud in front of class and/or posted on the teacher's office door complete with your name and student ID number (although not all teachers do that).

Nearly every student sports a cell phone, pager, laptop and electronic organizer, it is the "Tec". There is wireless internet throughout campus and innumerable outlets to plug in your laptop. Most students use their own computers and take advantage of the lab to print - - - but a computer lab with 200+ machines seems practical enough if you're willing to wait 5 minutes to use one (a little longer wait can be expected during exam weeks). The library at the TEC is not as large as those found on most Cal State campuses, making research a little more challenging, but they are getting more electronic material all the time.

There is a new indoor gym with brand new weightlifting and aerobics rooms. Basketball and volleyball courts are outdoors, along with a track, tennis courts, swimming pool and soccer fields. There are facilities for most all sports. You have to bring your id to enter the gym. You also have to bring your id every time you enter the tec, but if you forget it you can write your name on a list and enter without it.

The First Ten Days

The first ten days will seem like an eternity, but as familiarity grows, time will pass much more quickly. We were picked up at the Mexico City airport and bused to Querétaro where we were greeted by our host families and driven to our new homes. The main concern before coming was that the program would be disorganized and we would be fending for ourselves, but in reality it is quite organized without being intrusive of your independence.

Climate

The climate for the most part is perfect. The summers are warm (80s), but always carry your umbrella and a sweatshirt in your backpack because storms do arrive frequently during the evening hours (5-6 p.m.), but they usually pass quickly. Because it rains so much so fast, certain areas tend to get flooded, like the Centro, near the Tec and near the Plaza del Parque. During the fall semester, the climate is really nice but it can get chilly in the early morning and at night the temperature here seems totally dependant on the sun. Winter can be cold, especially in rooms with tile flooring. In general there is no heating or air conditioning, so bringing sweats for the winter is a good idea. It is México, but we are not in Cancun.

Food

An abundance of tortillerias, stacked floor to ceiling with warm corn tortillas fills the town with an irresistible aroma. Other scents that are enjoyed at the Sunday mercados include fresh vegetables and fruits, spices, and golden girasoles that line the walkways. Each smell is unique and tempts the passersby to sample the goods. Sampling is the social event of Querétaro. Carts and tents line the streets filled with scrumptious things to eat. Tacos, tortas, gringas and hot-dogs, hamburgers, tamales, elotes and gorditas; all sold at rock bottom prices and include a healthy dose of culture at no extra charge. A fair warning to the newcomer: red salsas pican más! Take advantage of the cucumbers and lime that are provided, they kill the heat and bacteria respectively. But if the fire still burns inside, flames are quickly extinguished with a cold, creamy horchata. If worse comes to worst, nothing tastes better than a few Pepto Bismol tablets to soothe the stomach. Warning: Do not drink unbottled water—you will get sick, it's not just us, the Queretanos don't drink it either.

Nightlife

The nightlife in Querétaro is sure to delight the eclectic listener. Beats of cumbia, salsa and merengue keep your hips swaying into the wee hours. Or, for the "Top 20" lovers, certain discos pound the latest pop/rock hits over and over until you leave, still humming those same five tunes all the way home. Querétaro also caters to the outdoors with frequent open-air concerts of banda and bolero favorites. Inexpensive and frequent *fiestas* draw large crowds to the plazas en el Centro, of locals and gringos alike, who dance the night away in giant overflowing tents.

Movie theaters are modern, inexpensive and usually show U.S. movies a month after their release back home. There are also numerous bars for those who like to have a drink without "shakin' their groove thing". Wiklos is a popular Irish bar, and there are plenty of cantinas where you can have a michelada and munch on the free snacks.

Transportation

You will travel mostly by bus and taxi in town. The bus system can be frustrating since there is no published map. But as you venture out you can find a bus to go anywhere, though it may take 30 minutes or more to get to the edges of town. The charge is \$5 pesos, they can make change but it is better if you have the change. Taxi drivers might try to overcharge you when you tell them you are going to the "Tec"-always tell them, "but I always get charged 30 pesos from the Centro"-this usually gets you a lower fare.

Housing

During the summer session we lived with host families. Living with a host family was a nice experience and living with Spanish speakers is the best way to learn the language, but, in some cases, it was hard to feel like part of the family.

After the summer session most of us found our own housing, which we recommend. Housing is cheap. Check the bulletin boards and newspapers for local students who are looking for roommates. A local online bulletin board similar to craigslist is called vivastreet.com.mx. Living with students from the TEC is a great way to get into the local scene and rapidly advance your Spanish language skills. You can find furnished apartments that have almost everything. Prices range anywhere from 1,000 pesos (boarding house) to 3,000-5,000 pesos for a three-bedroom apartment. You can rent a smaller apartment for about 2,500 pesos. We want to remind you that you will have to light the pilot light on your stove.

Nothing to fear, the house hunting in Querétaro was relatively painless. Because of the agreement that CSU has with the Tec, the students from the various CSU campus' were all in host families for the first two weeks of the semester. I am definitely glad we had that set up, because when we got into Querétaro at 10pm in the pouring rain, I was very glad to see Leticia's face, and not have to find a hostel. I have made friends with other international students who did not have this option, but still had a positive house hunting experience. The hostels here are relatively cheap if you need to do that for a week or so to get situated, but because we have the homestay you should be fine. Hostel del sol is on Epigmenio Gonzalez, about a block away from the tec. I decided not to stay with my host mom mostly because it didn't really feel like home, and I felt ungrateful when I didn't want to go home for lunch and things like that.

To start looking for an apartment I started at the Tec. One other girl and I were looking together, so we asked in the PI office if they knew good newspapers, or how students find housing. They have a folder in the office with lots of places for rent. Most are furnished, and are throughout the city. So looking through that gave us enough to start looking at. We also got a newspaper, a student from Germany had found her place in the paper, but we didn't have much luck. Maybe we didn't have the best paper, I'm not sure. There was one apartment we really liked the location, en el centro, but it was a wreck. I guess the previous renters had some crazy party before they left, so I wasn't sure, it just made me nervous about the landlord if the house was such a mess. We spent a day just walking around el centro, we called places that had signs out "Se Renta", and we looked at a few. We ended up going back to the first place later to check it out again, and after it was all cleaned up it looked great. I now live en el centro, a few blocks from la Alameda, close to the Jardin Zenea, it is perfect. I pay \$2200(pesos, about \$200 US\$), in a house with five people, some pay more, some less. I think this is about average for the city. I am friends with my neighbors, other students, and they pay about \$3000(pesos) per room, but their house is more updated.

I feel like I made a good choice for me. I like where I live and it is cheaper than living in the residencias or with a host family. The one thing I would prefer is if I lived with Mexican students to speak more Spanish at home, but there are plenty who do, I just wanted to live in this house... It is a personal choice, where you want to stay. But if you do venture out for an apartment it shouldn't be too hard to find a good place. My only suggestion is to get an early start if you are considering it, because once school starts everything is taken, remember local students are looking for places too, there are lots of Mexican students from other cities who study at the Tec, and they are looking for apartments as well.

Money/Banking

You should bring about \$200 U.S. cash with you. Exchange \$100 U.S. at the airport in México City and save the rest for emergencies. A lot of students kept their bank accounts open in California and withdrew money at ATM's. ATM's give good exchange rates, and there are two ATM machines on campus. You may want to bring extra money for traveling. We recommend using ATM's that "swipe" rather than take your card. Many students lost their cards in these machines.

The best advice to give a student is to sign up with Citibank before they leave the U.S. because they own Banamex here in Mexico so students can withdrawal money with no charge from a Banamex atm with a Citibank card. Otherwise you rack up huge fees from the ATM's with a normal card.

We recommend that you send your financial aid checks home to be deposited in your U.S. bank account. Then you can withdraw money from your account at ATM machines. Credit cards give you a fair exchange rate, higher than the banks. Just make sure you have enough money with you at the beginning of the year to hold you over until your first financial aid check arrives. Take out as much money as the atm allows so that you pay the fee as infrequently as possible.

It is definitely a lot cheaper to live in Mexico than in California. You can find almost anything you will ever need (even down to American milk), and you will find American products and stores in Querétaro, including Wal-Mart, Costco, Sam's Club, Office Depot and, of course, McDonald's. But remember that imports are highly taxed and you might save some money and learn more about the culture by shopping in the smaller mom and pop stores.

Student Comments

Buy a phone card ("Ladatel") as soon as your arrive as it will be your main mode of contacting others. The payphones here only take cards, not change. You will get used to the Tec culture and probably get a cellphone which are relatively cheap. Pay as you go is the most popular way to go, and you can add airtime at most supermarkets and of course the TelCel or Movistar stores. Go to Soriana the grocery store and buy a phone for 30 dollars and then you have a Mexican phone number. Hardly anyone uses pay phones and it is way too difficult.

Some have found the phone cards to be frustrating though. Many students recommend using skype or some other program for making phone calls over the internet. You can even get a local number so that your friends and family can dial you anytime and pay the same rate as they did when you were in the states. I recommend that you get it set up before you leave, so that you can take advantage of it as soon as you get to Querétaro. Tel Cel is the most common cell phone service provider, and highly recommended. They also have Nextel, but I haven't heard of anyone who uses it. They also have moviestar, which has a good rate for calling the usa (but not as good as calling over the internet) but moviestar has a horrible network which is frequently unavailable.

It's also a good idea to have more than one debit card. Obviously if you lose one, but also banks can just be weird. I was traveling and two weeks into the trip my card stopped working. My friend helped me, but I didn't get it taken care of until I got back to Querétaro. Bank of America has an agreement with Santander, so it doesn't cost to withdraw from their ATMs which is nice. But in case of emergencies, I now also have a Washington Mutual account.

Orientation is relatively short, but helps you get to know the campus and fellow students. Registration is done in person, which is different for us, who are accustomed to telephone or internet registration.

Go to the Tec doctor right away if you get sick. You don't pay for a visit, and if you get stomach sick they have the pills for you. Many of the illnesses you will encounter here will linger until remedied. The doctor will give you a note and you will have to buy your medications at a pharmacy off campus. If you need a test, the labs are also off-campus. If you have any sort of stomach pain that is unusual for you, diarrhea that lasts more than a day, or fever, ask to be tested for parasites.

Arming yourself with information is very important if your health is important to you, because neither the tec nor CSU gives you the information you need in order to protect yourself. (Some people do not mind the risk of stomach parasites, and feel that to live is to risk. Different strategies work for different people.) After catching amoebas, one of the most common parasites world wide, I did a lot of research on the internet and found that there were a lot of simple ways that I could protect my health. Most of them had never been mentioned to me. The simplest and most important rule is that **everything you eat must be either cooked or disinfected**. Beware of stands and small restaurants, because you have no idea what kind of precautions they take. Chances are they don't take any. Watch the way they prepare their tacos. Do they put the raw meat on the grill and cook it thoroughly, or do they grab a handful of meat that was cooked who knows when and is just sitting in a pile on the edge of the grill to keep it from getting cold? Beware of raw fruits and vegetables, including salads, fruit stands, and the delicious aguas frescas that are made from water and fresh fruit (two potential sources of contamination). Even ice in a soft drink or hot water from a tea or coffee machine are risks. I was surprised to learn that Chorizo is raw pork sausage. I thought it was precooked like the processed meat in the usa, or at least irradiated. That is not the case. A study done in Mexico City found that 20% of the Chorizo sold by the biggest chains was infected with salmonella. **There is no such thing as health inspection in Mexico**, and most businesses are informal family businesses that almost certainly do not have professional dish washers. It is more important to wash your hands in Mexico than in the usa, because in the usa if you forget to wash your hands the worst that could happen to you is that you could get the cold or the flu, or very unlikely catch hepatitis. In Mexico you are not likely to catch the flu, but you are likely to catch a number of parasites, and you can catch them from a public restroom. You can even catch them from dust, or re-infect yourself if you have recently had amoebas or certain other parasites, so **wash your hands before you eat no matter what**. Beware of stands because the people who operate them are often not at all hygienic, they do not worry about washing their hands or using a knife to cut cilantro after it has been used to cut raw meat. The concept of hygiene is very different in Mexico than it is in the usa. I watched a hamburger stand operator habitually wipe his knife on the garbage can every time he sliced an avocado. In short, **do not buy raw food at stands**. Most Mexicans would advise you never to eat any food from a stand. Even the cilantro and onions that are put on tacos are a risk. If you want to buy fresh fruit at a fruit stand, make sure it is peeled in front of you. It is best to only frequent restaurants that have been recommended to you by Mexicans who have been eating there for years. It is even better to eat at home. **Wash your vegetables and then soak them in water with a few drops of disinfectant that is sold for this purpose. Cook your meat well.**

Look out for stray dogs. A bite will require 14 shots against rabies. Your insurance has a \$100 deductible, so expect to pay that much.

A general tip about money is that small stores and vendors do not like to make change. A \$500 pesos bill, \$50 dollars for us, is only really good in a big supermarket or to pay rent. People will always ask for exact change if you have it.

The cars do not wait for you to cross the street, you have to wait for them. This was very frustrating for me although I had been warned prior to arrival. It is not common to have crosswalks. There is one at the tec, but to cross any other street you need to watch the lights carefully and then run for your life. The intersections are more complex than the ones in the usa, with special lanes where cars can make u-turns without waiting for the light. A lot of intersections look like a mish mash of roads going in all directions.

Seatbelts are not considered essential. Most cars have the seatbelts in the back seat tucked underneath so that it is difficult to retrieve it. When I got into my host family's car for the first time, I looked for my seat belt but it wasn't there. My host sister said to me, "No hay problema con el cinturón" Which means there is no problem with the seat belt. (I was thinking, yes there is a problem, it's not there, that's the problem.) My boyfriend's family is understanding of my desire to use a seat belt, and they let me pull it out each time I get into the car, although it takes a minute or two.

Not only are people warmer and more friendly in México, life is very communal. If one person goes somewhere, it is common for the whole family to go. This was frustrating for me, because I was raised to be very independent. Sometimes my boyfriend's family would come over unannounced and we would have a barbecue that lasted all day. It wouldn't have bothered me except that I was expected to come downstairs and socialize. It would have been rude to stay upstairs all day doing my homework.

Another example of both the different sense of time and the expectation of doing things as part of a group is that once my boyfriend's favorite brother invited us to eat lunch with him and his family. I had a lot of homework to do, but figured I had to eat anyway so why not eat with my favorite brother-in-law. (I call him that even though me and my boyfriend are not married. It is very common in Mexico to affectionately address a person by the title of their role in the family in relation to you) We ended up eating lunch and then spending the rest of the afternoon and evening shopping in the mall. Say goodbye to short dates - because of the relaxed sense of time people do not have another appointment they need to get to. It is also hard to plan ahead. You can try to make social plans in advance, but chances are something else will happen instead.

Sharing and reciprocity is very important in México. If someone does you a favor or invites you to dinner and either makes the food or pays for it, it is likely that they will expect a favor in return. If you are not willing to share, some people may find this rude. I once refused to buy more ham at the store when my boyfriend's cousin asked me to (as a joke). It was funny at the time, but the next morning after breakfast they used social pressure to make me do the dishes.

Many people in Querétaro love to make jokes, and some of them can be rather uncomfortable. Be ready to be teased, especially by older male family members. It is supposedly in good nature, but at times I didn't like it. In Mexico the women and children usually hang out separately from the men. This is because when the men get drunk, some of them are extremely rude and grosero. I at first did not know why they were hanging out separately, and thought it was weird, but when the patriarch of the family began to make me very uncomfortable, I understood why the women had all left the room a long time ago and I joined them.

Food is very greasy in Querétaro. I no longer notice it, but when I arrived I was appalled at the amount of grease. The most important food group here is meat, followed by cheese and tortillas. On the menu at my boyfriend's favorite restaurant there is an enormous list of strange words, all of them pertaining to a kind of meat. There is a special word for every manner of cooking meat. Many families are not in the habit of eating vegetables, although they can be easily obtained at a produce store. If vegetables are eaten, they are most likely eaten with the main meal at 2 or 3 pm, and the most common choices are vegetables in a soup, or sautéed cactus. My boyfriend's sister-in-law is great about cooking vegetables for her kids, but usually the greenest thing I ever see is an onion cooked with my meat. Since it is hard for me to find the time to cook my own vegetables, I supplement my diet with metamusil. (Believe me, I was forced to make this choice as I was having many problems because of the lack of fiber) Many Mexicans drink a shake made out of bran flakes or raw oatmeal every morning, and this meets the same goal.

My favorite thing about Mexican food is the lime. It is almost always available because you can put it on anything, from tacos to fruit salad, it is even used in addition to salad dressing, or sometimes it is all that is used to dress a green salad. We often make a fresh drink by squeezing lime into a cup and adding carbonated water and salt. If I am ever faced with a meal that I don't like, I just ask for a lime and it makes it taste better. The best mango I ever had was peeled in front of me at a fruit stand and prepared with lime, salt, and chili. I almost objected because I thought they were ruining it, but I am glad that I didn't.

Beer is often prepared with lime, salt, and chili, and mixed with soda or fruit juice. It is called a Michelada, and it is awesome. The students from Germany usually didn't like them, but because I never did like the taste of beer, this became my favorite drink.

Learning Spanish

If you want to improve your Spanish it is important to work on it. I know a few students who spoke English all the time and were disappointed at the state of their Spanish skills. I also know a student who came here speaking very limited basic Spanish and finished the first semester carrying on complete conversations in Spanish. In the beginning of the semester she labeled her bedroom with words in Spanish such as cama and ventana. Actually she labeled everything down to the Venetian blinds. She kept a patient attitude and kept asking questions, never forcing herself but always trying again.

I recommend using your Spanish-English dictionary as often as possible, rather than leaving it in the bottom of your suitcase. I tried forcing myself to speak Spanish all of the time, and during this time I had a few dreams in Spanish. I think that speaking Spanish all the time probably helped me to improve my skills, but I couldn't keep it up all semester. I think it is more important to keep trying to say things in Spanish than it is to never speak English. If you need to use English, do so, but later look up the word so that you can use it next time. The most important thing is to just keep trying, and be patient.

It is also helpful to find friends who are as serious as you are about learning Spanish, or to find friends who don't speak English. That way you will not find yourself speaking English all the time just because your friends do. Be patient with your Mexican friends. I sometimes got frustrated with my boyfriend because he would mumble, and when I asked him to repeat what he said, he would say it again but just as fast. I was mad that he didn't repeat his words one word at a time, but later I saw his side of it too. It was probably just as frustrating for him to have to repeat everything. Occasionally you will meet people who can't seem to believe that you speak Spanish no matter how much you say in Spanish, and insist on practicing their horrible English. This was frustrating for me, but after awhile I learned to ask them nicely to speak to me in Spanish, and if they weren't willing to I just had to accept it. I imagine I have done the same thing to Spanish speakers in California, and now I know what they were going through. Most people will fall back in to speaking Spanish if you always answer them in Spanish, because it is easier for them.

My Experience in Querétaro, Mexico 2005-06

I have been studying in Mexico for one semester. I am currently on winter break visiting family and friends in my hometown of Riverside, but I will go back again to study in Queretaro from January until May 2006. During this past semester, I have learned so much, that I often forget about all that I have experienced. But some simple reflection, in a journal for example, always does the trick. I understand that future exchange students from the CSU will be reading this essay, so I would like to give advice and share my experiences with you all.

First, virtually everyone experiences culture shock, so please keep that in mind. The other thing that should be considered is that NOT everyone will experience it in the same way! For example, it was not until late November that I realized I had in fact experienced it myself. After five months of living in Mexico, most of that time I was thinking that I had somehow avoided it. But after a brief reflection session with other IP students in late November I came to realize that an accumulation of cultural differences that I had experienced in Mexico had in fact changed me and deepened my understanding of the Mexican culture.

For example, some of the exchange students and I took a trip to Morelia and to Patzcuaro, two towns in the state of Michuacan. In Patzcuaro, there was a church that we all explored, and inside I walked by a guy who was giving his confession to a priest. This took me aback at first because I had never seen this in real life, only on TV and in the movies. It was a bit of a surprise, but after a while, I was not thinking about it anymore. Another time I went to a friend's house and wanted to play a CD for her on the boom box in her room. This would have been innocent enough here in the US because it happens all the time and nobody thinks twice about it; NOT in Mexico! In Mexico, it is a huge taboo for a man to go into a woman's room (and visa-versa). These are just a couple of examples of my culture shock experiences, but please keep in mind that culture shock is NOT a bad thing, it's just a matter of adapting to differences. Please do not feel that you are dumb or weird if you experience it. It is natural and it happens to almost EVERYONE and ANYONE who travels to a different country than their own, regardless of how much time they spend there and regardless of their culture, gender, ethnicity, religion, income, age, economic status, sexual orientation, etc.). It is a natural learning process and it is healthy and normal.

When it comes to advice, I would say to always check the taxicab seats before leaving a taxi. People lose stuff out of their pockets and onto a taxicab seat all of the time! That is probably what happened to me, when I lost my Banamex ATM card. Do not lose your Mexican ATM cards. You will have to wait at least a week to get a new one, by calling the US branch, in America, and having them mail you another one. Case and point; Citibank, the US bank, and Banamex, the Mexican bank, are related. If you sign up with Citibank in the States, you can use that ATM card at any Banamex branch in Mexico. But Banamex cannot replace your Citibank ATM card.

A laptop isn't necessary, but an F drive is perfect.

Make sure that you are in El Centro for the 15th of September, the Mexican Independence Day. It's an experience of a lifetime! Go to Juriquilla, where there is a beautiful lake and many restaurants. You will be stared at, and it will be very irritating at first, but within a couple weeks, you won't notice it anymore. I even caught myself staring at American tourists. After having lived here for three and half months, I was used to seeing mostly Mexicans. You can get a taxi from anywhere in the city, and you can catch a bus from anywhere along side the street, not just the bus stops.

If you ask a Mexican directions to some place, they will almost always give you an answer, even if they have no idea where it is you are talking about and their answer is completely wrong! They just want to be helpful and not seem like they do not know the directions, even if that means making up directions from the top their heads. So ask a lot of different people until you finally find what you are looking for. You can also seek cultural advice, and perhaps clearer directions, from the friendly staff of the International Programs Office, (La Oficina de Programas Internacionales), at the TEC. Be prepared to be adventurous.

Do not judge the other culture. People in other countries do things that make sense for them, even if we think it is strange, just like Americans do things that culturally makes sense to us, but would also be perceived as different and unusual to someone else. When you are waiting for a bus, make sure to wave your hand when

your route is arriving, otherwise, they will not stop. Once you get on the bus, hold on for your life! They will floor it, even if you have not even given them their money yet. I've seen old ladies almost fall over in the aisles of the buses because the bus driver took off so fast! So be careful. Lastly, make sure you make every effort to hang out with the local students or any other people in your host country. If you spend most of your time with other Americans, then you will NOT learn the language! And that would be a real shame.

So much is happening all at once, in the beginning of your adventure, that the first two weeks feel like five months! However, after a month of living here, time starts to go by REALLY fast. For me, the next four months felt like two weeks! After living and studying in Mexico for about one and a half months, I already felt as if Mexico was my home away from home.

It was about this time that Hurricane Wilma had struck the United States. I didn't even know that anything had happened until day four of that catastrophe after I turned on the TV for the first time I was in Mexico, that is. I felt so disconnected from anything that was going on in America, that it felt like it was worlds away. It just seemed like a movie, much like September 11th did because I was on the other side of the country when that happened. Fortunately, I did not personally know anyone who was hurt or killed in either disaster. Some of my friends were not so lucky.

My point is, that living and studying in another country can really seep into you and become your entire life and reality. Of course, it wouldn't be too difficult for that to happen because, after all, you are LIVING in a completely different country, with a different culture, different social rules and norms, and (usually), with an entirely different language!

Learning a completely different language from the one that you have used all of your life is no small task. It does not happen over night. It is a long process, and it takes time, effort, patience, dedication, and so much energy. But if you are serious about it, then it is all entirely worth it! Keeping all of this in mind, one can see how easy it would be to lose touch of everyday life in America. So please, try not to feel guilty about not knowing if some horrible disaster happens in the homeland, and you don't know about it. You're going thru a lot, and you are after all, just one person. Just try to keep in contact with the people closest to you from time to time to let them know you are thinking about them.

As far as studying goes, I firmly believe that immersion in a country and culture is absolutely essential to truly become bilingual. It's one thing to know what a bunch of words mean, it's one thing to score an A on a test in a foreign language class and to be able to recite countless grammatical rules of the language, but it is something completely different to hold a steady conversation with somebody who is speaking a foreign language to you and for you to understand what it is they are saying AND THEN to reply back to that person and have both you AND them understand what it is that YOU are saying. When all of THAT happens, then you truly know that you are bilingual. This takes a lot of hard work.

I took six years of Spanish classes in the United States, not to mention the fact that I earned an A in four of those classes. But in the past five months this year in Mexico, I have learned ten times more Spanish than I did during all six years of those classes in the United States COMBINED! And, I can actually understand people when they talk to me now, something I could NEVER do before studying abroad! That is why I feel so strongly about the immersion aspect of learning a new language. I believe that it is key to truly becoming multilingual.

The thing that saddens me the most is the fact that, for many different reasons, most people are not as lucky as I have been, to be able to study in a different country and learn a new language. That is why I feel so fortunate and grateful to everyone who encouraged and supported me to get to where I am now, especially my Mom. I've never been happier. I know that I am doing what I am supposed to be doing right now in my life, and I am so grateful. Thank you for listening, and enjoy your time studying and exploring in whichever country you study in!