









INTERNATIONAL RELATIONS SECRETARIAT Incoming Exchange Students

UCAB's main campus is located in Caracas, Venezuela. This campus has 310,000 square meters: 75,000 are dedicated to classrooms, laboratories, computer labs, library, auditorium, sports facilities, food court, coffee shops, administration services, parking areas and 35,000 square meters of green areas and path walks.

Undergraduate Semester Regime **Programmes** Business Administration Accounting Communications: Concentration areas: Visual Arts Journalism Publicity Civil Engineering Computing Engineering Industrial Engineering Telecommunications Engineering Theology Annual Regime* Industrial Relations Sociology Social work Economy Law Education: Concentration areas: Biology y Chemistry Pedagogic Sciences Social Sciences Physics and Mathematics Philosophy Integral Pre-school Philosophy Literature **Psychology** *: Must careers under annual regime have migrated to semesters' regime

Postgraduate	Three-Month Regime: Sep-Dec/ Jan-Mar/ Apr-Jul
Programs	Total length studying full time: 1 year for Specialist's Degree and 2 years for Master's Degree
	 Law (Children and Family, Administrative, Business, Procedural, Working, Human Rights, Regulatory and Basic Services, and Constitutional) Financial Management Organizational Development Health Assistance Services Management Courses for Communications Project Management (regular) Project Management (intensive)
	Semester Regime: Sep-Feb / Mar-Jul Total length studying full time: 1 year for Specialist's Degree and 2 years for Master's Degree
	Business Administration Information Systems Business Economy Financial Law Financial Institutions Applied Economy Public Finances Publicity Communications Quality Systems Environmental Engineering Human Resources Management Human Resources Behavior Sciences Methodology History of Venezuela History of the Americas Community Clinic Psychology Theology Philosophy Social Programs Management Education (Learning Process; and Values Education) Human Rights (options: Political Participation and Access to Justice or Human Rights Education) Public Sector Management Productive and Industrial Engineering PhD: Economical Sciences, Psychology, Law, History and Special Regime Good Governance and Political Management Logistic Telecommunications and Information Technology Management
Academic Calendar	1 st Semester: September to February, 2 nd Semester: March to July.
Grades' Scale	Grades' system starts with 0 points up to 20. Maximum grade: 20 points. Approval grade: 10 points.
Language of instruction	Spanish Sufficiency: the applicant will be asked to provide a video introducing him/herself in order to assure a sufficient Spanish level and should also provide all information related to Spanish studies on the application form.

Accommodation	In students' apartments or family homes - Rent must be pay by the student. The Secretariat of International Relations will support students on finding a suitable residence. Average monthly rent: varies between US\$400 and US\$ 500.
Health Insurance Requirements	It is mandatory to obtain an international student insurance coverage in order to be registered.
Cost of living	Average expenses: US\$1000 per month. It includes accommodation, meals, transportation, mobile phone, photocopies, and small expenses.
Tuition Fees	Exchange students do not pay tuition fees.
Application deadlines	1 st Semester (September - February): June 15th 2 nd Semester (March – July): December 15th Only applications submitted by the official representative of the home university will be
Calendar for Exchange Students 2012 2013	accepted. First Term (September 2012 – February 2013): Application deadline: June 15 Orientation for exchange students: September 17 Beginning of classes: September 24 Ending of classes: January 25
	Second Term (March – July 2013): Application deadline: December 15 Orientation for exchange students: March 4 Beginning of classes: March 11 Ending of classes: July 4 Extension (if necessary due to late exams): July 8 to 12 Most important holydays: December 20 to January 7 - Christmas February 11, 12 – Carnival March 25 to April 2 - Easter week
Documents required for application	To send via e-mail: A request letter or email submitted by the home University/Institution certifying the current student enrollment at that university/institution. This letter indicates the institutional support for the outgoing student. Please include the student choice of UCAB faculty, school and taught courses. Application form Photocopy of his/her passport (scanned) Student academic record (scanned) About the acceptance letter: The received documents will be submitted to the UCAB General Secretariat which is in charge of the admission and registration of students. The Secretariat of International Relations will send by e-mail the Acceptance Letter to the student's home university. This letter is required for applying to the student visa at the Venezuelan Consulate. Therefore, this admission letter will be sent by courier to the student's home university.

Pick-up service at	It will be provided by UCAB without any additional cost
the airport Orientation for Exchange students	The Secretariat of International Relations will provide information in order to successfully overcome cultural shock, and to become independent while studying in Venezuela. The first week for Incoming students includes: admission process, welcome & information activities, guided tour around the city and university campus.
Climate	Venezuela is an ecotraveler's paradise. It is a land of many contrasts: Amazonian rain forests; La Gran Sabana with its Tepuys, reputed to be among the oldest rock formations on Earth; waterfalls, including Angel Falls, the world's highest at 3200 feet; high Andean mountains with peaks reaching more than 16,000 feet and with the world's largest cable car; spectacular birds and wildlife in the Great Plains of "Los Llanos"; and the crystal clear waters of the Caribbean surrounding Venezuela's uninhabited islands along more than 1800 miles of coastline.
	Venezuela is blessed with incredible tropical biodiversity. In a country roughly the size of Texas (916.445 km2), nearly 1,300 species of birds can be found, 44% of the total species found in all of South America and a remarkable 1/6 of the world's recorded species. In addition, there are 30,000 recorded species of flowering plants as well as exotic wildlife, from monkeys, caimans, capybaras, jaguars, and tigers to giant anteaters and tropical snakes.
	The climate varies according to altitude. Lowland areas have a tropical climate. The dry season is from December to April and the rainy season from May to December. It seems hard sometimes to differentiate seasons due to protecting mountains that lay along the coast line and that help to reduce the impact of Caribbean tropical storms. Caracas is a valley situated at the north of the country. Temperatures vary from an average night temperature of 23°C to daytime temperature of 33°C.
Clothing – what to wear	For daytime clothing you need: t-shirts, jeans, sport shoes, and sweaters (offices and stores usually have really cold air conditioning). Remember your umbrella or rain
	coat. For the evening and events: we recommend bringing more formal clothes for the evening. An important number of nightclubs and discos have a standard dress code. We recommend you bring at least a couple of trousers and some formal shirts. For the beach: shorts, t-shits, sandals, and sport shoes. For the mountains and rain forest: jeans, sweaters, coat, and sport shoes.

Información de Contacto

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