

## **GUIDANCE PROCEDURES FOR INTERNATIONAL STUDENTS**



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### **GENERAL STEPS AND PROCEDURES FOR INTERNATIONAL STUDENTS ENTERING UNIVERSIDAD DEL PACIFICO EXCHANGE STUDENT PROGRAM**

Please follow the registration steps specified for each program.

Universidad Del Pacifico functions in TRIMESTERS, in three REGULAR Periods that go from October to December, January to March and April to June. We have two SUMMER Periods from July to August and August to September.

The entire process for the Exchange Student Program is managed by your home university representative. The selection process and all communications should be conducted through your home university representative, not directly with us.

The only contact person at Universidad Del Pacifico is the Director of the International Relations Department. He /she will help you answer any questions regarding class schedule, housing, etc.

Specific rules have been established for the application and registration process for each case, however the general procedure is the following:

- Let your home university International office know about your interest in our program.
- Fill out our online application form found on the website: [www.upacifico.edu.ec](http://www.upacifico.edu.ec), under International Programs – EXCHANGE STUDENT PROGRAM.
- The International Office at your home university must contact the International Relations Department at Universidad Del Pacifico, sending a printed out version of the application form with four passport size pictures, two reference forms (found on the website) and a letter soliciting the acceptance of the student.
- Upon receiving this information, the International Relations Department of Universidad Del Pacifico will issue a letter of acceptance and inform the home university representative regarding registration, the academic program and accommodations.
- Upon receiving the acceptance letter, the student must attain the appropriate visa in order to enter Ecuador.
- Universidad Del Pacifico will need exact travel arrangements in order to receive and accommodate the student.
- The International Relations Department will send the student the arrangements regarding housing with a host family that will receive the student for a period of two weeks. The students can make their own housing arrangements if they wish.

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### REQUIREMENTS REGARDING OBTAINING A DEGREE FROM THE UNIVERSIDAD DEL PACIFICO – AGREEMENTS THAT CONSIDER AQUIRING THE DOUBLE TITLE

Universidad Del Pacifico considers the possibility of granting the Double Title based on specific agreements with certain universities. The students who attend Universidad Del Pacifico through one of the aforementioned agreements will have to follow the requirements below:

- A.- Take the required subjects in accordance to the stipulations of the undergraduate or graduate program, during his/her stay in Universidad Del Pacifico. Universidad Del Pacifico will not commit to the development of specific courses to replace those courses that students did not pass or complete.
- B.- The student who would like to obtain a degree from Universidad Del Pacifico, must provide a thesis. The following two options are available regarding the development of the thesis:
- If the student decides to elaborate his/her thesis in Ecuador, s/he must abide by the procedures for the presentation of a thesis as stipulated in the General Regulation of Universidad Del Pacifico.
  - If the student wishes to develop and present her/his Thesis at Universidad Del Pacifico s/he should pay for the corresponding fee establish by Universidad Del Pacifico. These include the development of the thesis with guidance from a thesis director and the presentation of the thesis in front of a tribunal. The corresponding costs for the process of the thesis must be covered by the student or his/her home university in order to receive the degree.
  - If the student decides not to complete the thesis requirement at Universidad Del Pacifico and return to their home university, s/he could obtain a degree from the Universidad Del Pacifico by sending:
    - A certificate from the home university stipulating, that upon returning from Ecuador, the student complied with all the thesis requirements.
    - The Home University must send a certificate with the official grade, the student obtain in his/her dissertation.

Universidad Del Pacifico, will grant the corresponding title or degree after receiving the necessary documents. The title will be registered and recognized at a national level and will be sent to the student. The student will have to cover the costs of international mail.

#### C.- NOTE FOR THE STUDENTS IN THE POST-GRADUATE PROGRAM:

Students should be aware of additional personal expenses they will have to cover, such as the costs of travel and housing to other campuses where compulsory seminars and international conferences will take place. Please solicit information from the International Relations Department.

#### Student Arrival:

- The student will be received at the airport by the host family and the Dean of Students.
- Upon arriving to Universidad Del Pacifico, the student will receive an orientation and will be directed regarding immigration and student identification procedures by the Dean of Students.

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### VISAS:

The letter of acceptance that Universidad Del Pacifico issues to you is necessary in order to obtain a student visa. You can apply for a visa at the nearest Ecuadorian consulate or embassy. The period for this visa depends on the duration of your studies. Student visas are renewable. Upon arriving to Ecuador, you will be asked to register your visa . UNPAC staff will help you with it.

Procedure to obtain the Identification Card o CENSO:

The student has a time limit to register and obtain his/her the Identification Card o CENSO:

1.- Register the passport in the Foreign Office, "Oficina de Extranjería", located in Avenida 10 de Agosto y Murgeon, 4 Piso.

Required Documents:

- Complete File
- Envelop
- Original Passport
- Passport photocopy
- Visa document granted by the Consulate that issued it.
- Certification from Universidad Del Pacifico
- The Oficina de Extranjeria, will issue a document with which the student must pay the visa
- The student must pay the amount of US\$ 7 dollars for the visa in "Banco International"
- Get a photocopy of the document and the payment recite of the visa
- Present both the document and the payment recite at the Oficina de Extranjeria

2.- Once you have presented your passport at the Oficina de Extranjeria , you must present the following documents in the "Dirección de Migración":

- Letter from Universidad Del Pacifico
- Letter from Host family
- Passport Photocopy
- Three photographs
- All documents must be place into an envelop provided by the University.
- A due of US\$ 4 dollars must be played.

You will not be able to work in Ecuador, paid or unpaid, according to Ecuador's regulations.

### HOUSING:

International students are required to stay with one of the carefully selected host families for a period of 2 weeks in order to become acquainted with their surroundings. The host family will provide 3 meals per day and laundry, at a cost of US\$ 14 dollars per day.

We kindly ask students to be respectful of the families culture and regulations. Ask your host family about the rules of the house such as the house key, telephone calls, laundry, meal times, taking food from the fridge, neighbors, guests, how to respond when a stranger calls at the door and information regarding emergencies. Keep in mind that doors are locked at all times in Ecuadorian homes. It is important to keep your personal belongings in a safe place. Also, ensure that you do not leave money or small appliances lying around.

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The student will be informed of the cost of the accommodation its coordination prior to arriving. Room and board should be paid to the University on the first week of arrival. The University will make the payment to the host family. Afterwards the students are able to stay with their initial families, change the family to another provided by the University or choose one on their own. They can also choose other places to live according to their personal interest.

### **FOOD:**

All your meals will be covered by the host family. If you eat out, the cost of a meal in a restaurant costs approximately 5 to 10 dollars. It is not recommended to eat from the vendors on the street for health purposes. Also, make sure you drink bottled water or boiled water.

### **TRANSPORTATION:**

All three cities Quito, Guayaquil and Cuenca and their surrounding areas are well served by public transport. Buses and any other public transportation run the entire day until ten at night.

When riding the bus make sure to take care of your belongings, be aware that the driver may not always fully stop for you to get on or off.

If possible it is recommended that you call taxis, rather than finding one on the road. The Universidad Del Pacifico will provide you with the taxi phone numbers. Taxis should have a taxi meter (it registers the price according to the miles ridden). If the cab does not have one ask for fare before taking a taxi.

Bicycle transportation is not common and it is uncomfortable in the cities when traffic is heavy.

### Reminders.

- **NO DRIVING:** Driving any motor vehicle can be a dangerous endeavor in a foreign country. We ask all foreign students not to drive while in Ecuador unless they have an insurance policy that will protect their lives and any other damages. In Ecuador a person must be 18 years old to obtain a car drivers license. We suggest not to get into any vehicle with a younger driver, someone without a license, or someone who has consumed any alcohol or used drugs. If you are in this situation, you should contact your host family, they will tell you what to do to get home or how to proceed.
- **NO HITCHHIKING:** It is dangerous to hitchhike in Ecuador. Avoid it.
- **NO DRUGS:** Drugs are illegal in Ecuador. As an exchange student, if you break the laws of the country you will have to face any corresponding penalties. The Universidad Del Pacifico will not be responsible for the student's actions.
- **NO DRINKING:** In Ecuador 18 years is the legal drinking age. We remind you that it is important not to abuse alcohol. At all times you are a representative of Universidad Del Pacifico and of your Home University.
- **SMOKING PLACES:** At the University campus, students are only allowed to smoke outdoors.

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### **HEALTH ISSUES :**

Pre-departure Medical Examinations.

Students should complete all appointments in advance of your departure date, including immunizations and assessment of special health problems. Immunization for hepatitis B is recommended. Students also need to take care of any check-ups that would fall within the time overseas. It is very important that you obtain copies of important health records, including:

- blood type
- eyeglass and contact lens prescriptions
- prescriptions for medications being taken (if possible written in generic terms to obviate the difficulty of obtaining brand-name medications overseas)
- X-rays (when these are relevant to a student's medical situation)
- doctor's statement about any special health problems
- dental records, particularly if special procedures or medications are indicated.

You should bring all these records with you.

### **STUDENT BEHAVIOUR:**

While in Ecuador, we are your sponsors, therefore you are requested to follow UNPAC rules in and out of our campuses. Remember you are also a representative of your home university or country while in Ecuador. You must avoid any political activism, any act of violence, or any action that will diminish the name of UNPAC and your home institution.

### **OUTSIDE HOME:**

Be aware of your surroundings. You should be aware that there may be incidents of violence (burglaries, purse snatching, thefts, assaults), as in any other country. UNPAC encourages you to inform your host family about where you are going when leaving the house. Remember your host family knows the local community and it is best prepared to give you advice about how best to get around. Follow their recommendations. Avoid being alone late at night. If you are walking, make sure that the roads are well lit and are used by local people.

Always communicate your plans to your host family, be sensitive to family rules.

### **AT THE UNIVERSITY:**

- **University DRESS CODE:** Even though the university does not have a formal dress code, personal appearance delivers a message intended or unintended. Students should wear appropriate clothing to attend their classes and university events.
- **RULES OF THE CLASS:** Students are required to follow the rules/requirements of each class, talk to your teacher if you have any questions about the class. Check with the Academic Adviser assigned to you, if you need to drop/add any courses. Students must follow University rules in general and is therefore advisable to review the student handbook.

Note: If you have any problems at home or at university talk to the Dean of Students he/she will be able to give you a hand.

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### OTHER ISSUES:

- TRAVELING: Students may be interested in travelling around alone to see more of Ecuador, however, students should remember that travel activities should not interfere with their academic obligations. Students should be aware that travel plans arranged by themselves are at their own risk. The university will not be held responsible for any incidences that occur outside the realm of university activities.
- EMERGENCIAS: **Carry the Identification Card o CENSO at all times** (leave a copy of it at home). Students should identify themselves as an exchange student participant with Universidad Del Pacifico. It is also important that students carry the phone numbers of their host family and the university at all times.

### ELECTRICITY:

The voltage is 110/120 throughout the country.

### TELEPHONE:

When making long distance calls students may use: cybercafe´s, calling cards, overseas operator . Making long distance phone calls from your homestay is only allowed if you are using a calling card, or you are calling collect. Students should discuss phone use with their host family.

If you are calling from abroad, you must dial: Country code (593) + city code (4 for Guayaquil, 2 for Quito, and 7 for Cuenca) and the 7 digit number.

To call our campuses from abroad you must dial:

|           |                        |
|-----------|------------------------|
| Quito:    | 593-2-2444510 ext. 119 |
| Guayaquil | 593-4-2690949          |
| Cuenca    | 593-7-2840369          |

Upon your arrival to Ecuador, the important numbers you need are:

Universidad Del Pacífico

|           |                     |
|-----------|---------------------|
| Quito     | 244 4509 / 244 4510 |
| Guayaquil | 269 0949 / 239 1318 |
| Cuenca    | 284 0369            |

Make sure to contact us if any further information is need.

### INTERNATIONAL RELATIONS DEPARTMENT

Universidad Del Pacifico

International Relations Department  
Universidad Del Pacifico - Ecuador