

# UPB

Sin Límites



**OFFICE FOR INTERNATIONAL STUDIES**



Universidad Pontificia Bolivariana  
Vigilada Mineducación

Manual de Movilidad Llegada

Oficina de Relaciones Internacionales e Interinstitucionales Multicampus  
Gran Canciller UPB y Arzobispo de Medellín

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[www.upb.edu.co](http://www.upb.edu.co)

A.A. 56006 - Medellín - Colombia

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## Universidad Pontificia Bolivariana

The UPB aspires to a promotion, projection and integration at a regional and international scale, through programmatic strategies in each of its functions: teaching, research, extension and cooperation for development, thanks to the establishment and reinforcement of projects, agreements and technical, scientific and investigation cooperation networks. It supports professors, students, graduates and the whole Bolivarian community in developing their capacity to interact within different cultural contexts, with people from different countries, social and political systems, languages and cultures.

In this perspective, it offers consulting and support services regarding everything related to opportunities to study abroad in Pregrado (undergraduate programs) and Posgrado (postgraduate programs), and financing possibilities; it coordinates relations and strategic cooperation conventions with universities of Colombia and of the entire world, with the institutions that unite the national and international academic sectors, and with public, private and third-sector institutions and organizations.



## The office for international studies offers the following services

- Administration of exchange agreements to promote the mobility of the UPB community.
- Consulting regarding studying abroad, whether it is for languages classes or a Master.
- Information about scholarships and study abroad opportunities.
- General information about visas and useful tips for travelling.

## Services to foreign students

- Contacts to help you find accommodation.
- Information about life in Colombia and at the UPB.
- A student guide.
- Information about visas and conditions to enter the country legally.



### **ESPEX // Spanish classes for foreigners**

Is a Spanish program for foreign students created at UPB Language Center to meet the demand for Spanish learning programs offered not only to foreigners, but also to customers or institutions abroad.

<https://www.upb.edu.co/en/centro-lenguas/espex-spanish-program-foreign-students>

# Incoming Students' Guide

### **Exchange semester at the UPB**

If your university in Colombia or abroad has an exchange agreement with the UPB, you will be able to take courses from your degree and obtain the corresponding credits.

Besides, the university offers a large choice of subjects related to religion, culture, history, anthropology, philosophy, political aspects of Colombia and Latin America, amongst others. Multidisciplinary programs.



## The documents you will need to send for an exchange semester at UPB under agreement

- Duly completed form with the subjects you wish to take at the UPB and program of study.
- A copy of grades from your home university (in English or in Spanish).
- A short Curriculum Vitae (CV).
- Copy of your passport.
- If you are accepted, you will have to take out national or international health insurance that covers you in Colombia during your stay.
- It is mandatory to pay the UPB emergency insurance and the student card (approx. 50 USD).

**All documents must be sent in a PDF format with the candidate's name and university of origin:** Example:

"JuanMuller-UniversidadABC.pdf". File size cannot exceed 10 Mb.

If your university does not have an exchange agreement for undergraduate or postgraduate degrees with the UPB, you will be able to come as a Visiting Student (free mover).

The conditions are the same as mentioned above, but you will also have to pay the UPB tuition fees, student card and UPB emergency insurance. For more information:

### Medellín

International Relations Office  
e-mail: [relaciones.internacionales@upb.edu.co](mailto:relaciones.internacionales@upb.edu.co)

### Bucaramanga

International Relations Office  
e-mail: [orii.bga@upb.edu.co](mailto:orii.bga@upb.edu.co)

### Montería

International Relations Office  
e-mail: [ori.monteria@upb.edu.co](mailto:ori.monteria@upb.edu.co)

### Palmira

International Relations Office  
e-mail: [ori.palmira@upb.edu.co](mailto:ori.palmira@upb.edu.co)

### Additional Information

You can ask for information about accommodation in town once accepted. Nomination and application deadline:

a. Semester 1:  
from mid-January until end of May - deadline, October 30

b. Semester 2: from mid-July until end of November - deadline, April 30



## Procedure for students who wish to study at the UPB as regular students in an undergraduate program.

Instructions for Colombians or foreign secondary education graduates who wish to be accepted in an undergraduate program at the UPB.

If you graduated abroad, you will be able to enroll in this University only if you have one of the following diplomas:

- The International Baccalaureate (IB); the German ABITUR; the French Baccalaureate; the European BAE; the Swiss MATURA; the USA Scholastics Assessment Test (SAT); the American College Testing (ACT).
- Another type of diploma recognized by the Andres Bello Convention <https://convenioandresbello.org/cab/que-es-el-cab/> and/or approved by the Embassy of Colombia in your country of residence.

You need a secondary school tests from the country which you finished your secondary education in, which allows the access to Superior Education in the country of origin (equivalent to the Colombian ICFES [www.icfes.gov.co](http://www.icfes.gov.co)). If this type of test does not exist in your country, you will have to take the ICFES in Colombia.

The following documents must have the Hague Apostille in order to be sent to the Office of Admissions (Registro Académico) of the UPB, in the case that you are accepted in an undergraduate program (you must do the normal process with the faculty selected to be accepted).

- Secondary Education Certificate or Diploma.
- International test or baccalaureate score.
- Secondary Education diploma obtained in the country where you finished your Secondary Education (equivalent to Colombian ICFES).

### **If accepted, you will have to obtain the equivalence of your diploma:**

- For a diploma issued by a country member of the Andres Bello Convention, contact the Bogotá headquarters. [www.convenioandresbello.info](http://www.convenioandresbello.info)
- For a diploma issued by another country, you will have to obtain the equivalence through the procedure established by the Ministry of National Education of Colombia. [www.mineduacion.gov.co](http://www.mineduacion.gov.co)

The same instructions apply to students who wish to be transferred from a foreign university to the UPB, but they will also have to send their official copy of grades from their university of origin (with the Hague Apostille) with the description of each passed subject in order to have them recognized.

For more information | [www.upb.edu.co/es/convalidacion-titulo-bachiller\\_relaciones.internacionales@upb.edu.co](http://www.upb.edu.co/es/convalidacion-titulo-bachiller_relaciones.internacionales@upb.edu.co)





## Instructions for Colombian or foreign higher education graduates who wish to be accepted in a Postgraduate program (specialization, Master or Doctorate) at the UPB

*You will have to submit the following documents in order to apply:*

- Official diploma from the Higher Education institution which you finished your studies at, that allows the access to a specialization, a Master or a Doctorate.
- All of your copies of grades with the subjects taken during your studies, the number of hours and credits of each one of them, as well as the obtained grades.
- For the candidates coming from non-Spanish-speaking countries, a valid certificate in Spanish proficiency. If you don't have one, you will have to take an exam in the UPB Language Center.
- All documents must have the Hague Apostille and you will have to submit the authenticated copies, and then the originals in Medellín, if accepted.

**You will also have to consider the admission requirements of each Postgraduate program, which you can consult on the web page of the program that you are interested in.**

**UNDERGRADUATE**



**POSTGRADUATE**



**For more information:**

<https://www.upb.edu.co/es/admisiones/postgrado-asesoria-informacion/egresados-extranjeros>

# Campus Laureles - Medellín



## Convenciones:

-  Zona de comida
-  Baños públicos
-  Acceso vehicular
-  Acceso peatonal
-  Acceso bicicletas
-  Cajas UPB
-  Bancos • Cajero electrónico
-  Punto de pago • Recarga carné
-  Auditorios
-  Entrada proveedores

- 1** Templo Universitario "Nuestra Señora del Santísimo Sacramento"
- 2** Aula Magna "Mons. Manuel José Sierra"
- 3** Bloque Rectoral "Mons. Tiberio de Jesús Salazar y Herrera"
- 4** Primaria y Preescolar "Pbro. Gonzalo Restrepo Villegas"
- 5** Bachillerato UPB
- 6** Bloque 6: Escuela de Economía, Administración y Negocios • Escuela de Educación y Pedagogía • Escuela de Teología, Filosofía y Humanidades
- 7** Bloque 7: Escuela de Ciencias Sociales
- 8** Centro de Producción Audiovisual CPA "Mons. Alberto Giraldo Jaramillo"
- 9** Bloque 9: Postgrados "Mons. Luis Fernando Rodríguez Velásquez"
- 10** Bloque 10: Escuela de Arquitectura y Diseño
- 11** Bloque 11: Complejo Once, Edificio de Laboratorios "Mons. Félix Henao Botero"
- 12** Bloque 12: Escuela de Derecho y Ciencias Políticas
- 13** Editorial • Librería • Tienda Universitaria
- 14** Bienestar Universitario
- 15** Bloque 15: Biblioteca Central "Mons. Darío Múnera Vélez"
- 16** Canchas de fútbol sintéticas • Canchas de tenis Unidad Deportiva "Mons. Luis Alfonso Londoño Bernal"
- 17** Polideportivo UPB "Eugenio Restrepo Uribe"
- 18** Bloque de Parquederos • Cancha Fundadores
- 19** Puestos de Estudio
- 24** Asesoría Integral
- 50** Centro de Familia • Carrera 73 No. C2-46
- 51** Casa de Institutos • Circular 1ª No. 73-30
- 52** Centro de Conciliación • Consultorio Jurídico • Circular 1ª No. 73-74
- 53** Casa de Transferencia • Circular 1ª No. 73-74
- 54** Casa Bioingeniería • Circular 1ª No. 73-80



## Useful links about Colombia

### Colombia

General information about Colombia

[www.petro.presidencia.gov.co/](http://www.petro.presidencia.gov.co/)

Government of the Republic of Colombia's official website.

Ministry of Foreign Affairs

[www.cancilleria.gov.co](http://www.cancilleria.gov.co)

Procedures, news and information about consulates.

### Touristic Guide Colombia

[www.colombia.travel/es](http://www.colombia.travel/es)

Official portal of tourism containing the complete information about the most important places of the country, along with maps, a currency converter and a tourism directory, as well as a multimedia section with videos and pictures.

### Videos

These videos show the tourism campaign: Colombia is Magic Realism. Official Colombia

Travel page on YouTube

<http://www.youtube.com/user/Colombiatravel>

### Antioquia

[www.antioquia.gov.co](http://www.antioquia.gov.co)

Government of Antioquia

Presentation, activities, legal support, registrations, news and information about the department of Antioquia.

### Ciudad de Medellín

[www.medellin.gov.co](http://www.medellin.gov.co)

City Hall of Medellín

Municipality's official website. Services, programs, public administration, general information.

### Ciudad de Bogotá

[www.bogota.gov.co](http://www.bogota.gov.co)

City Hall of Bogotá

Federal district government's official website. General information and by theme, programs, news, cultural calendar and information about the capital.

### Ciudad de Bucaramanga

[www.bucaramanga.gov.co](http://www.bucaramanga.gov.co)

<https://colombia.travel/es/bucaramanga>

City Hall of Bucaramanga

Official website of the municipal administration. Information about the municipality and the local government.

### Ciudad de Montería

[www.monteria.gov.co](http://www.monteria.gov.co)

City Hall of Montería

Municipality's official website. Government, history, services, programs and general information.

### Ciudad de Palmira

[www.palmira.gov.co](http://www.palmira.gov.co)

City Hall of Palmira

Municipality's official website. Government, history, services, programs and general information.

# Contacts

## Office for International Studies

Ecocampus Laureles Circular 01 #70-01  
Bloque 9, Oficina 118  
Medellín, Colombia, Postal code 050031  
e-mail: relaciones.internacionales@upb.edu.co  
Phone: 604 354 4546  
www.upb.edu.co

### **Miguel Ángel Betancur Betancur**

International Office Director  
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Strategic Relations, Academic Agreements,  
International Relations, Postgraduate.

### **Hellen Cristina Ramírez Giraldo**

International Office Coordinator  
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International Projects and International Exchange  
Students (Europe and EE.UU)

### **Diana Alejandra Cuartas Giraldo**

Projects Specialist and Ibero-America Mobility  
e-mail: diana.cuartas@upb.edu.co  
International Exchange Students  
(Latin America and Spain)

### **Marleny Medina Múnera**

National Exchange Coordinator  
e-mail: marleny.medina@upb.edu.co  
National Exchange Students

## Other Campuses

### Bucaramanga

#### **Rafael de Jesús Calles Moreno**

Address: Km 7 vía Piedecuesta, Bucaramanga  
Phone: (+607) 679 62 20  
e-mail: orii.bga@upb.edu.co  
relacionesinternacionales.bga@upb.edu.co

### Seccional Montería

#### **Rafael Peralta**

Address: Cra. 6 No. 97 A - 99  
Phone: (+604) 786 01 46  
e-mail: ori.monteria@upb.edu.co

### Seccional Palmira

#### **Carlos Fernando Valencia Peñuela**

Address: Kilómetro 1 Vía Tienda Nueva  
Phone: (+602) 266 00 40  
e-mail: ori.palmira@upb.edu.co

CREER,  
IMAGINAR  
Y CREAR



Universidad  
Pontificia  
Bolivariana

## Síguenos

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[www.upb.edu.co](http://www.upb.edu.co)