

HANDBOOK

FOR INTERNATIONAL STUDENTS





Office of International
Affairs

WELCOME

Welcome to Universidad de los Andes

We're glad to have you with us. This handbook has been designed to support you during your experience in Colombia and provide useful information about different aspects of your stay. It is organized by chapters, which you can consult independently according to your needs, although we recommend reading it in full to gain a complete overview of the topics we cover.

The Office of International Affairs (OIA) is here to support you. Our Student Mobility team is available to answer your questions, guide you, and provide the assistance you may need throughout your time at the university.

We hope this experience will be enriching and that you enjoy your time at Universidad de los Andes.



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BEFORE LEAVING HOME



CHECK LIST BEFORE LEAVING HOME

- ✓ Make sure your passport is valid and not expired.
- ✓ Do not forget to bring a printed copy of the acceptance letter and the migratory letters. Both documents are included with the admission results.
- ✓ Bring any paperwork required by your university before departure.
- ✓ Make sure to purchase international travel insurance before your trip.
- ✓ Make a hotel/hostel reservation.



MIGRATORY DOCUMENTS

For students whose nationality does not require a tourist visa:

The immigration officer at the port of entry should stamp the student's passport with the PID (Student Entry Permit) upon presentation of the admission letter (for stays up to 180 days).

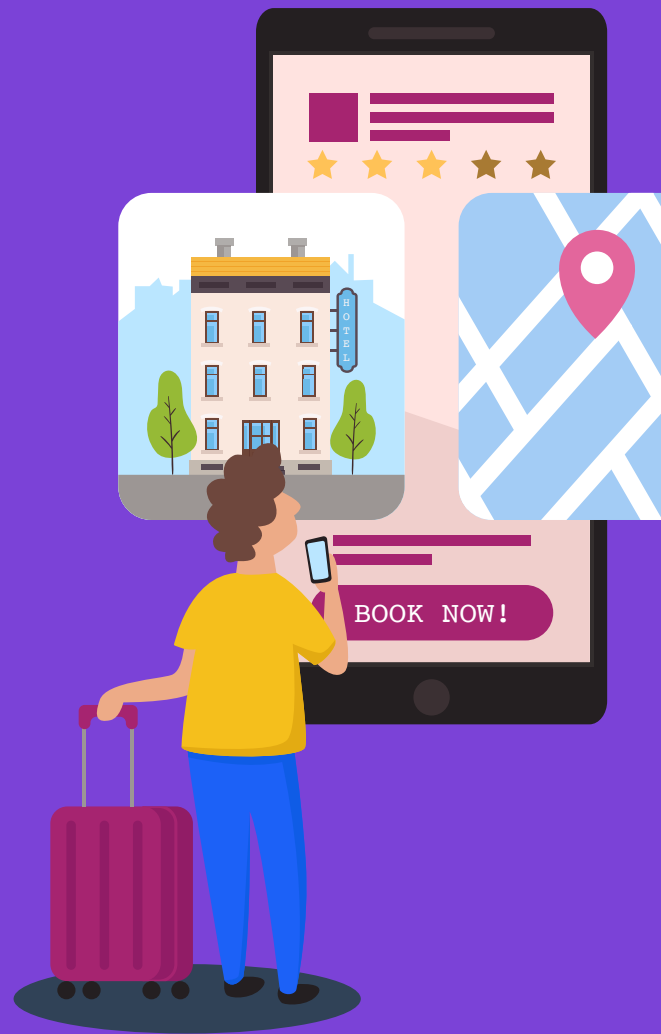
- This permit is valid for 90 days and must be renewed at Migración Colombia for an additional 90 days.
- For stays longer than 180 days, a student visa is required.

For students whose nationality requires a tourist visa:

- Regardless of the length of stay, a visa needs to be obtained prior to arriving in Colombia. Further information: <https://bit.ly/2AsD6ug>
- When arriving on a visa, students are required to obtain an ID card (Cédula de Extranjería) within 15 days of arrival in Colombia. This procedure costs approximately \$90 USD. All information about this process can be found <https://bit.ly/3wAxsq1>

Please remember to check the entry requirements for Colombia in advance. You can verify them with the Colombian Ministry of Foreign Affairs, "Migración Colombia" or with the airline you will be using to travel to Colombia.

All students are responsible for obtaining their respective immigration documents. To be enrolled and registered at Uniandes, students must have either the PID stamp, a visa/Cédula de Extranjería, or a Cédula Colombiana (for Colombian students).



GET INFORMED ABOUT YOUR DESTINATION



COLOMBIA

Colombia is a democratic country governed by the rule of law. Although the official language is Spanish, the Constitution recognizes and respects the country's diverse local languages and dialects.

The estimated population is 52 million, distributed across five main regions: the Atlantic Coast, the Pacific Coast, the Central Zone, the Eastern Plains, and the Amazon.



CULTURAL ASPECTS AND PERSONAL INTERACTIONS

Adapting to a new culture takes time, but you're not alone in the process.

Every cross-cultural adaptation process takes time. Keeping an open mind, recognizing the differences, as well as being flexible, are key aspects in adjusting to another culture. The following information will help you through this transition and make it easier for you to interact with Colombians during your stay.

Since Bogotá is the country's capital, you will meet people from many different places and their behavior may vary. Although it is difficult to generalize given the regional diversity Colombian people are usually warm. So, if you have a problem, doubt or concern, do not hesitate to ask your classmates, teachers or university staff. You will find support any time you need it.

As in every country, language is very important. You will find that Colombians are particularly helpful with people who do not speak fluent Spanish. So, do not be afraid to ask for the meaning of terms you are not familiar with.

Also, remember that the proper way to address elder people or people with a higher rank is "señor" or "señora", and that the vocabulary and structure of the language you use with them should be politer than the one you use with people your age or those with whom you have a close relationship.

Colombia has a very solid family structure. If you stay with a family, it is important that you consider their habits and lifestyle. Carefully observe habits like greetings, saying goodbye and, in general, all the interpersonal communication codes that might be different from the ones you already know. In our culture, the act of greeting shows that you give importance to people; if you do not do it or you do it in an inappropriate way, you can be misunderstood. People might think that you are in a bad mood, annoyed, or even that you are rude. Furthermore, announcing the hour of your arrival at night or sharing your trip plans with the family can ease the interpersonal relations.

Living with a Colombian Host Family: Keys to a Good Experience

If you're going to stay with a host family or individual, pay attention to the small details that help ensure a harmonious living environment. If something is unclear, don't hesitate to ask even if it seems obvious.

If an issue arises at home or at the university, try to speak directly with the person involved first. If you're unable to resolve it, reach out to the Office of International Affairs (OIA). They will guide you and help you find a solution.

Practical Tips for Daily Life in Colombia

Personal hygiene:

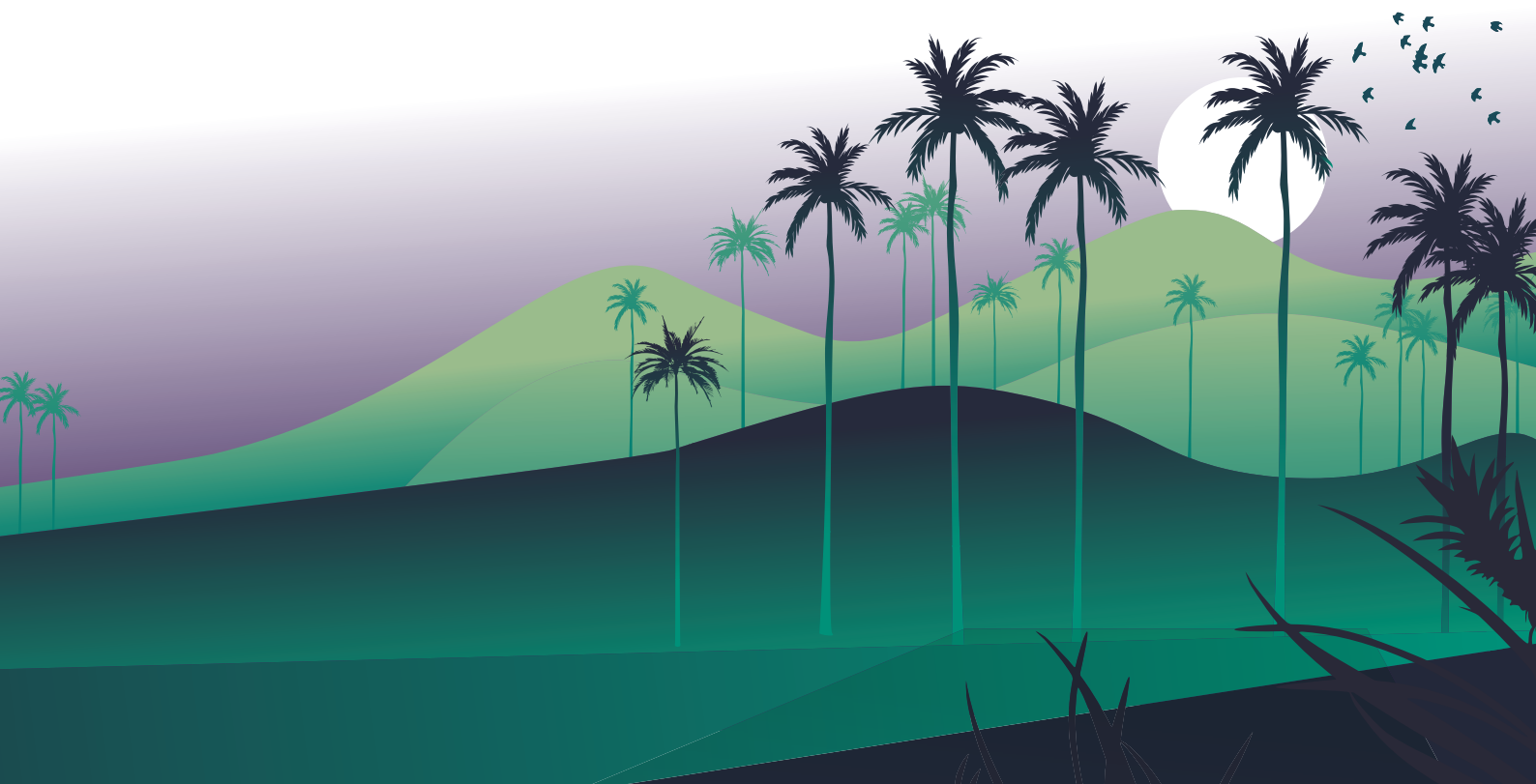
In cities, people are generally sensitive to body odors. It's very common to shower and change clothes every day.

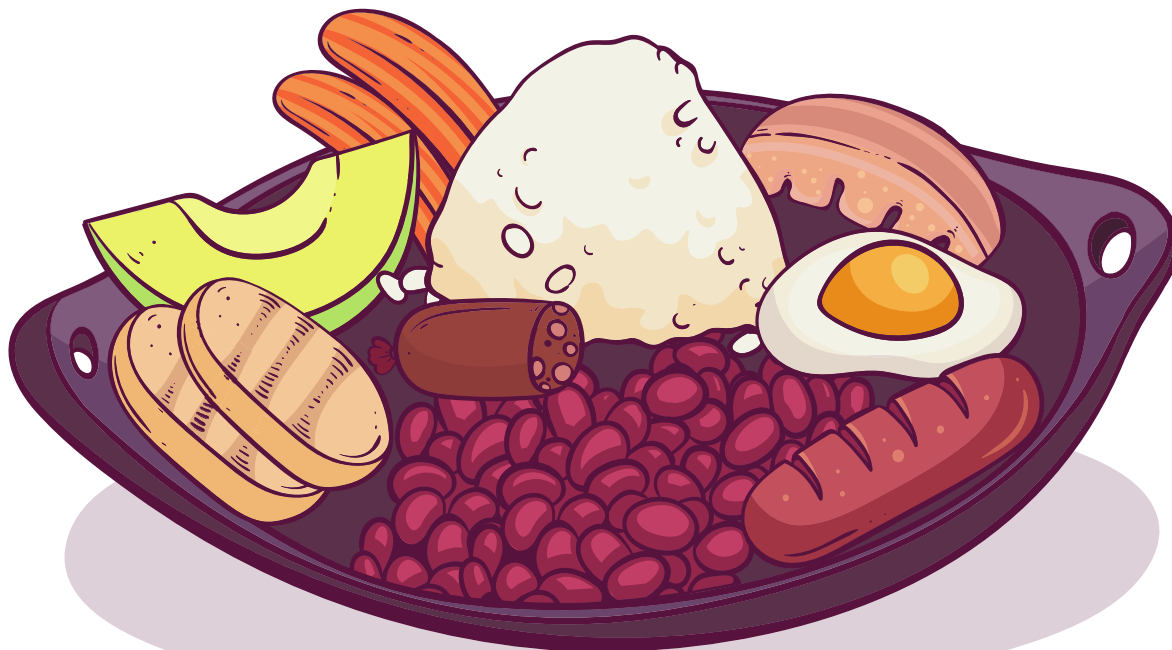
Going out with friends:

Here, it's normal to go out in groups. When it's time to pay, it's customary to split the bill equally among everyone.

Tipping:

In restaurants and bars, it's standard to leave a tip for the server. The usual amount is 10% of the total bill.





COLOMBIAN FOOD AND HEALTH

Colombian food is diverse. You will find a variety of spices and differences in the balance of nutrients, sugar and fat. Therefore, we advise you to be cautious with food that you are not used to during the first days of your stay.

As you may know, we usually experience intestinal discomfort while our bodies adapt to new food. Since it is likely that diet changes cause minor health disorders, keep in mind the following suggestions that will help you minimize these effects:

- **Eat well-cooked foods.** Choose dishes that are prepared and served under hygienic conditions, especially during your first days.
- **Be cautious with street food.** While delicious and an important part of the cultural experience, street vendors don't always follow strict quality and hygiene standards. If you decide to try it, choose clean stalls with high food turnover.
- **Be careful with spicy sauces (*aji*) and unpasteurized local drinks** like *chicha*, *guarapo*, or *masato*. While they're worth trying, consume them in moderation to avoid stomach upset.

Even though they are worth trying, be moderate with your consumption. If you have any doubts regarding health issues, contact the Health Services Staff immediately (Franco Building or extension 1234).

If you follow a special diet or are looking for low-calorie or low-fat food options, we recommend visiting large supermarkets such as Carulla, Éxito, Olímpica, or Metro. These stores typically offer a wider selection of health-conscious products, including imported and specialty items that may not be available in smaller shops.

Vegetarian visitors will have no trouble finding food in downtown Bogotá. The area offers a variety of vegetarian and vegan restaurants, and many traditional eateries include meat-free options. Supermarkets also carry plant-based products, making it easy to eat well both dining out and at home.



IN CASE OF ILLNESS

Using the Uniandes Health and Accident Insurance

To use your health insurance, you can go directly to the assigned healthcare institutions. You can also call the following numbers and mention that you are a current student at Universidad de los Andes to receive further instructions.

Pharmacies Near the University

Pharmacies or drugstores in Colombia are called “*Droguerías*”. Here is a list of the ones nearest campus.

- **Droguería Colsubsidio**

Address: Bloque S, inside the university campus

- **Droguería La Rebaja**

Address: Carrera 4 #18-72, Bogotá

Telephone: 3187390 – 2848251

- **Droguería CAFAM CityU**

Address: Calle 20 #2A-2, Bogotá

Phone: +57 601 650 5222

- **Santa Rita Homeopathic Pharmacy (Homeopática)**

Address: Carrera 5 #11-09

Phone: +57 305 879 9260



EXCURSIONS AND TRIPS AROUND COLOMBIA

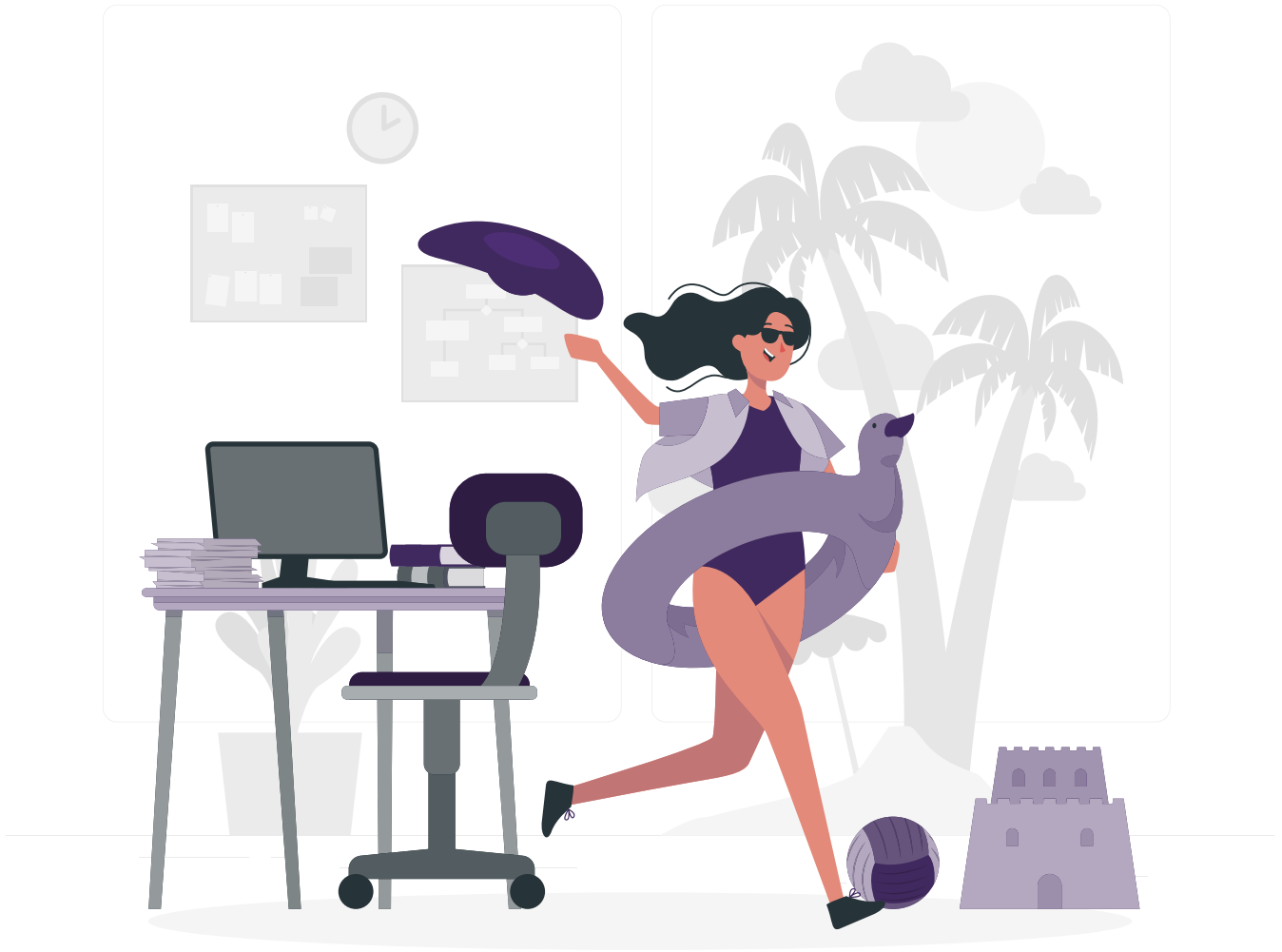
Excursions and Trips Around Colombia

Colombia has become one of the most attractive destinations in South America due to its fantastic biodiversity, landscapes, colorful festivals and charming people.

<http://www.colombia.travel/en>

Some of the most popular tours include:

- Villa de Leyva
- Coffee Region: Landscape & Experience
- Amazon Adventure
- Cabo de la Vela and Punta Gallinas (La Guajira)
- Lost City Trek in Tayrona Park (Santa Marta)
- Caño Cristales



HOLIDAYS IN COLOMBIA

There are two kinds of holidays in Colombia: religious and civic the national holidays belong to the latter. All these official holidays are nonworking days. Therefore, you will not have classes on holidays.

Plan your vacations and trips ahead!

Please check a Colombian calendar for more information regarding our holidays.



CURRENCY AND MONEY MATTERS

To exchange money, go to a currency exchange office and bring your passport. Never exchange money on the street or with people you do not know. It is not safe to carry large amounts of cash. Always exchange small amounts when you need money. Keep in mind that exchange rates fluctuate constantly.

Do not forget to check the exchange rates.

Cash

In Colombia, coins are available in denominations of **COP 50, 100, 200, 500, and 1,000.**

Banknotes come in denominations of **COP 1,000, 2,000, 5,000, 10,000, 20,000, 50,000, and 100,000.**

Another convenient way to get cash is by using ATMs. For your safety, it's best to make withdrawals during daylight hours and to avoid accepting help from strangers while using the machine. The most secure option is to use the ATMs located on campus. You can find their locations at the following link:

<https://servicios.uniandes.edu.co/mapa-del-campus-y-puntos-de-servicio/>

Cards

The most widely accepted credit cards are **Visa** and **MasterCard**.



CLIMATE AND APPROPRIATE CLOTHES

Keep in mind that Colombia is a tropical country. Although it does not have seasons, there can be dramatic weather changes throughout the day or between day and night.

The most significant changes usually occur during the rainy seasons (April–May and October–November). Because of this, people often catch colds or the flu.

We recommend wearing warm and waterproof clothing, especially during the rainy season.

Suggested daily clothing:

- T-shirt
- Sweater or light jacket
- Waterproof or windbreaker jacket
- Compact umbrella or raincoat



ELECTRICITY

In Colombia, power outlets are type A and B, the same as in the United States, with two flat prongs (with or without grounding).

- Voltage: 110 V
- Frequency: 60 Hz

If you're coming from a country with a different voltage (such as 220 V), be sure to bring a power adapter or transformer for your electronic devices.

Recommendation: Check if your chargers or electronic devices are dual voltage (100–240 V) to avoid damage.



DRINKING WATER

In major cities like Bogotá, Medellín, Cali, and Cartagena, tap water is safe and drinkable.

In Bogotá, water comes from natural páramo sources and goes through strict treatment processes, so you can:

- Drink water directly from the tap
- Brush your teeth without worry
- Fill your reusable water bottle

In smaller cities or rural areas, it's better to opt for bottled water.

Extra tip: Although the tap water is safe, if you have a very sensitive digestive system or come from a country with different microbiological standards, you may prefer to use portable filters or boil the water as a precaution at the beginning of your stay.

BOGOTA OVERVIEW

Bogotá, the capital city, was founded in August 6, 1538. It is the geographic, administrative, political, and industrial center of the country. With a population of more than nine (9) million, Bogotá is one of the biggest cities in South America. It offers a great variety of social and cultural features, which you will become familiar with during your stay.

Museums in Bogotá

Museum of Modern Art of Bogotá (MAMBO)

- **Address:** Calle 24 #6-00

National Museum of Colombia (Museo Nacional)

- **Address:** Carrera 7 #28-66

Emerald Museum (Museo de la esmeralda)

- **Address:** Calle 16 #6-66, Avianca Building, 23rd Floor

Botero Museum (Museo Botero)

- **Address:** Calle 11 #4-21

Gold Museum (Museo del Oro)

- **Address:** Corner of Carrera 6 and Calle 16, Parque de Santander.

Other touristic places in Bogota and around are

Monserate Monastery

- **Access:** Accessible by funicular, cable car, or hiking trail
- **Hiking Trail Hours:** During Holy Week 2025, open from 5:00 a.m. to 1:00 p.m.; last descent permitted until 4:00 p.m.

Salt Cathedral of Zipaquirá

- **Location:** Zipaquirá, Cundinamarca
- **Hours:** 9:00 a.m. to 6:00 p.m.

Historic Center of La Candelaria

- **Location:** Carrera 5 No. 12C-40, Bogotá
- **Hours:** 9:00 a.m. to 5:00 p.m.

Salitre Mágico

- **Address:** Calle 63 #60-80, Bogotá
- **Hours:** 7:00 a.m. – 4:30 p.m.

Libraries in Bogotá

Biblioteca Nacional

- **Address:** Calle 24 #5-60
- **Hours:** Tuesday to Friday from 10:00 a.m. to 5:00 p.m.; Saturdays from 10:00 a.m. to 4:00 p.m.; closed on Sundays and Mondays.

Academia Colombiana de la Lengua

- **Address:** Carrera 3 #17-34
- **Hours:** Not specified online; it is recommended to contact directly to confirm hours and available services.

Biblioteca Virgilio Barco

- **Address:** Avenida Carrera 60 #57-60
- **Hours:** Tuesday to Saturday from 8:00 a.m. to 8:00 p.m.; Sundays from 9:30 a.m. to 5:00 p.m.; closed on Mondays.

Biblioteca El Tintal

- **Address:** Avenida Ciudad de Cali #6C-09
- **Hours:** Monday to Saturday from 8:00 a.m. to 8:00 p.m.; Sundays from 10:00 a.m. to 5:00 p.m.

Biblioteca Pública Parque El Tunal

- **Address:** Calle 48B Sur #21-13
- **Hours:** Monday from 2:00 p.m. to 8:00 p.m.; Tuesday to Saturday from 8:00 a.m. to 8:00 p.m.; Sundays from 9:30 a.m. to 5:00 p.m.

Biblioteca Luis Angel Arango

- **Address:** Calle 11 #4-14
- **Hours:** Tuesday to Saturday from 8:00 a.m. to 8:00 p.m.; Sundays and public holidays from 9:00 a.m. to 4:00 p.m.; closed on Mondays.

For further information, please visit the Public Libraries Network (Red de Bibliotecas Públicas): <http://biblored.gov.co>

Note: Some of these libraries have restricted access and offer different services. In some cases, it is necessary to certify your status as a researcher to have access to certain material or sections of some libraries. We strongly advise you to find out first, by Telephone or Internet, what services do they offer and how can you access them, before visiting the libraries.

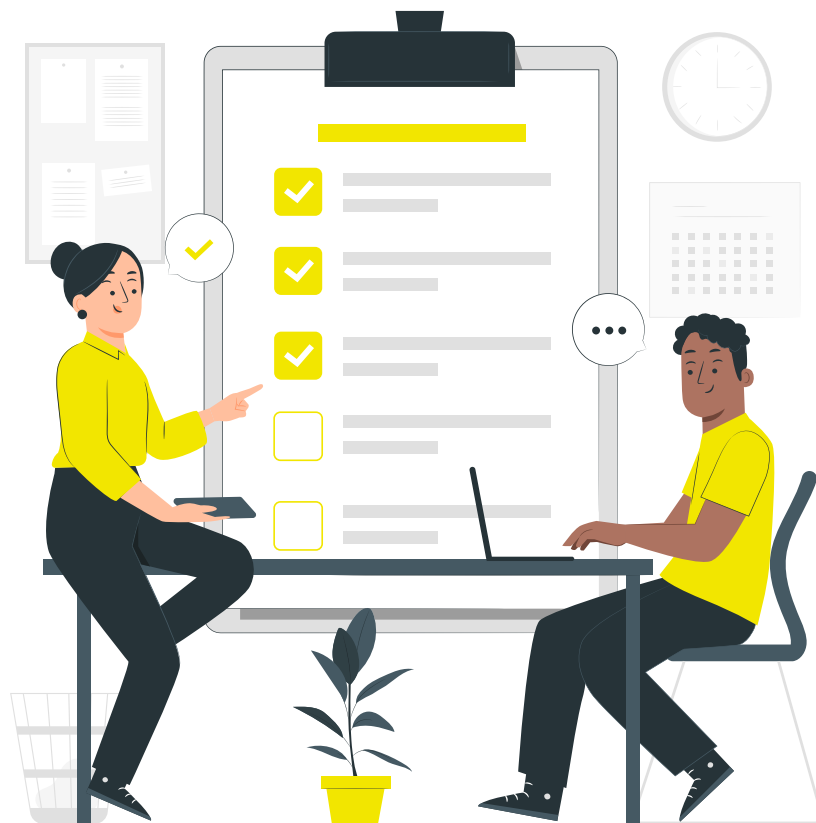
TRAVEL TO BOGOTA

When planning your trip, keep in mind that El Dorado International Airport (BOG) in Bogotá is one of the busiest and most modern airports in Latin America, offering a wide range of international and domestic flights.

The airport serves numerous destinations across the Americas, Europe, and other regions, with many well-known international and regional airlines operating there.

For up-to-date flight information, services, and travel tips, you can visit the airport's official website: <https://eldorado.aero/en/>





CHECK LIST AFTER ARRIVING TO BOGOTA

- ✓ **Immigration & Entry**
Make sure your passport is stamped and keep a copy of your visa or entry permit. Please remember to submit your migratory permit to Uniandes, following the instructions provided by the Office of International Affairs.
- ✓ **Health & Safety**
Locate your assigned health center and save emergency contact numbers.
- ✓ **Contact Your Host Institution**
Notify the university or exchange office of your arrival and confirm orientation details.
- ✓ **Communication & Money**
Get a local SIM card and exchange a small amount of money at official locations.
- ✓ **Accommodation**
Check into your housing, inspect the space, and report any issues.
- ✓ **Register with Your Country's Embassy**
We also recommend registering with your country's embassy or consulate in Colombia. This can be helpful in case of emergencies and ensures you receive important updates or assistance during your stay.

PUBLIC TRANSPORTATION

From the Airport

If this is your first time in Bogotá, we recommend taking a taxi or using a transportation app while you get familiar with the public transportation system

Find more information about Bogotá's transportation systems here:

TransMilenio: vSITP (Integrated Public Transportation System): <https://www.sitp.gov.co/>

Taxis

Taxis in Colombia are yellow vehicles. El Dorado International Airport, located in Bogotá, offers a safe and authorized taxi service. We recommend using the official platforms available at the airport to ensure a secure ride.

In the City

You can request a taxi or private vehicle using the following apps, which are widely used and trusted in Bogotá:

- **Taxis Libres** – A popular app for booking official yellow taxis.
- **Uber** – Offers private rides with fare estimates and driver tracking.
- **DiDi** – Known for competitive pricing and safety features.
- **Cabify** – Offers both standard and premium ride options.
- **inDrive** – Allows you to negotiate the fare directly with the driver.
- **Picap** – Offers motorcycle taxis for quick and affordable rides.

These apps provide a safe and convenient way to get around the city, especially if you're new to Bogotá.

TransMilenio

TransMilenio is Bogotá's mass transit system and is used daily by a large portion of the population. It operates with articulated buses that run on exclusive lanes and stop at enclosed stations.

To use the system, you must purchase a **Tullave** card, available at any station.

Fare per trip (2025): **COP \$3,200** (may vary based on connections and service type)

Plan your route using the official route planner:

https://www.transmilenio.gov.co/buscador_de_rutas

SITP

The Integrated Public Transportation System (SITP) complements TransMilenio with zonal buses that cover more specific routes within neighborhoods.

It also uses the **Tullave** card.

Fare (2025): COP **\$3,200** with the possibility of transfers between zonal and mainline services within a certain time frame.

Bicycle

Bogotá has a very extensive Bike route networks clearly marked bike paths called CicloRuta.

To check the official marked bike paths through the city you can check

<http://mirutafacil.com/ciclorutas/>

HOUSING AND ACCOMMODATION

Universidad de los Andes does not provide on-campus residence services. The Uniandes housing team offers housing services in our affiliated residences in a safe and comfortable environment. We have furnished apartments with internet service, cable TV, kitchen facilities, and common areas.

- **Contact us via WhatsApp** at [+57 312 524 74 54](https://wa.me/573125247454) and [+57 322 764 55 36](https://wa.me/573227645536).

Keep in mind that popular neighborhoods for international students include:

- **La Candelaria**
- **Las Nieves**
- **La Macarena**
- **Germania**



LIVING COST

The following budget is an estimate and can vary significantly depending on the student's preferences. Students should keep in mind the conversion rate to their money currency.

5-month stay in Bogotá estimated budget		
	Lowest (in COP)	Highest (in COP)
Room	\$ 6,500,000	\$ 13,500,000
Board	\$ 3,500,000	\$ 4,700,000
Installation budget (household items and utilities)	\$ 1,500,000	\$ 1,500,000
Transportation	\$ 3,100,000	\$ 3,100,000
Others	\$ 2,500,000	\$ 2,500,000
Total in Colombian pesos	\$ 17,100,000	\$ 25,300,000





HOW TO FIND YOUR WAY AROUND BOGOTÁ

It is generally easy to find your way if you take the Eastern Hills as a reference point. The “*carreras*” are parallel to these hills (in a south-north direction), while the “*calles*” are perpendicular (in an east-west direction).

The addresses in Bogotá are numerical. The *carreras* numbers increase from south to north and the “*calles*” do the same from east to west. The addresses are composed by the “*carrera*” or “*calle*” category (according to the case) and three different numbers that indicate the exact location. The first number indicates the road where the property is located; the second one indicates the perpendicular previous road, and the last number corresponds to the exact location of the property in the block. For example, the address *Calle 44 No 12-35*, means that the property is located on “*calle*” 44, 35 meters after “*carrera*” 12.

We suggest that you locate and become familiar with the main avenues in the zone where you are most likely to be around. In the city downtown, some of the most important avenues that you should be able to locate are: Avenida Jiménez (also called *Eje Ambiental*), Avenida Calle 19, and Carrera Séptima.



CELLPHONE SERVICES

Colombia has several cellphone carriers.

If you are thinking of buying a Colombian sim card, make sure that your cellphone is unlocked.

To purchase a sim card/mobile and for general mobile phone services you may visit the following stores:

Claro: Is the largest telecommunications provider in Colombia, It has a variety of pre-paid plans and contracts.

Movistar: Offers a wide range of contracts and phones, as well as digital and Internet services.

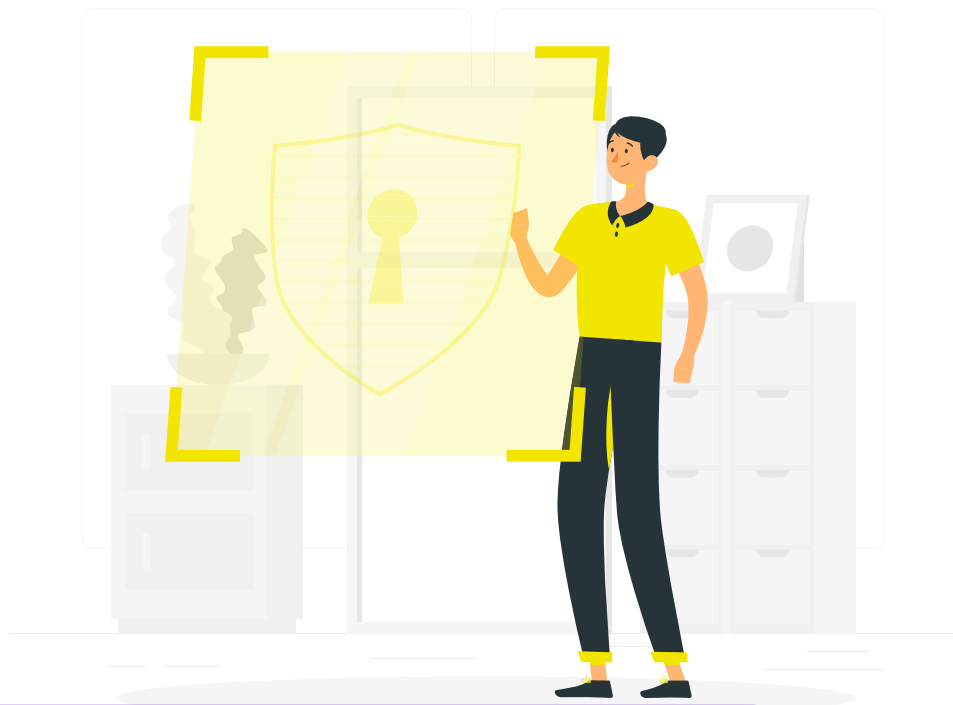
Tigo: Also offers special discounts on mobile phones.

OPENING A BANK ACCOUNT

In order to open a Bank Account in Colombia, most banks will ask you to have the following documents:

- Copy of the foreigner Identity Card (Cédula de Extranjería)
- Letter of acceptance to Universidad de los Andes
- Fill in a form (provided by the bank)





PERSONAL SECURITY

It is very important that you keep in mind the personal security suggestions made by the University Staff. Although it is possible to travel around the country and enjoy it, these personal security measures are crucial for your welfare.

The University is located in the down town area of the city, where it's necessary for you to take special security measures (for example, in Germanía, La Candelaria and Las Aguas neighborhoods, located in the University surroundings). Please follow these recommendations for your general safety, and particularly in those zones:

- **Be careful when you are at the bus**

stops; pickpockets take advantage of the slightest lack of attention.

- **When you take a walk around downtown,** do not carry valuable objects that are visible to others (watches, bracelets, chains, earrings, cameras, video cameras, etc.)
- **Do not take out your wallet every time** you have to pay; carry the necessary cash on a separate pocket.
- **Do not leave your personal belongings** (bags, briefcases, cases) unattended.
- **Do not accept anything** in the street from strangers. This includes food, any kind of package, flyers or advertisement.

It is recommended that you **do not carry your passport with you**. Keep it in a safe place or ask someone you trust to hold it for you. However, it is necessary to take your passport when you change money. We suggest that you have an authenticated copy of the Identification and Visa pages of your passport; this can be used as identification.

- If you lose your documents in the surroundings of the University, go to the Security Office. The items and documents found on campus are usually taken there.
- Report the loss in a nearby Police Station. The report and the authenticated copy of your passport and visa can be used as a means of identification while the new original documents are issued.



EMERGENCY NUMBERS AND POLICE STATIONS NEAR CAMPUS

24-HOUR LINE (inside campus)

Telephone: **(601) 3394949 Ext. 0000**

USEFUL ADDRESSES

Immediate Police Services (CAI)

CAI Candelaria: **Calle 13 #05-00**

CAI Torres Blancas: **Carrera 3 #22-55**

CAI Monserrate: **Av. Circunvalar #**

USEFUL PHONE NUMBERS

- **Line 123:** General emergencies (police, fire department, health, traffic)
- **Line 106:** Psychological support
- **Line 155:** Gender-based violence
- **Line 119:** Fire department
- **Line 112:** National Police
- **Line 122:** Office of the Attorney General (Fiscalía General de la Nación)



UNIVERSIDAD DE LOS ANDES

GENERAL ASPECTS



Universidad de los Andes was founded on November 16, 1948, under the leadership of Mario Laserna, with the goal of significantly contributing to the development of higher education and fostering a pluralistic society.

From its inception, Universidad de los Andes (Uniandes) was established as a private, non-partisan institution. It is an autonomous and independent university that promotes pluralism, diversity, dialogue, debate, critical thinking, tolerance, and respect for the ideas, beliefs, and values of its community.

The university is committed to academic excellence and provides students with a critical and ethical perspective, encouraging awareness of their social and civic responsibilities. This includes a commitment to analyzing the country's challenges and actively seeking solutions.

Faculties and Academic Units

The Universidad de los Andes has eleven schools:

- Management
- Architecture and Design
- Arts and Humanities
- Sciences
- Social Sciences
- Law
- Economics
- Engineering
- Medicine
- Education
- Alberto Lleras Camargo Government School

These faculties offer undergraduate programs, professional degree certificate programs, Master, and PhD programs. In response to the current demand for professionals, academics, and scientists with social interaction skills that enable them to communicate within cultural heterogeneous groups, Universidad de los Andes encourages all opportunities that allow national and international students to become familiar with other cultures.

Facts and Figures

- Founded: 1948
- Over 75 years of history
- 12 main academic units
- 40 undergraduate and 49 master programs
- Over 19,000 students
- QS Ranking (2025): Ranked #179 globally

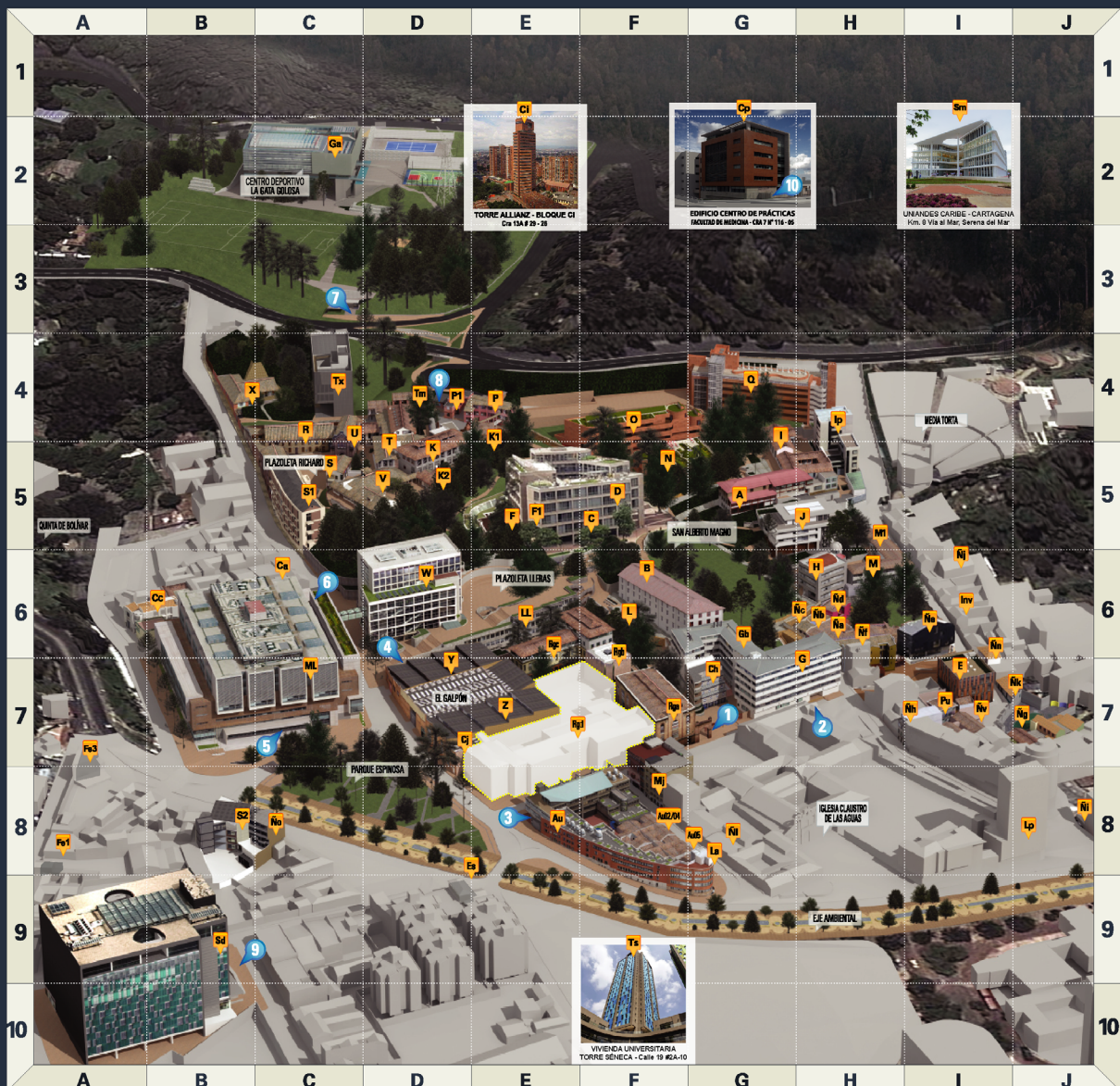


CAMPUS MAP



MAPA DEL CAMPUS

Universidad de los Andes - Bogotá - Colombia



In some cases, the constructions or “Bloques” of the University have an alternative name, given to exalt a prominent character or some characteristic of the history of the construction, this name is called a building, examples: the “Bloque Rga” is the “Pedro Navas Building”, “Bloque R” corresponds to the “Richard Building”. Not all constructions have names, but they all have Letter Encoding (Bloque).

ACADEMIC CALENDAR



To be an informed and organized member of the UniAndes community you should keep in mind the most relevant dates in our academic calendar.

<https://registro.uniandes.edu.co/index.php/calendario-academico/calendario-academico-2025>

COURSE REGISTRATION TIP

Keep in mind that course registration at the University operates on a “first come, first served” basis. We cannot guarantee spots in any class, so registering early is the best way to increase your chances of getting into your preferred courses.



STUDENT SERVICES



The University offers different services to students. Should you need further information regarding these services please visit the Student Services Guide or contact the OIA Staff.

Below you will find some of the most relevant services during your stay.

STUDENT IDENTITY CARD

The Student ID Card is the document you will use to identify yourself as a student, both on and off campus. You should carry it with you at all times, as it is required to enter the campus, access the libraries, and verify your status as a student at Universidad de los Andes.

If you forget your Student ID Card, please log in to the following website to obtain a QR code that will grant you temporary access to campus facilities:

<https://www.uniandes.edu.co/es/noticias/en-el-campus/olvidaste-tu-carne-acceso-temporal-al-campus>

If you forget your ID card:

You can visit the following link and obtain a temporary QR code that will allow you to access campus for one day. You just need to show the QR code at the entrance readers.

Temporary campus access:

<https://atc.uniandes.edu.co/studentsweb>

If you lose the Student ID Card

You must immediately notify the Departamento de Seguridad y Servicios Generales (Security and General Services Department) Telephone: 339 4949 ext. 3555, e-mail: seguserv@uniandes.edu.co). In order to get a duplicate of your student ID card, you must follow the procedure found here:

<https://registro.uniandes.edu.co/index.php/solicitudes/duplicado-de-carne>

E-MAIL ACCOUNT



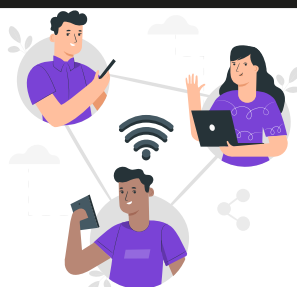
Once you are admitted to our institution, you will be provided with an e-mail username and password. The instructions to activate your account will be sent to your personal e-mail.

The University e-mail account is a means for communicating with the OIA and other university staff, and a fundamental way to be updated on the most relevant activities and events in the University.

To access your e-mail account, please visit: <http://correo.uniandes.edu.co>

Important: You must change your e-mail password every eight (8) weeks; otherwise your account will be blocked. In order to change your password and access other e-mail account services, please visit: <https://cuenta.uniandes.edu.co>

WIFI SERVICE



The University offers wireless internet access available in most areas of the campus. To use it, search for the SENECA network and log in using your institutional e-mail username and password.

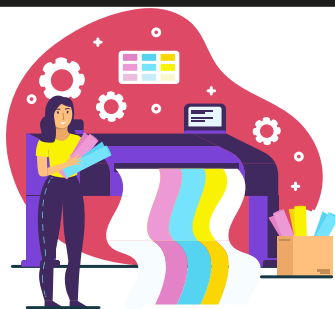
COURSE REGISTRATION

Please note that the University follows a “first come, first served” policy. If you don’t register on time, it may be difficult to find available spots in your preferred courses.

<https://goo.gl/OhqJ4T>



PHOTOCOPYING, PRINTING AND SCANNING



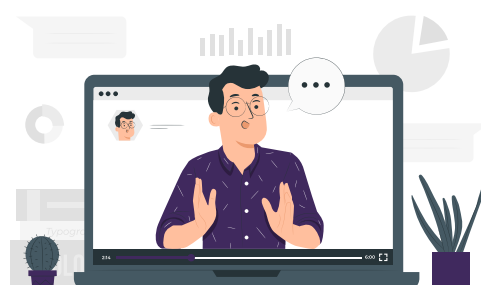
You can use the photocopier machines that are available in the different libraries of the campus. You can use them with a prepaid card or, in some cases, pay in cash. Also, in the computer rooms you can use the printing and scanning service.

BLOQUE NEÓN

Bloque Neón is the University’s Interactive Course System. It is an online tool that aims to complement the lectures given by the Faculty members. It allows communication among all the class participants in the teaching-learning process and facilitates academic activities.

For further information, visit:

<https://tecnologia.uniandes.edu.co/bloqueneon/>



COMPUTER ROOMS

The University has sixteen public computer rooms with more than 2,000 computers. In these rooms you can use a series of software programs, rent wireless cards, laptop, earphones, USB drives, and CDs, and use other services, such as printing, scanning. In order to access these services, you must show your Student ID Card in the corresponding computer room.

- **Tayrona Room** – ML Building, Room 505
- **Quimbaya Room** – W Building, Room 601
- **Kogui Room** – B Building, Room 401
- **Monserate Room** – Q Building, Room 406
- **Computer Room** – General Library, Fourth Floor

LIBRARIES

Universidad de los Andes has a Central Library - Ramón de Zubiría Library - located in the ML building, and five additional libraries specialized by faculty:

- **Business Management:** Edificio Julio Mario Santo Domingo, piso 10
- **Architecture and Design:** Bloque U, La Capilla
- **Law:** Bloque RGC, Piso 1
- **Economy:** Piso 4, Biblioteca General
- **Medicine:** Carrera 7, No. 116-05, Piso 5. Centro de Prácticas Médicas.

If you need a book from the Luis Ángel Arango Library - the most complete public library of the city - you can request it by filling in the inter-library loan form (formato de préstamo interbibliotecario) in the Library System Web Site:

<http://biblioteca.uniandes.edu.co>



HEALTH SERVICE

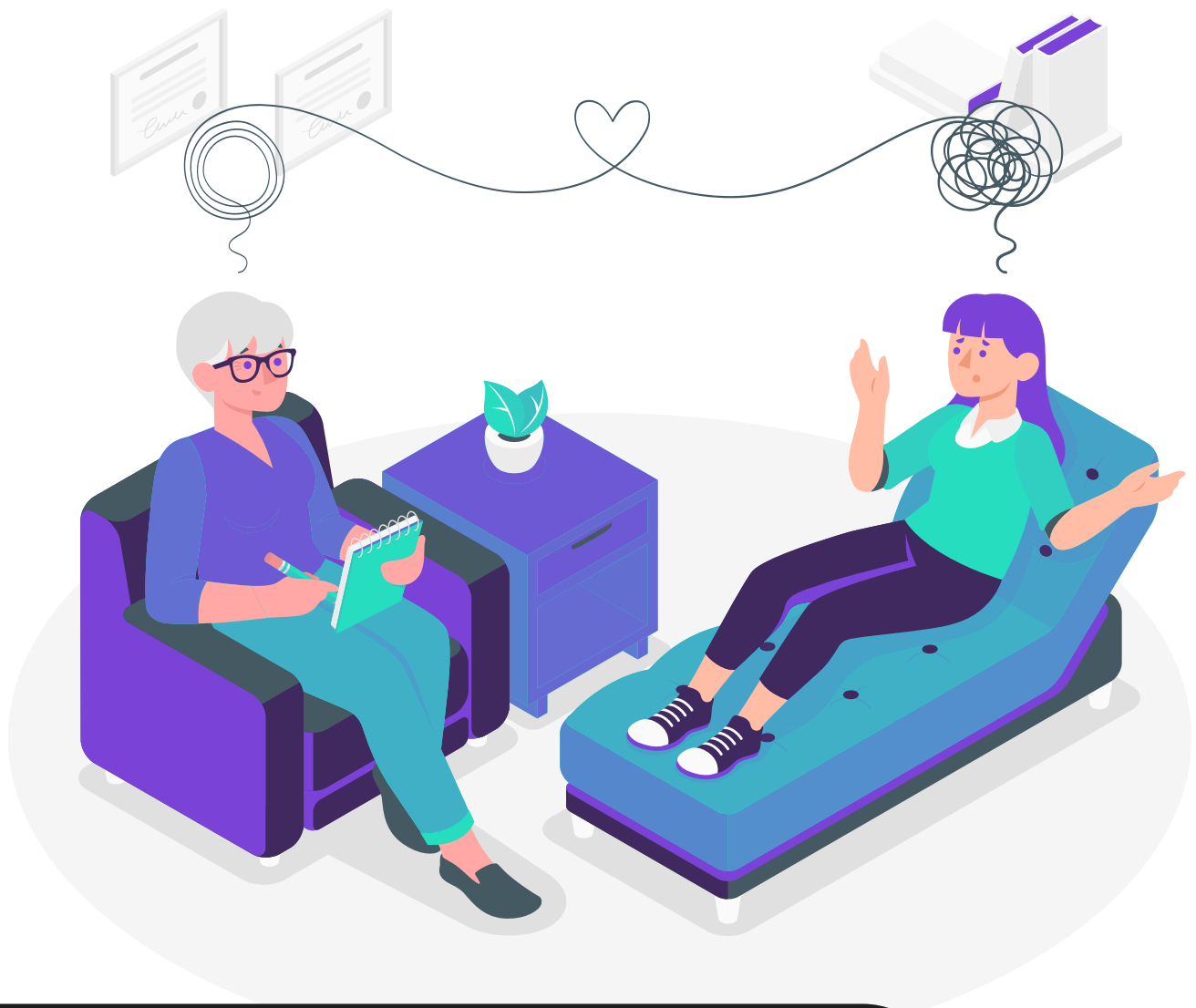
The University has a professional, qualified and experienced medical team. The Health Service Office is open from Monday to Friday (except on holidays) from 7:30am to 6:00pm, and on Saturdays from 8:00am to 12:00pm (Building Franco first level). The Health Service Office is also in charge of medical emergencies on campus, coordinated by the Communications Center - Telephone line: **0000**.

Every student has two health insurance policies provided by Allianz. These policies cover personal accidents, hospitalization and surgery during the period that you are registered as a student in the University. You will receive an updated brochure with the information regarding the policies on the Orientation Day.

Building Franco

- **Service Hours:** Monday – Friday 7:00am to 6:00pm
- **Saturday:** 8:00am to 12:00 pm
- **Location:** Centro Deportivo
- **Service Hours:** Monday – Friday 6:00am to 9:00pm
- **Telephone:** (601) 3394949 Ext. 3303
- **Email:** salud@uniandes.edu.co
- **Web page:** <https://servicios.uniandes.edu.co/consulta-medica/>

Consulta y Atención Médica – Servicios Uniandes



COUNSELING CENTER

The Counseling Center Staff have extensive training and experience in providing therapy and counseling services for students. Staff members are committed to addressing the students needs in terms of decision making and problem solving related to both academic and personal issues.

The Counseling Center Services range from information programs to individual or group counseling.

For further information, visit the Dean's office website:

Consejería académica y vocacional
<https://decanaturadeestudiantes.uniandes.edu.co/apoyo>

COFFEE SHOPS AND RESTAURANTS

There are a variety of places where you can either have a snack or lunch on campus:

- **Senecafé**
RGD – 1st Floor
ML Building – 5th Floor
- **Starbucks**
Lleras Building – 3rd Floor
- **VARIETALE**
C Block
SD Building
- **Cosechas**
CD Block
H Block
- **Innkkei**
Japan Center
- **Natural Food**
Z Block
- **Taco Mas**
Z Block
- **Obleas la Villa**
B Block



In the University surroundings you can also find several fast food restaurants (where the products range from pizza, hamburgers and Arabic food to slices of fried plantains – patacones- and arepas, etc.). You may also find traditional Colombian lunch and international food restaurants.

We advise you to read in detail the chapter “Colombian food, diet and health”, in this brochure.

SPORTS

Throughout the academic semester, students can practice different sports and register in traditional dance, popular rhythms, martial arts and aerobics courses, among many others. Each course is equivalent to 1 credit.

The sports facilities include:

- Multipurpose courts
- Soccer field
- Tennis court
- Climbing wall
- Gym
- Swimming pool
- Recreation room

For further information, please visit the Dean's Office website:

<https://decanaturadeestudiantes.uniandes.edu.co/deportes>

CULTURAL CENTER

The Cultural Center organizes and constantly promotes a series of cultural and leisure activities for the University community. These activities include a weekly movie showings, art exhibits, concerts every Thursday, cultural and art conferences, as well as theatre and dance performances.

Information related to cultural events and other activities can be found at:

<https://decanaturadeestudiantes.uniandes.edu.co/cultura>

MAAD PROTOCOL

The MAAD Protocol at Universidad de los Andes is an institutional mechanism designed to address cases of mistreatment, harassment, threats, discrimination, and gender-based violence. The MAAD Committee is composed of members from various disciplines and roles within the university, all committed to the institution's zero-tolerance policy. This committee evaluates each case, recommends preventive measures, and, when necessary, refers the matter to the appropriate authority for further action.

LEGAL SERVICES

The university has a legal office close to the campus. For more information, visit:

<https://derecho.uniandes.edu.co/consultorio-juridico/>

CHECK LIST BEFORE LEAVING BOGOTA

✓ **Academic & University Matters**

- Confirm that all academic requirements are completed and grades are submitted.
- Return any borrowed library materials and pay outstanding fees or fines.
- Request transcripts or certificates if needed.

✓ **Housing & Personal Belongings**

- Notify your landlord of your departure date and settle any pending payments.
- Clean your room/apartment and return keys.
- Donate, sell, or pack personal items for shipping or travel.

✓ **Banking & Finances**

- Close local bank accounts if applicable.
- Exchange remaining Colombian pesos or withdraw funds.
- Cancel local subscriptions or services (e.g., phone plans, gym).

✓ **Travel & Documentation**

- Confirm your flight and transportation to the airport.
- Check passport validity and visa status
- Print or download important travel documents.

✓ **Farewells & Contacts**

- Say goodbye to friends, professors, and host families.
- Share your contact info and social media to stay in touch.
- Complete any exit surveys or feedback forms from the university.



TRANSCRIPTS AND CERTIFICATES



At the end of the semester the Admissions Office will send you the official academic transcripts of records to your Uniandes email account.



Office of International
Affairs

