



Universidad de Buenos Aires  
Facultad de Ciencias Económicas



ENGLISH  
**INTERNATIONAL  
EXCHANGE STUDENT  
GUIDEBOOK**



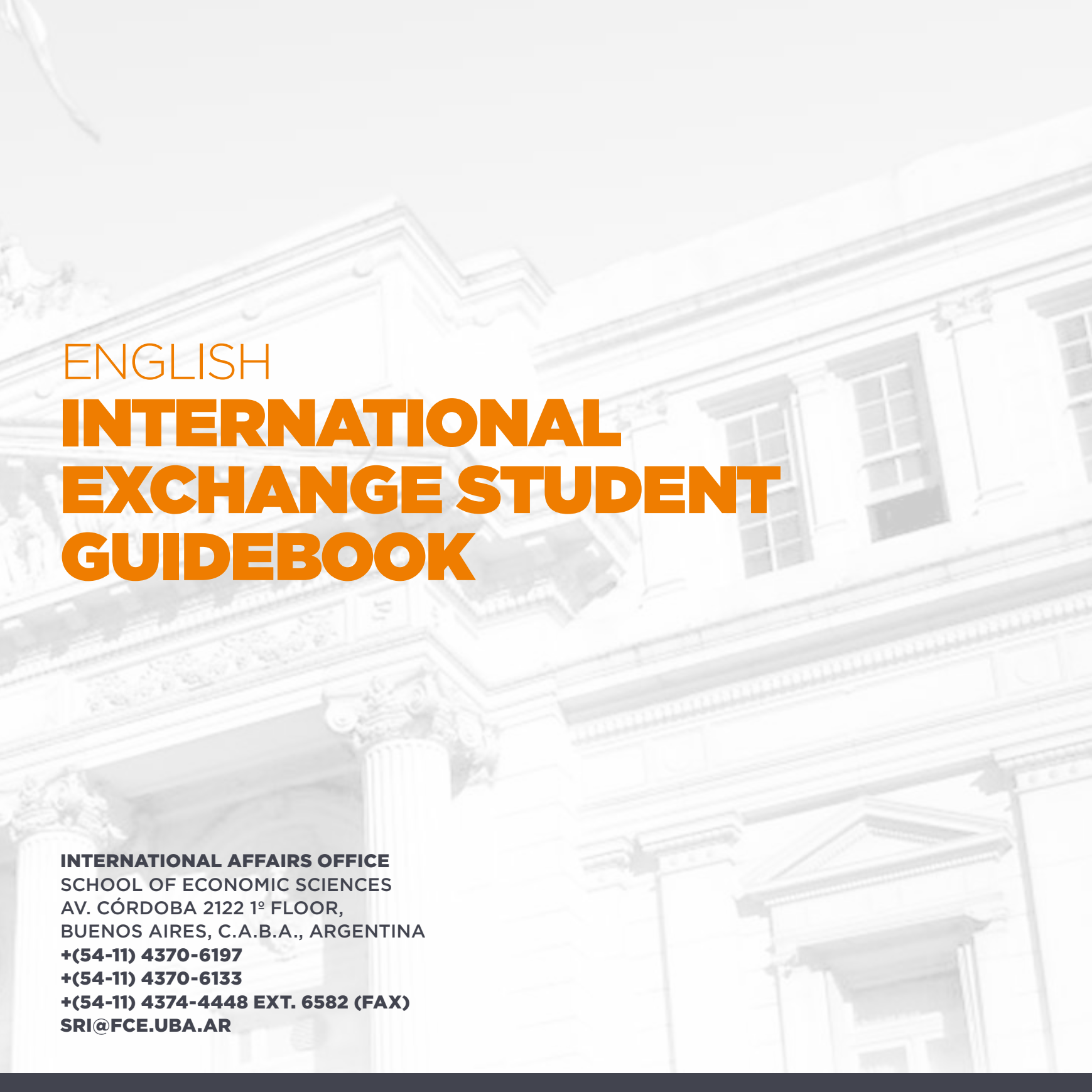
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**INTERNATIONAL AFFAIRS OFFICE  
SCHOOL OF ECONOMIC SCIENCES  
AV. CÓRDOBA 2122 1º FLOOR,  
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SRI@FCE.UBA.AR**



# WELCOME

Welcome to the School of Economic Sciences of the University of Buenos Aires!! We are very pleased to know that you are choosing our School to study subjects of your career. We hope you enjoy your stay with us and we also hope you appreciate your chance to get acquainted with one of the most exciting and cosmopolitan cities in the world.

Studying with us means being part of an academic institution that, for the past 100 years, has been establishing the scientific economic agenda of the region, proclaiming the plurality of ideas as its main value and is committed to the ideals of academic excellence and equality. The Argentinean university tradition has the development of science, respect for democracy, autonomy of university governance and freedom of expression of its students and faculty, as its core values.

We are part of the University of Buenos Aires, one of the oldest universities in America, founded in 1821. Established as an academic, cultural and scientific center, the UBA leads the way in vocational training and innovation, stemming from the holistic and harmonious training of students, teachers and researchers, instilling in them a spirit of moral rectitude and civic responsibility.

The purpose of this guide is to orient you and to help you start the experience of studying with us. Please remember that you can write to us, talk to us over the phone or visit us, we will be happy to assist you.

## **INTERNATIONAL AFFAIRS OFFICE**

Av. Córdoba 2122 2nd floor  
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**+(54-11) 4370-6197**

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## **Welcome Center staff**

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# **1. ADMISSION, REQUIREMENTS AND PROCEDURE**



# DOCUMENTS REQUIRED FOR THE APPLICATION TO ACADEMIC EXCHANGE

Please pay close attention to this list of documents required for application to the exchange.  
**THE STUDENT WHO DOESN'T SEND IN ALL THE DOCUMENTS LISTED BELOW WON'T BE ACCEPTED**

- Official transcript up to the date of the exchange (signed and sealed by an university authority).
- Certificate of Advanced Spanish Knowledge (European Council B2 or higher). The outcome of your period in this University depends on your Spanish level.
- Letter of recommendation, written by an Authority (Program Director, Professor, or similar) from your University.
- Motivation letter, specifying why you would like to study at this School.
- Valid Passport (color copy, scanned, no photographs of the document).
- Curriculum Vitae.
- Medical and disability insurance valid for your entire stay in Argentina .

**ALL DOCUMENTS MUST BE SENT IN THE ORIGINAL LANGUAGE AND TRANSLATED INTO SPANISH.**

ALL THE ORIGINAL DOCUMENTS MUST BE SENT TO ALEXIA PFAFFENDORF TO THE FOLLOWING ADDRESS:

**Secretaría de Relaciones Académicas Internacionales  
Facultad de Ciencias Economicas  
Av. Cordoba 2122 2º piso (sector posgrado)  
C.A.B.A. - C1120AAQ Argentina**

All documents must also be scanned and sent by e-mail to Alexia Pfaffendorf to the following addresses:  
alexia@econ.uba.ar, alexia.pfaffendorf@fce.uba.ar

If the student interested in the exchange belongs to an University that has an exchange agreement with FCE or the UBA, the home University will send all the documents required for the application.

If the student interested in the exchange doesn't belong to an University that has an exchange agreement with FCE or the UBA, the home University will need to approve the exchange and will also be responsible for sending all the documents required for the application. We won't accept students that don't have a letter of approval of the exchange period.

Once the documents are submitted, the applicant will receive an email confirmation of receipt of the application.

Application deadlines:

- For the 1st semester (March-July) From September 1st to November 30th .
- For the 2nd semester (August-December) From March 1st to May 30th .

Acceptance letters will be sent after the application deadline.







## **2. DOCUMENTATION, VISAS AND CERTIFICATIONS**



## TEMPORARY RESIDENCE FOR STUDENTS

To obtain your student visa you have to complete the process of temporary residence for students. This procedure is required and necessary to meet the requirements of the exchange program. Students who do not complete it will not obtain their final transcript. This step must be completed within 90 days of arriving to Argentina. As this is a process that can be lengthy we recommend you to carry it out in the first few days after arriving to Argentina. This process is managed by the National Migration Directorate (DNM), located in Av. Antartida Argentina 1355, Buenos Aires.

**There are two options for a VISA: for stays for a semester or a year.**

The steps to obtain the VISA are:

1. Request the Criminal Record Certificate Argentina. You should ask for an appointment going to [www.dnrec.jus.gov.ar](http://www.dnrec.jus.gov.ar)
2. Once you obtain the certificate, you must give a copy to the Office of International Affairs, where the corresponding Electronic Certificate of Registration is issued. Once ready the student will be advised to pick it up from the office, as it is essential to obtain the VISA.



**3.** Attend the police station (police) nearest to your lodging and request the address certificate. After one or two days a policeman will go to your home to verify if the student actually lives there and will give you the certificate.

**4.** To request an appointment at the National Immigration

**[http://www.migraciones.gov.ar/accesible/indexN.php?turno\\_online](http://www.migraciones.gov.ar/accesible/indexN.php?turno_online).**

Follow the steps indicated by the display. It is recommended to print the receipt of your appointment

**5.** If the stay is for one year, you should also need to bring the Criminal Record Certificate of country of origin of the student, which must be translated and legalized by the Translators Association of the City of Buenos Aires, located in Av. Corrientes 1824 (in case of foreign languages). This certificate must be previously certified at the country of origin.

If a problem arises to obtain the appointment for the criminal record or VISA you can come to the International Affairs Office for assistance.

**To obtain a VISA at the Immigration Office on the day assigned, the student must have the following documents:**

- 1.** Criminal Record Certificate of Argentina
- 2.** Criminal Record Certificate of country of origin translated and legalized
- 3.** Proof of electronic enrollment
- 4.** Certificate of Address
- 5.** Passport
- 6.** A copy of all pages of the passport (even those that are blank)
- 7.** 2 4x4 color Photos

**The day of the appointment the student is given the Certificate of Temporary Residence. On the same you will find the website where you can login and download, after 30 days, the definitive VISA. Once you receive the definitive VISA you must give us a copy.**







# **3. COURSE OFFER, ATTENDANCE AND EVALUATION SYSTEM**



**The exchange student can enroll in subjects in any of the five careers offered at the School such as: Business Administration, Accountancy, Economics, Information Systems, Actuary in Economics and Actuary in Administration**

Details of the curriculum of each career can be found at  
**<http://home.econ.uba.ar/economicas/?q=carreras>**

Each career is divided into two stages; a General Cycle consists of the first and second part, and a Professional Cycle. Exchange students may choose subjects of the second part and the Professional Cycle. You won't be able to choose subjects of the first part. In addition to the compulsory subjects of each career, there are electives that may also be chosen.

**You may study up to four (4) subjects per semester.** No registrations for intensive courses in the summer or winter will be accepted.

All classes of all the courses require the presence of the student; they must meet the **75% of class attendance on a compulsory basis to write the exams.**

If you want to change your choice of courses (after the initial enrollment), you can only do so within the first week of the semester. It is not an automatic process, you must contact the International Affairs Office and complete the enrollment form again.

**Registration can be done either in person at the International Affairs Office or via e-mail.** In both cases you must complete the Enrollment Form. We recommend arriving in Buenos Aires during the registration period in order to internalize the procedures of the faculty on registration matters before classes begin.

**The exchange student must pay an administrative fee of 1500 Argentine pesos (\$ 1,500),** in the Treasury of the Faculty (located on 1st floor, facing the Multipurpose Room), which will extend a proof of payment which must be presented at the time of enrollment.

Course offerings will be released just before the start of the enrollment. **It is essential to avoid mistakes when completing the enrollment form. For this reason we ask that you pay close attention to the following representation of course offerings:**

DEPARTMENT			
<b>ADMINISTRACIÓN</b>			
ADMINISTRACION GENERAL			
GM/Prof Titular Regular BONATTI PATRICIA			
Avellaneda			
Cur	Día	Horario	Profesor
1	Ma/VI	17a19	Bonatti Patricia -Moroni Fernando
2	Lu/Uu	19a21	Gondons Andrea Mabe
Paternal			
Cur	Día	Horario	Profesor
3	Lu/Uu	07a09	Rubinsztein Dario Ar
4	Lu/Uu	07a09	Haddad Veronica
5	Ma/VI	07a09	Malfitano Cayula Os
6	Lu/Uu	09a11	Quiroga Cangiano Rob
7	Lu/Uu	11a13	Barros Celia Estela
8	Ma/VI	13a15	Tondi Gustavo Jose
9	Lu/Uu	19a21	Gimenez Rebora Mari
10	Lu/Uu	19a21	Nesprías Jose Maria
11	Ma/VI	19a21	Bonatti Mariano Albe
12	Lu/Uu	21a23	Basanta Hilato Hora
13	Lu/Uu	21a23	Zalesnick Marcelo Da
Filar			
Cur	Día	Horario	Profesor
14	Ma/VI	09a11	Romero Moreno Juan P
15	Ma/VI	19a21	Bonatti Patricia -Moroni Fernando



## CAREER

There are eight departments and each course belongs to one. These are: Administration (A), Accounting (C), Law (D), Economics (E), Humanities (H), Mathematics (M), Systems (S) and Taxation (T). Each course can have multiple time offers in one or several locations.

**Example of Entry. See Form:**

<b>CÓD. DE MATERIA</b> <i>COURSE CODE</i>	<b>N° DE CURSO</b> <i>COURSE NUMBER</i>	<b>NOMBRE DE LA MATERIA</b> <i>COURSE NAME</i>	<b>PROFESOR</b> <i>PROFESSOR</i>	<b>DÍA Y HORARIO</b> <i>TIME SCHEDULE</i>	<b>DEPTO</b> <i>DEPARTMENT</i>
253	3	ADMINISTRACIÓN GENERAL	RUBINSZTEIN DARIO	LU/JU 07A09	A

If you choose to enroll via email you have to print the form, complete it, sign it and send it scanned to the person in charge.

**There are only five vacancies per course for international exchange students.** For this reason it is recommended to submit your registration in early days as early as possible in the dates assigned in the academic calendar. In case there is no vacancy in one of the selected courses, the international student will be notified and asked to make a different choice.



## COURSE APPROVAL SYSTEM

**To pass a course, students must pass the 2 or 3 exams** exams required by each chair and must have an attendance of 75% or more.

**The scores for undergraduate studies reflect a scale of 0-10.**

- If a student earns a grade between 7 and 10, the student will pass the subject directly, without sitting for a final exam.
- If a student earns a grade between 4 and 6, the student shall sit for a final exam to pass the subject.
- If a student earns a grade between 0 and 3, it means that the student failed the subject.







# 4. ARRIVING IN ARGENTINA





## THE CITY

The City of Buenos Aires is known for its attractive and cultural interest

All neighborhoods have inheritance from the Spanish colonial era. Furthermore, even though it is one of the biggest Latin American cities, the public transport system is vast and cheap, and it makes it very easy to cross the city.

Buenos Aires is a city with a varied offer of cultural and recreational activities throughout the year, so you should check what events are taking place when you visit. To do this, nothing better than to know all the activities that are published in the cultural events website, announcing all the cultural events of the year.

Cultural events website:

**<http://agendacultural.buenosaires.gob.ar/>**

For more information, please consult the website of Tourism of the City of Buenos Aires:

**<http://www.turismo.buenosaires.gob.ar/es>**

## ARRIVAL AT THE AIRPORT

The main airport of arrival in Argentina is Ministro Pistarini - Ezeiza, located about 20 kms from the center of Buenos Aires. In the case of neighboring countries, some flights land at a smaller airport called “Aeroparque Jorge Newbery” located near the city center.

Transfer to the city from the airport: **There are four modes of transport from the airport in Ezeiza to the city center:**

**a) Remises** - are differential or VIP taxis. Authorized firms are Remises Ezeiza (tel. 4765-8072 / 4763-8481), Transfer - Express (Tel. 54 (11) 5811 1986), World Car (Tel. 54 (11) 5480 1215), Vip Cars (Tel. 54 (11) 5480 4590), covering the route between Ezeiza and Buenos Aires. Sales booths are located in the public sector of the Arrivals terminals A and B.

**b) Tienda León Service** - (0810-888-LEON(5366) - Tel. 54 (11) 4314 3636) Company with express buses, minibuses and remises. The express bus is the most suitable mode of transportation between the city center and the airport. It provides a one-way trip between the Airport - and the bus Terminal in Puerto Madero and vice versa (it leaves every half hour and the length of the journey in normal traffic is 40 minutes). It also connects the Ezeiza airport with the smaller domestic “Aeroparque Jorge Newbery”: journey time 30 minutes (in normal traffic).



**Sales booths at the airport:** airport in the public sector of the Arrivals Terminals A and B. Terminal Madero Tienda León is located 400 meters from the central railway and bus station Retiro. Also through **the airport minibuses communicates with other cities such as La Plata, Mar del Plata, Rosario and Santa Fe.** In addition, the company offers remises communicating Ezeiza airport with different parts of Buenos Aires, as well as the Terminal Madero and Aeroparque.

Additional information, rates and schedules: [tiendaleon.com.ar](http://tiendaleon.com.ar)

**c) Buses** – (known as Colectivos)

The bus line 8 (former line 86)-Airport goes from the airport to the center of the city of Buenos Aires.

**d) Taxis** – Authorized firms are TAXIS Municipality of Ezeiza (Tel 54 (11) 5480-0066 / 9383.) It has stops at Terminals A and B; TAXIS Municipality of the City of Buenos Aires (Tel. 54 (11) 15 6987-0183), has its stops outside the terminals A and B.





## INTERACTIVE MAP AND SUBE CARD

The City of Buenos Aires features an interactive map through which, entering origin and destination of the trip, you get the best options and combinations available to make the trip by public transport or car.

It can be accessed through the website <http://mapa.buenosaires.gob.ar> or by downloading the application “BA Como Llego” for free for IOS and Android via App Store or Google Play.

While in the different means of transport is possible to pay cash, **you should manage a SUBE card**. This is a rechargeable card that allows paying your trip by bus, train and subway. It can be recharged in a variety of shops, many of them located a few blocks from the headquarters of the university. To obtain one, you have to approach any of the SUBE centers in the city (**more info: [www.sube.gob.ar](http://www.sube.gob.ar)**).





# 5. LIVING IN BUENOS AIRES

## MONTHLY EXPENSES

On average, one can estimate a monthly cost of about \$1,000 for a student in Buenos Aires, according to the following detail, all expressed in US dollars

### One-time expenses (around \$ 164)

- Transfer from Ezeiza to the Obelisco \$ 60
- Certificate of Residency \$ 1
- Argentinean Criminal Record Certificate “issued in five days” \$ 3
- Administrative Fee for exchange students \$ 100

### Monthly expenses (around \$ 700)

- Temporary rent (for 4 \$1000) \$ 250
- Food “a month, eating out” \$ 250
- Transport “A month, subway and bus” \$ 10
- Other (entertainment, outings) \$ 190





## ACCOMMODATION

The UBA has no residencies for students, who must find lodging on their own.

There is a wide range of temporary rental for foreign students, but special care is required in choosing Real State companies working in this service. The School can't recommend any one in particular because it is an issue that is beyond their scope and responsibility. But those in charge of the Welcome Centre (see contacts) may assist foreign students to guide their search more adequately.

The [www.welcomeargentina.com](http://www.welcomeargentina.com) website offers extensive information on accommodation, tourist centers, lodging, cost of stay, tours, general information and cultural sites in Argentina.







# 6. GETTING TO THE SCHOOL

The headquarters of our School of Economic Sciences is located at Av. Córdoba 2122 in the City of Buenos Aires.

We are in an area very well connected to the city center; we are near several lines of buses (buses) and a metro (subway):

- **Buses:**

Lines to get to the Faculty of Economic Sciences:

12 - 29 - 37 - 39 - 60 - 61 - 68 - 75 - 95 - 101 - 106 - 109 - 111 - 124 - 132 - 140 - 150 - 152 -194

- **Subways:**

D Line- Facultad de Medicina station. You get out in front of the Faculty of Economic Sciences - UBA.

B Line- Pasteur station. It is 5 blocks from the Faculty of Economic Sciences- UBA.



## AIRPORTS

### • From Ezeiza

You can take a remís, or the Manuel Tienda León bus, that arrives to its station in Puerto Madero (from there you can take the following buses: 61-75 - 101-106 - 132-150 - 152)

### • Desde Aeroparque

Buses: 33 or 45 to Retiro and take the bus or subway to the Faculty of Economic Sciences - UBA (SEE BELOW: RETIRO). Remis or taxi to the Faculty of Economic Sciences - UBA.

## LONG DISTANCE BUS

### • From Retiro station

Bus: 61 - 101-106 - 132-150 -152

Subway: C line to Diagonal Norte station, connecting with D line to Facultad de Medicina station.

### • From Constitución station

Buses: 12-60

Subway: C line to Diagonal Norte station, connecting with D line to Facultad de Medicina station.

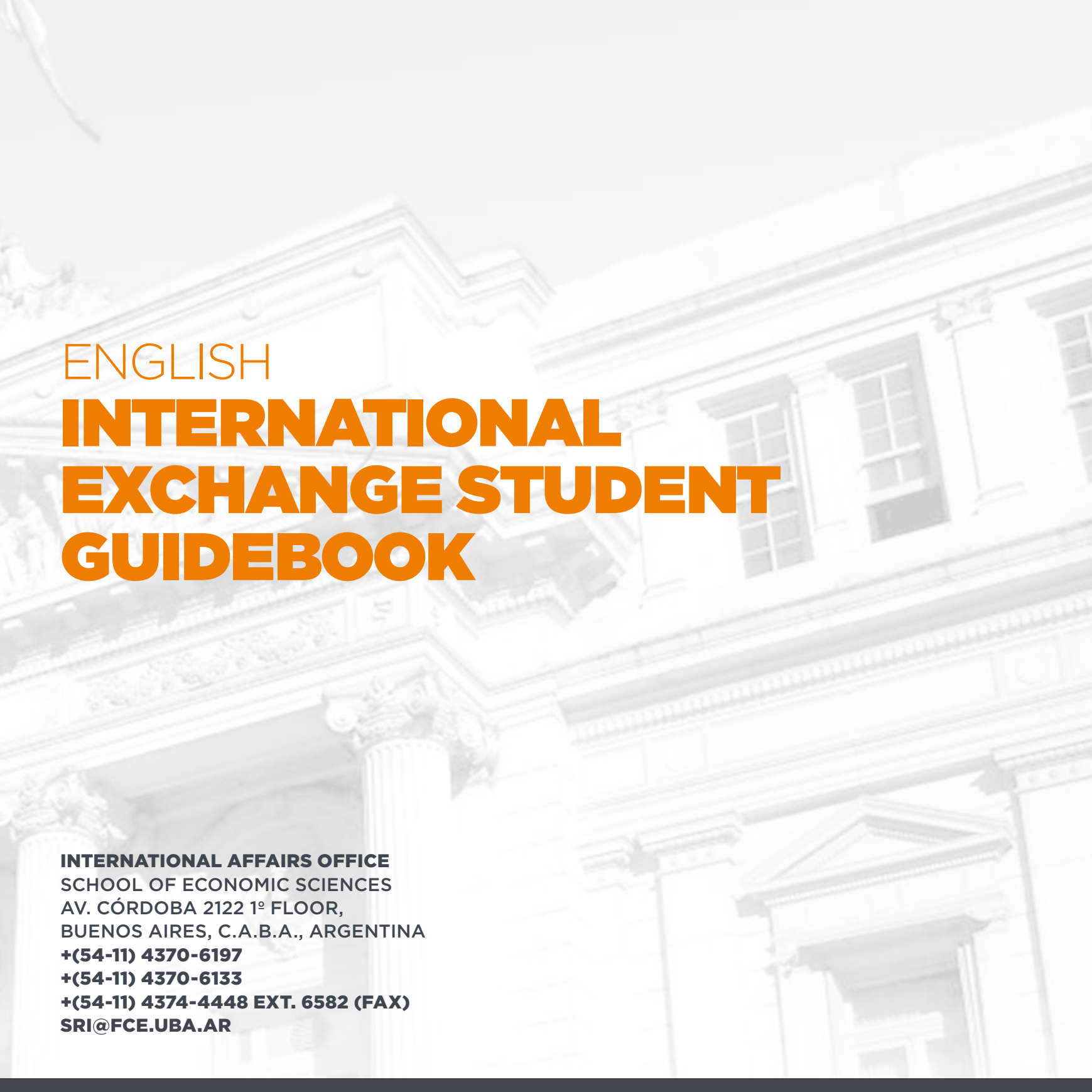




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