



Universidad  
Pontificia  
Bolivariana

THINK GLOBALLY...  
**THINK UPB!**

International Relations Office

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**Mobility**



**MANUAL**  
*Arrival*





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## General information



The UPB aspires to a promotion, a projection and integration at a regional and international scale, through programmatic strategies in each of its functions: teaching, investigation, 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 International Relations Office 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 study guide
- Information about visas and conditions to enter the country legally.





## Information for foreign or Colombian students who wish to study at the UPB.

### ESPEX // Spanish classes for foreigners:

[Click here for more information.](#)

### 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 religious, cultural, historical, anthropological, philosophical, political aspects of Colombia and Latin America, amongst others. The programs are multidisciplinary.

#### DOCUMENTS YOU WILL NEED TO SEND FOR AN EXCHANGE SEMESTER UNDER AGREEMENT:

- Duly completed form with the subjects you wish to take at the UPB.
- A copy of grades from your University of origin (in English or in Spanish).
- A covering letter from the International Relations Office of your University.
- A covering letter from your Faculty's dean.
- A short Curriculum Vitae (CV).
- 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 (approx. 25USD).





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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. The conditions are the same as mentioned above, but you will also have to pay the UPB tuition fees. For more information: International Relations Office, [relaciones.internacionales@upb.edu.co](mailto:relaciones.internacionales@upb.edu.co)

**NB:** 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.

#### ADDITIONAL SERVICES:

- You can ask for transport services (at your expense) by sending us the details of your arrival at least 3 weeks before: flight number, airline, time and day of arrival, etc.
- You can ask for information about accommodation in town once accepted.

Period to send the documents:

- Semester 1: from mid-January till end of May –limit date, November 15
- Semester 2: from mid-July till mid-November –limit date, May 15

## Procedure for students who wish to study at the UPB:

### Instructions for Colombian 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 ([www.convenioandresbello.info](http://www.convenioandresbello.info)) and/or approved by the Embassy of Colombia in your country of residence.

You have another Secondary Education diploma 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 diploma does not exist in your country, you will have to take the ICFES in Colombia (for more information: [relinter@upb.edu.co](mailto:relinter@upb.edu.co)).





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The following documents must have the Hague Apostille in order to be sent to the Office of Admissions of the UPB, in the case that you are accepted in an Undergraduate program:

- 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 ([www.convenioandresbello.info](http://www.convenioandresbello.info)), contact the Bogotá headquarters.
- 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.mineducacion.gov.co](http://www.mineducacion.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.

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## 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 take into account the admission requirements of each Postgraduate program, which you can consult on the web page of the program that you are interested in. [www.upb.edu.co/Medellin-Posgrados](http://www.upb.edu.co/Medellin-Posgrados)

### For more information:

## International and Interinstitutional Relations

Pontifical Bolivarian University (Universidad Pontificia Bolivariana)  
Circular 1 No. 70-01, Building 9. Office 118  
Medellín, COLOMBIA  
Tel: +57(4) 3544546 Ext. 10860 | Fax: +57(4) 2502080  
Email: [relaciones.internacionales@upb.edu.co](mailto:relaciones.internacionales@upb.edu.co) | [www.upb.edu.co](http://www.upb.edu.co)

## Laureles campus map // UPB Medellín





## Useful links about Colombia

### COLOMBIA

#### General information about Colombia

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

Government of the Republic of Colombia's official website.

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

Official website of the Ministry of Commerce, Industry and Tourism; contains the tasks, activities and objectives of this institution, as well as general information about commerce, tourism, the crafts industry and the press, amongst others.

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

Portal of the Ministry of Environment, Housing and Territorial Development, main organism of the public management of the environment. This institution develops a relationship of respect with nature and defines politics to preserve and protect the environment.

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

Ministry of Foreign Affairs. Procedures, news and information about consulates.

#### Guía turística Colombia

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

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.







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[www.colombia.com/turismo/sitio](http://www.colombia.com/turismo/sitio)

General information about Colombia, free services, online shopping, news, online radio and tv, sports, cinema.

[www.viajaporcolombia.com](http://www.viajaporcolombia.com)

News about the country, hotels, holidays and festivals, restaurants, transport systems, roads conditions, road maps and more.

[www.turiscolombia.com](http://www.turiscolombia.com)

Travel guide in Colombia. Accommodation, places of interest, gastronomy, tour operators, activities, general information and about the main cities.

[www.colombianparadise.com](http://www.colombianparadise.com)

Information about Colombia and its touristic destinations, as well as of people and companies that offer services that may be useful during your stay.

## Videos

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

Official Colombia Travel page on YouTube

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

## Photo galleries

[www.turismoenfotos.com/colombia/o/](http://www.turismoenfotos.com/colombia/o/)

Collection of pictures of the country's most beautiful places.

[www.deunacolombia.com](http://www.deunacolombia.com)

Pictures of destinations and activities in Colombia.





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## Antioquia

### Government of Antioquia

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

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

## Medellín

### City Hall of Medellín

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

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

### Tourism

<http://www.medellinfo.com/>

Photo guided tour of Medellín

## Main cities

## Bogotá

### City Hall of Bogotá

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

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

### Tourism

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

Information about the city and its surroundings, news, videos, events calendar, restaurants, hotels, museums, theaters and more.





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## Bucaramanga

### City Hall of Bucaramanga

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

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

### Tourism

[www.bucaramangacity.com](http://www.bucaramangacity.com)

Information about Bucaramanga: culture, arts, leisure, photo gallery, parks, hotels and festivals.

## Cali

### City Hall of Santiago de Cali

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

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

### Tourism

[www.laguiadecali.com](http://www.laguiadecali.com)

Commercial, industrial and tourist guide, with all the information about the city, from services to procedures.

## Cartagena de Indias

### City Hall of Cartagena de Indias

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

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

### Tourism

[www.turismocartagenadeindias.com](http://www.turismocartagenadeindias.com)

All about Cartagena: general points, history, events.

[www.cartagenacaribe.com](http://www.cartagenacaribe.com)

Portal on which you will find pictures, information about museums, islands, beaches, nightlife, places of interest, activities, hotel reservations and more.





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[www.cartagenainfo.com](http://www.cartagenainfo.com)

Tourist guide of Cartagena with hundreds of pictures and updated information about accommodation, beaches, islands and nightlife.

## **The Coffee Triangle or Coffees-Growers Axis (Manizales, Pereira, Armenia)**

### **City Hall of Manizales**

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

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

### **City Hall of Pereira**

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

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

### **City Hall of Armenia**

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

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

### **Tourism in the Coffee Triangle**

[www.ciudadeje.com](http://www.ciudadeje.com)

### **Portal of tourism and leisure, daily news of Manizales, Pereira and Armenia.**

[www.turismoejecafetero.info](http://www.turismoejecafetero.info)

## **Archipelago of San Andrés and Providencia**

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

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

## **Santa Marta**

### **City Hall of Santa Marta**

[www.santamarta-magdalena.gov.co](http://www.santamarta-magdalena.gov.co)

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





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### Tourism

[www.turismoensantamarta.com](http://www.turismoensantamarta.com)

General information about Santa Marta: places of historical and cultural interest, accommodation, restaurants, miradors, nature reserves, transport and more.

## Popayán

### City Hall of Popayán

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

Portal of the City Hall of Popayán in the department of Cauca. Services, programs, public administration, general information.

### Tourism

[www.popayantourism.com](http://www.popayantourism.com)

History, restaurants, hotels, location and information about the city.

## Department of Amazonas

[www.amazonascolombia.com](http://www.amazonascolombia.com)

Tourist guide of Amazonas. Information about the world's largest ecological reserve and commerce, services and pictures of the nature reserve.

