

**A brief guide for incoming
international students
at Universidad de
Belgrano**

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Welcome to Buenos Aires!

This guide gives some useful information you may need during your stay.

The staff at the *International Students Administrative Office* are ready to make your stay wonderful, so please do not hesitate to contact us as many times as you need!

Universidad de Belgrano

International Students Administrative Office (Oficina Administrativa para Estudiantes Internacionales)

The **International Students Administrative Office** is a reference unit for incoming students, within the framework of an exchange program.

During your stay at **Universidad de Belgrano**, you can contact us if you need any information or have a query about any matter.

The staff can be reached by email or phone:

Silvia Maggiorini - Melina Ferioli – Fernando Fariña – Martín Intani

International Students Administrative Office

Zabala 1837 – Floor 17. Office 10

E- mail: adminter@ub.edu.ar

Telephone: (54) (11) 4788-5400. Extension: 2196

Before coming here

Your **application form** must be submitted to the office of *Movilidad Internacional* after being approved by your home institution.

http://www.ub.edu.ar/internacionales/formulario_ingreso_internacionales.htm

Contact: Jimena Alcon. Gastón Crupi

movinter@ub.edu.ar

Please, send the following by post:
Your C.V. and a passport photograph
A written account explaining the reasons why you'd like to study at
Universidad de Belgrano
Two recommendation letters written by your Teachers
Your Transcript

Send it to

Universidad de Belgrano
Departamento de Relaciones Internacionales

Oficina de Movilidad Internacional

Zabala 1837 – Piso 17 – Oficina 23
C1426DQG Buenos Aires – Argentina

Upon arrival:

U\$S 80 Admission fee.

THIS FEE MUST BE PAID ONCE IN UNIVERSIDAD DE BELGRANO. ADVANCED
PAYMENT IS NOT ACCEPTED.

How to reach the campus

Universidad de Belgrano is situated in Buenos Aires city, in one of the most relaxing and distinguished residential areas of metropolitan Buenos Aires. Traditionally the "district of education", Belgrano is only a few minutes away from downtown.

Contact **UB Front Desk** : taxi@frontdeskub.com

If you let them know the flight number, date and time of your arrival at Aeropuerto Internacional "Ministro Pistarini" (Ezeiza), a taxi at your charge will be at the airport to pick you up.

On your arrival

On your arrival, come to the **International Students Administrative Office** with your *passport*, together with a *passport copy*, a *visa copy* (*immigration stamp of arrival in Argentina*) and a *proof of your health insurance*.

Remember you have to obtain your Transitory Residence once you have arrived in Argentina.

The International Students Administrative Office at **Universidad de Belgrano** will provide you with all the information you need and will accompany you to the Immigration General Office in order to get your residence.

Our staff will introduce you to your Academic Advisor, who will help you define your final learning agreement.

The Student Card

Shortly after your enrolment, your magnetic **student card** will be available at the **International Students Administrative Office**.

You will need this card to enter the computer rooms and the library, and most importantly, to register your attendance. You won't be able to sit for final exams if you do not have a 75% attendance record.

Telephone extension numbers of Universidad de Belgrano

Calling from outside, dial (54) (11) 4788-5400 followed by the 4-digit extension you wish to call; (54) (11) 4788-5400 - **0** calls the operator.

International Students Administrative Office

Ext: 2196

Oficina de Movilidad Internacional

Ext: 2085 / 2128

Orientation

We think your choice of institution should be based on your knowledge of the institution. Therefore, the Orientation (Curso de Orientación) has been specially designed to take you on a "tour of the university" through an interaction day with our staff so that you can become familiar with the history and the organization of the university. **This orientation is a compulsory module of the program.**

What should you do after Orientation?

Review your Class Schedule Choose your courses with your academic advisor.

Add/Delete Make any additions, deletions or changes to your schedule by having a second appointment with your academic advisor.

Pay for your Tuition Pay your application fee and your tuition . Your account charges, payment deadlines and payment method information will be available at the **International Students Administrative Office**.

Immigration Status Obtain the Transitory Residence in Argentina. Ask for your appointment at **International Students Administrative Office**.

International Night Participate in the organization of this special event. Ask for information at the **International Students Administrative Office**.

International Night

Every semester the International Students Administrative Office organizes an International Night.

The aim of this social event is to encourage interpersonal relations and cultural exchanges among the students, who collaborate setting up stands that represent the different countries they come from. AMERICA

UB Medical Service

It is absolutely mandatory to take out some health insurance valid in Argentina.

Even if you have health insurance, you must register at the **Medical Service** of Universidad de Belgrano (Floor 12. Box 1 and 2) to receive assistance in an emergency. In order to get your registration, please go to the **International Students Administrative Office**.

In case of an emergency (outside the University), dial 107 (SAME – Sistema de Atención Médica de Emergencia).

There is a great number of pharmacies that are open 24 hours a day.

Meal Plan

A **cafeteria** service is available for all students at two different locations in the UB Tower: BAR: Floor 11

COFFEE BREAK: Lower Ground Floor

A complete meal costs USD 8 (Eight dollars). Open Monday to Friday from 8.00 AM to 10.00 PM).

Housing

UB Front Desk main goal is to help you work out all details regarding your accommodation during your stay in Buenos Aires, so you can devote your time and effort to what matters most: your studies.

UB Front Desk has several options for you: from “home-staying” all the way to “only students” shared apartments.

To see the offer please visit:

<http://www.frontdeskub.com>

Or click on the **Accommodation** link:
<http://www.ub.edu.ar/internacionales/default.htm>
Applications can be sent to **UB Front Desk**
info@frontdeskub.com

Other Services

Telecentro Torre Universitaria

You can find a telecommunication center in local 10 (first underground level) wich provides:

- Phone booths (domestic callers and International), fax
- Computers with camera and microphone
- Printers and scanners
- National and international private mail, Western Union International
- Sales of phones, phone cards and virtual load
- Purchase tickets on long distance bus

Public transport

Buenos Aires is a big city with convenient means of transport that take you anywhere within the city (Capital Federal), its outskirts (Gran Buenos Aires), and virtually to any point in the country. Here we provide a summary of the available means of transport in the city.

Taxis (Capital Federal and Gran Buenos Aires)

The cars are painted black with a yellow roof. The fare consists of an initial fixed rate plus an additional charge calculated according to time and distance travelled. The exact fare is paid at the end of the journey and it is displayed on an electronic meter.

There are many radiotaxis or mini cab companies. They are requested by telephone and pick up passengers at a given address. They do not charge extra and they are safer depending on the hour and the place.

The remise is a service similar to the radiotaxi, but the cars do not have any signs as taxis do and fares are calculated according to the distance travelled.

Subway (Capital Federal)

The subway is the quickest way to move around Capital Federal. It has a fixed fare and tickets can be bought at ticket offices in all stations. Each ticket allows you to go to any part of the city, and also to make long trips changing lines.

Subway services operate from 6:00 AM to 11:00 PM Monday through Saturday and 8:00 AM to 10:00 PM on Sundays. Tickets or subwaypass (subtepass) can be bought at subway stations.

Buses (Capital Federal and Gran Buenos Aires)

The bus (also called micro or *colectivo* in Argentina), is mostly used to move along Capital and Gran Buenos Aires. The fare depends on the distance travelled and is paid by introducing coins (the value of your journey) in an automatic machine on the bus. It is not necessary to have the exact change as the machines give change, but it is necessary to have coins because the driver does not change bills.

You must get on through the front door and get off through the back or

central doors depending on the bus model. Buses are painted in different colours according to the line number they belong to.

Trains (Capital Federal and Gran Buenos Aires)

The train is the fastest transport to travel long distance within Capital and further away into the Gran Buenos Aires. The fare varies according to the distance travelled, and tickets can be bought at any station. There are seven lines.

- Ferrobaires - Ex Línea Roca (Constitución Station: 4304-0028/31/36)
- Ferrovías - Ex Belgrano Norte (Retiro Station: 4511-8846/33 - 0800-777-3377)
- Metropolitano - Ex Líneas San Martín, Roca and Belgrano Sur (0800-666-358736)
- Metrovías - Ex Línea Urquiza (Federico Lacroze Station: 4553-0044)
- TBA - Ex Línea Mitre (Retiro Station: 4317-4400)
- TBA - Ex Línea Sarmiento (4866-5175/80)
- Tren de la Costa (4372-6000/6300).

September 2009