

Useful information for exchange students

Immigration Requirements

All international students who want to study at the Universidad Tecnológica de Bolívar must have the necessary documentation or permits according to the activity they are taking or the length of their stay.

If you are going to do a non-regular program (short summer school, short courses or Spanish courses), (less than 3 months) you must apply for a PIP-2 Entry and Stay Permit in the Migration post at your entrance to Colombia, presenting a letter sent by the UTB.

If your stay will be for more than 3 months you must have a TP3 visa or be beneficiary of visas that allow studies in the country. You can apply for the visa at the consulate of Colombia or online. You can consult the list of Embassies and Consulates in the following link:

<https://tramites.cancilleria.gov.co/ciudadano/directorio/Misiones/enExterior.aspx>

You can consult the visa requirements and apply through the online form on this link: http://www.cancilleria.gov.co/tramites_servicios/visas/categorias/temporal/tp3

- When you receive your electronic visa you must go to the consulate to have it stamped in your passport. This step is VERY important because without the physical visa in your passport you will not be able to apply for your foreigner ID registration card once you are in Colombia. NOTE: If you couldn't stamp your visa in your country, you can do it in Colombia but you must send the passport to Bogota.

- If your consulate does not allow the process through the online form, you must bring the same documents to the consulate and carry out the process that they specify. If you require more information about visas and their application processes, we recommend you go to http://www.cancilleria.gov.co/tramites_servicios/visas/clases

Foreigner ID:

The international student who has been granted a TP3 visa must present himself to Migration Colombia within the following 15 calendar days after his / her entry to the Colombian territory to apply for his ID. Failure to comply with this measure can lead to economic sanctions. To apply for the ID you must go to the office of *Migración Colombia* in the neighborhood Pie de la Popa, Cl. 29d # 20-18, Cartagena, Bolívar (<https://goo.gl/v76btz>).



Universidad
Tecnológica
de Bolívar

int**UTB**>
Oficina de Internacionalización
Universidad Tecnológica de Bolívar

Take the following documents with you:

- Original Passport and current Visa.
- Copy of the main page of the passport, visa and stamp of entry to the country.
- File and submit the Single Procedural Format or the Online Registration Code, attaching the following:
 - Blood group constancy with HR.
 - You can pay the cost of the ID card of \$ 156.300COP, with credit card directly at the Migration offices.

Living cost:

Below is a table with approximate values in dollars of the different goods and services in Cartagena. The exchange rate used is \$ 3,000 per US \$, prices may vary according to the exchange rate of the day.

The UTB advice students if they so request to find accommodation.

Housing		
Hostal Per month	Room. Varies according to accommodation.	U\$300 - \$500
Home-Stay program Per month	Room	U\$250 - U\$350
Furnished apartments Per month	Two rooms apartments, near the beach and to the Casa Lemaitre Campus of the UTB where most of the postgraduate programs take place	U\$800
	Shared with 2	U\$400
	Shared with 4	U\$270
	Weekly cleaning	U\$15



Universidad
Tecnológica
de Bolívar

int**UTB**>
Oficina de Internacionalización
Universidad Tecnológica de Bolívar

Transportation		
Public Bus	One way	U\$0.8
Transcaribe	One way	U\$0.7
Taxi	Minimum rate	U\$2
	From the airport to downtown or nearby areas	U\$3 – U\$8
	From downtown to our Campus Casa Lemaitre in the neighborhood of Manga	U\$2.5
	From downtown to our main Campus, <i>Parque Industrial y Tecnológico Carlos Vélez Pombo</i> in the neighborhood of Ternera	U\$10
Food		
At the University	Lunch	U\$3
	Soda	U\$1
Outside of the University	Lunch	U\$4
	Coca Cola	U\$1
	BigMac	U\$3
	Sandwich	U\$4



Universidad
Tecnológica
de Bolívar

int**UTB**>

Oficina de Internacionalización
Universidad Tecnológica de Bolívar

Entertainment

Cinema	1 person	U\$3- U\$7
Beer	Botle	U\$2.5- U\$7
Dinner	Two people	U\$20

How to get to the UTB

The UTB has two campus, Campus Casa Lemaitre, located in Cra.21 # 25-92, in the Manga neighborhood and the Technological Campus located on the outskirts of the city at Km 1 Turbaco road.

In the Campus of Manga most of the postgraduate courses take place, the courses of the Summer School and the courses of Spanish for Foreigners, it's 5 minutes away of the historical and tourist zone of the city.





Universidad
Tecnológica
de Bolívar

int**UTB**>

Oficina de Internacionalización
Universidad Tecnológica de Bolívar

In the Technological Campus, which is the main Campus, is where the undergraduate programs take place, the masters of the Faculty of Engineering, the activities of well-being and sports and it is where the International Office is located. It's 1 hour away from the tourist area and 40 minutes from Campus Casa Lemaître.



The UTB has two bus routes for students going to and from the two campus at a cost of U\$1.3. In addition, there is access through public bus service and minibuses at a cost of U \$ 0.6.

Public Transportation:

Taxis: Taxis are yellow, can be requested by phone (Easy Taxi App) or take them on the street. In Cartagena there is no taximeter, so you should ask / negotiate the price before getting on the vehicle. The minimum rate for a taxi service in force for 2016 is U\$2.

UBER: This is an alternative, new, cheap and safe way to move around the city.

Buses:

Some urban buses transport near the airport. However, if it is your first visit to Cartagena and you don't know the public bus service, it is not recommended to use them.



Universidad
Tecnológica
de Bolívar

int**UTB**>
Oficina de Internacionalización
Universidad Tecnológica de Bolívar

Security measures:

Cartagena is generally a very quiet and safe city, natives and tourist usually walk around the city without any problem, however we recommend following the suggestions above to avoid unexpected situations:

- Do not carry large amounts of money or wear very colorful jewelry.
- Carry your bag or wallet closed
- Watch your things if you are in a public place
- Do not walk around the city in the late night
- If you see a dark, solitary area, avoid it
- Do not accept packages or help from anyone

Emergency numbers☎:

Fireman:	119
Police:	112

Currency and payment:

The official currency of Colombia is the peso (\$), issued by the Banco de la República. The bills that are issued can be \$ 1,000, \$ 2,000, \$ 5,000, \$ 10,000, \$ 20,000, \$ 50,000 and \$ 100,000 and the coins circulating are \$ 50, \$ 100, \$ 200, \$ 500 and \$1000.

Currency exchange

The exchange of foreign currency must be carried out exclusively in exchange offices in airports, hotels or banks, never in the street. The exchange rate fluctuates day by day and has as official reference the US dollar. The settlement is made based on the official rate of the day, after a commission and services discount ranging from 2% to 3%.

Check the value of the exchange rate:

<http://www.colombia.travel/es/turista-internacional/informacion-practica/convertidor-de-moneda>

ATMs

Cartagena has an extensive network of ATMs, which mostly provide 24-hour service and offer the option of English. The generally allowed transactions are: balance consultation, withdrawals, transfers and cash advances.

Debit Cards

In general, all department stores, malls, supermarkets, hotels and restaurants offer this payment.



Universidad
Tecnológica
de Bolívar

int**UTB**>
Oficina de Internacionalización
Universidad Tecnológica de Bolívar

Credit cards

Most hotels, restaurants and commercial establishments will receive international credit cards. The most frequent are Visa and Master Card. Some sites accept American Express and Diners Club.

Check

Before acquiring them in the country of origin, it is better to consult about the existence of representations or affiliates in Colombia. Mostly used checks are American Express and Citicorp. In the most exclusive hotels, it is possible to make payments by check. In commerce, in general, its use is not that common.

Weather:

The city has a dry tropical weather and an average annual temperature of 28°C. Cartagena de Indias has a relative humidity of +90%, with the rainy season typically between April-May and October-November. It is noteworthy that although the climate tends to be warm all year round, it gets windy in the evenings so that makes the weather pleasant. The months of November to February are the windiest of the year.

Appropriate clothing: In Colombia there are all thermal floors, from the hot temperatures to the perpetual snow. In Cartagena the weather is hot; it is common to wear light clothing made of materials such as cotton, which allows you to stay cool and comfortable.

Suggestions:

Business Hours:

Most commercial establishments open from Monday to Saturday from 9:00 a.m. or 10:00 a.m. to approximately 7:00 p.m. or 9:00 p.m. Some warehouses close at noon, between 12 m and 2 p.m.

Tips

Tips are economic rewards that are given for a good service and for the quality of the dish. In Colombia, for some services, 10% of the value to be canceled is included in the invoice. Remember that tip is a voluntary act, although its value is included in the bill.

For more information:

International Mobility Coordinator

Estefy Baleta Rivera

Email: internacional@unitecnologica.edu.co

Telephone: (5) 6535376