Welcome
Before leaving home
After arriving to Bogotá
Colombia
Practical information in Bogotá
Universidad de los Andes
About your insurance
Checklist before leaving Bogotá
Transcripts and certificates
# INDEX

<table>
<thead>
<tr>
<th>Welcome</th>
<th>Holidays in Colombia</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIA officers</td>
<td>Bogotá overview</td>
</tr>
<tr>
<td>Visa procedure</td>
<td>Universidad de los andes</td>
</tr>
<tr>
<td>Travel to Bogotá</td>
<td>Campus map</td>
</tr>
<tr>
<td>Check list after arriving to Bogotá</td>
<td>Academic calendar</td>
</tr>
<tr>
<td>Currency and money matters</td>
<td>University identity card</td>
</tr>
<tr>
<td>Public transportation</td>
<td>E-mail account</td>
</tr>
<tr>
<td>Housing and accomodation</td>
<td>Professors services</td>
</tr>
<tr>
<td>Cellphone services</td>
<td>Wifi wireless access</td>
</tr>
<tr>
<td>How to find your way around Bogotá</td>
<td>Digital apps for teaching</td>
</tr>
<tr>
<td>Personal security</td>
<td>Libraries</td>
</tr>
<tr>
<td>Weather and appropriate clothes</td>
<td>Health service</td>
</tr>
<tr>
<td>Electricity</td>
<td>Coffee shops and restaurants</td>
</tr>
<tr>
<td>Drinking water</td>
<td>Sports</td>
</tr>
<tr>
<td>Living costs</td>
<td>Cultural center</td>
</tr>
<tr>
<td>Opening a bank account</td>
<td>Legal</td>
</tr>
<tr>
<td>Colombia</td>
<td>24 hour-line</td>
</tr>
<tr>
<td>Cultural aspects and personal interactions</td>
<td>Useful addresses</td>
</tr>
<tr>
<td>Colombian food and health</td>
<td>Useful phone numbers</td>
</tr>
<tr>
<td>In case of illness</td>
<td>Check list before leaving Bogotá</td>
</tr>
<tr>
<td>Excursions and trips around Colombia</td>
<td></td>
</tr>
</tbody>
</table>
Welcome to Universidad de los Andes. This handbook will guide you through topics we consider important during your stay in our country. It is divided into several chapters that you can read independently. We strongly recommend a general reading so you can have an overall view of the various topics and find the information quickly whenever you need something specific.

Keep in mind that Office of International Affairs (OIA) is the office in charge of providing help, information and counselling for international professors. Do not hesitate to contact OIA officers if you have any questions.

We hope you will enjoy your stay at the Universidad de los Andes.
OFFICERS TEAM

**Employment Officer**
Juan Camilo Martínez Herrera  
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E-mail: oiaresearchinfo@uniandes.edu.co
Before leaving home
VISA PROCEDURE

If the foreigner comes to Colombia for a long-term stay, please take into account the following recommendations to be regular in the country and sign a contract with the university.

Migratory requirements for foreign guests:

<table>
<thead>
<tr>
<th>Type of visa / permit</th>
<th>With payment of fees or Work contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Activities that require payment</td>
</tr>
<tr>
<td><strong>Visa:</strong></td>
<td>With restriction of activities</td>
</tr>
<tr>
<td></td>
<td>- Student Visa - Type V /</td>
</tr>
<tr>
<td></td>
<td>- Migrant Visa - Type M / Employee</td>
</tr>
<tr>
<td></td>
<td>No restriction of activities, no require to process an additional visa:</td>
</tr>
<tr>
<td></td>
<td>- Type M - Mercosur Agreement (Venezuela, Brazil, Argentina, Bolivia, Paraguay, Uruguay) and Chile.</td>
</tr>
<tr>
<td></td>
<td>- Migrant Visa - Type M / Spouse</td>
</tr>
<tr>
<td></td>
<td>- Resident Visa</td>
</tr>
</tbody>
</table>

Decretos 1067 de 2015 / Resolución 3169 de 2019 / 10535 de 2018
The procedure regarding visas has changed and therefore you should keep the following aspects in mind:

**Conditional nationalities to visa:**

Resolution 1128 of 2018 modified by Resolution 6397 of 2018

1. Foreigners who need a visa to enter and stay in the territory national, even on short visits.

**Closed work permit**

The work permit is only limited for the entity and authorized activity expressly in the visa. (V-Provider temporary services, M-Partner Owner, M-Worker, etc.)

**Open permission (perform any legal activity in the country):**

- Resident visa holders.
- Spouse Migrant visa holders.
- By Temporary Residence Agreement Mercosur.
- Foreigners with refugee status, will be authorized.

**Migración Colombia**

It is necessary that all foreigners who visit Colombia and have a visa for at least 3 months go to the Migración Colombia Offices during the first 15 calendar days of your stay in the country to report your arrival. Doing this procedure in a timely manner will help avoid problems later, including a fine.

Migración Colombia  
www.migracioncolombia.gov.co  
Address in Bogotá: Calle 100 #11B-27  
Working hours Monday to Friday from 8:00 a.m. to 4:00 p.m. Continuous attention at the Center for Citizen Contact [571] 5111150—Free National Line 018000-95777

Wait for the information provided by the university to know what type of visa to apply for. For more information please contact Juan Camilo Martínez jc.martinezh@uniandes.edu.co of HR office.
<table>
<thead>
<tr>
<th><strong>VISA</strong></th>
<th><strong>PROCEDURE</strong></th>
</tr>
</thead>
</table>

| **Categories:** | Granted to foreigners who wish to visit the national territory one or more times, or to stay temporarily in it without permanently establishing themselves. |
| **Applicability:** | Courtesy  
Journalistic coverage  
Business management  
Academic Exchange and Postgraduate Programs  
Government legal representative  
Foreign  
Intern or intern  
Temporary service provider  
Audiovisual production  
Administrative and judicial procedures  
Airport transit  
Medical treatment  
tourism |
| **Validity:** | Up to 2 years |
| **Permissions:** | Work (exclusively) |
Before leaving home

M – Migrant

Granted to the foreigner who intends to establish but does not meet the conditions to apply for a Type “R” visa.

- Mercosur Agreement
- Spouse or permanent partner
- Independent activity
- Entrepreneur
- College and undergraduate students
- National father or child for adoption
- Pensioner
- Refugee
- Religious
- Employee

R – Resident

Granted to the foreigner who wishes to settle permanently or establish his domicile in the country; as long as you meet the conditions.

- Foreign direct investment
- Colombian national father or mother by birth.
- For having renounced the nationality
- By accumulated time of permanence.
- 2 years (spouse, child or parent of Colombian by adoption, Mercosur)
- For 5 years (refugee, employee student)

- Foreign direct investment
- Up to 3 years (subject to validity of contract or studies)

- Work: with / without exclusivity (N / A for students)

- Indefinite (the label will be 5 years old validity)

- Work without exclusivity
Type of visa

Activity and Occupation

VISA PROCEDURE
TRAVEL TO BOGOTÁ
Two of the most common Latin-American airlines that travel worldwide are Avianca and LATAM airlines. Make sure you consider them before purchasing your ticket.

For more information:
*Avianca: www.avianca.com
*LATAM: www.latam.com

*On the right upper corner of the site you can change the language preference
CHECKLIST AFTER ARRIVING TO BOGOTA
CHECK LIST
AFTER ARRIVING TO BOGOTA

- Exchange some money on one of the money exchange offices before leaving the airport.
- Register in the consulate or embassy of your country.
- Send us an email to oianetworks@uniandes.edu.co with the following information:
  - Address of permanent residence in Colombia
  - Local phone or cell number
  - Copy of your PIP or Visa
  - Copy of your insurance
CURRENCY AND MONEY MATTERS
To exchange money, you should go to a money exchange office with your passport. Never exchange money on the street or with people you do not know. It is not safe to carry huge amounts of money with you. Always exchange small amounts when you need cash. The exchange rates vary constantly.

You can check the official exchange rates at www.gocurrency.com

In Colombia, you can find coins of COP 50, 100, 200, 500 and 1000. The bills are of COP 1,000, 2,000, 5,000, 10,000, 20,000 and 50,000. Most banks have continuous working hours from 9:00 a.m. to 3:00 p.m. and are open from Monday to Friday. This schedule is extended half an hour on Fridays, until 3:30 p.m. Also, on every month’s last working day, banks close at 12:00 p.m. Some banks have extended hours in the afternoon (usually from 5:00 p.m. until 8:00 p.m.) and only certain offices work on Saturday (from 11:00 a.m. to 3:00 p.m.). Another way to obtain cash is to use ATMs. For safety reasons, you should not withdraw money after 4:00 p.m. and you should never accept help from strangers when withdrawing money from ATMs. We suggest that you withdraw money from the ATMs that are on campus:

**Bancolombia** - Bloque O - Mario Laserna building, 5th floor.

**Davivienda** - Mario Laserna building, 5th floor.

**Servibanca** - G building, 3rd floor.

**Banci Itaú** - Y building, 1rd floor.

The most accepted credit cards are Visa and MasterCard.
Before leaving home
After arriving to Bogotá

From the airport
If this is your first time in Bogotá, we strongly recommend you to take a taxi while you get familiar with the public transportation system.

Taxis
Taxis in Colombia are yellow cars. El Dorado International Airport is located in the city and offers a convenient taxi service. The two authorized taxi companies are:

- Taxis El Dorado
- Radio Taxi Aeropuerto

You can find them easily after passing through the international arrivals exit.

In the city
Taxis
You can request a service by one of the following apps:

- Taxis Libres
- Easy Taxi
- Cabify

You can also hail a taxi on the street. The taxi driver must charge the passenger a standard fee according to the units displayed in the taximeter (you can check the equivalence of fees and units in a price chart available inside the car). When you take the taxi, the taximeter must display the basic fee (28 units); it will increase according to the distance travelled.

There is an extra charge if you want special services such as going to the airport, night hours, etc. The minimum fee for a taxi service is COP $4,200.

Transmilenio
Bogotá has a massive transportation system called Transmilenio. It mobilizes 70% of the city population. This system is constituted by a series of stations and gates that offer a quick and safe access for its users. To enter the system, you must buy a ticket card that will be charged with the number of trips you need (50 maximum).

The cost of each trip or entry to the system is COP $2,500.

You can check the system map and get to know the most convenient route before travelling at:

http://transmilenio.surumbo.com

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/
Uniandes University Housing
Uniandes University Housing offers lodging services for all members of its community through two facilities:

Torre Seneca
A 26-story tower, located in front of the Universidad de Los Andes, offers 628 rooms distributed in apartments of 1, 2 and 4 bedrooms. The apartments are fully furnished with a bed, mattress, desk, chair, closet and bookshelf; common areas of the apartment are furnished with a dining table, mini fridge, microwave oven, induction stove. Throughout the tower, there are 7 study halls and entertainment rooms exclusively for our residents.

The apartment complex where Torre Seneca is located has two public squares: Plazoleta de la U (U Square) and Plazoleta de las Artes (Arts Square), where cultural and artistic activities take place. The 2nd and 3rd floors are used for commerce: food, pharmacy, School supply stores, banks, hair salons, and micro grocery store etc. The fourth-floor bonds the three towers (Torre Seneca and two other Towers used by other Universities) and it has study halls, TV rooms, entertainment rooms, 24-hour gym, laundry and front desk. We have 24-hour security and a management company in charge of the operation of the University Housing Complex.

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Number of apartments</th>
<th>Number of rooms</th>
<th>Fee per academic semester per person (US$) *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>32</td>
<td>32</td>
<td>2600</td>
</tr>
<tr>
<td>Two-fold</td>
<td>100</td>
<td>200</td>
<td>2220</td>
</tr>
<tr>
<td>Four-fold</td>
<td>95</td>
<td>380</td>
<td>1902</td>
</tr>
</tbody>
</table>
After arriving to Bogotá

*Amounts calculated with an Exchange rate of 1 US$ = 3.649 COP$. The final amount may vary depending on the outstanding exchange rate at the time of payment.

*The academic semester considers one week prior to the start of classes and one week after the last day of exams. If the resident wants to lodge for a longer time, may do so by contacting viviendauniversitaria@uniandes.edu.co

*The fee includes lodging, furnishing of common areas and room, use of common areas in the tower, public utilities, (water, electricity, gas, wi –fi), 24-hour security, 24-hour front desk, and activities done by the University. The apartment is shared, but the room is not.

Reservations for international professors

Confirm you attendance at the Universidad de Los Andes and ensure that the dates of your academic exchange program are accurate.

Review the information in the following website: https://vivienda.uniandes.edu.co
Send an e-mail to viviendauniversitaria@uniandes.edu.co with the following information:

- Resident’s Name
- Identification Document
- Country and University of origin
- Housing (Torre Séneca or 65Home) and desired type of lodging (individual, two-fold, four-fold)
- Total time that you will be staying at the house (1 semester, 2 semesters, other)
- Expected date of arrival to the country
- Other needs of the resident (for example, airport-housing transportation)

You will receive the instructions for the bank transfer through your e-mail, to pay your lodging and guarantee the reservation of your housing. Upon your arrival to Colombia you will have a comfortable, safe, and clean lodging experience in the University Campus.

If you should have any questions, contact us at:
E-mail: viviendauniversitaria@uniandes.edu.co
Skype: viviendau
Telephone: (057-1) 3394949 ext. 5457 – 5454 -5419
Web page: https://vivienda.uniandes.edu.co
Colombia has several cellphone carriers.

If you are thinking of buying a Colombian sim card, make sure that your cellphone it’s 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. For more information, click here.

**Movistar:** Offers a wide range of contracts and phones, as well as digital and Internet services. For more information, click here.

**Tigo:** Also offers special discounts on mobile phones. The network covers more than 80% of the population. For more information, click here.

**Virgin Mobile:** It’s a virtual operator that relies on Movistar in terms of coverage. For more information, click here.

After arriving to Bogotá
HOW TO FIND YOUR WAY AROUND BOGOTÁ
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.
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 downtown area of the city, where it’s necessary for you to take special security measures (for example, in Germania, 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 closest to the University is the Estación III). 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.
WEATHER AND APPROPRIATE CLOTHING

ELECTRICITY

DRINKING WATER
You should bear in mind that Colombia is a tropical country. Despite of not having seasons, there can be changeable during the same day or between day and night. The most dramatic weather changes occur during the raining periods (between April and May, and October and November). Due to this, people tend to get colds or flu; we therefore suggest that you wear warm and waterproof clothes, especially during the raining period. The average daytime temperature in Bogotá is around 14°C - 18°C.

**Suggestions:**

*A t-shirt, a sweater, a jacket, an umbrella every day.*

In Colombia the power sockets are of type A and B. The standard voltage is 110 V and the standard frequency is 60 Hz.

You are perfectly safe drinking a glass of water straight from the tap in Bogotá, Cartagena, Cali and Medellín. In other Colombian cities it is best if you buy bottled water.
After arriving to Bogotá

LIVING COSTS

OPENING A BANK ACCOUNT
The following list displays some approximate costs in Colombian pesos for different goods and services in Bogotá:

**Accommodation**
Torre Séneca from approximately $1´898.000 per month

**Transportation**
Public bus ticket (one way): $2.300
Transmilenio ticket (one way): $2.500
Taxi rate: $4.200 - $20.000

**Entertainment**
Cinema ticket (1 person): $10.000 - $25.000
Going out to party (2 people): $40.000 - $80.000
Draft Beer (Pitcher): $15.000 - $30.000

**Food**
Concert ticket (1 person): $0 - $120.000
Dinner (2 people): $35.000 - $100.000

At a restaurant
Coca Cola: $3,000
Personal pizza: $15,000
Hamburger: $20,000

**Within campus**
Coca Cola: $2,500
Sandwich: $9,000
Lunch: $11,000

**Outside campus**
Coca Cola: $2,000
Sandwich: $9,000
Lunch: $12,000 - $25,000

Below you will find some of the banks that offer services to international professors and the documents required to open a bank account:

**Banco de Bogotá**
Copy of the Colombian Identity Card (Cédula de Extranjería or passport)
Letter of acceptance to Universidad de los Andes
Fill in a form (provided by the bank)

**Bancolombia**
Copy of the colombian Identity Card (Cédula de Extranjería)
A deposit of $100,000
Letter of acceptance to Universidad de los Andes
Fill in a form (provided by the bank)
COLOMBIA

Colombia is a democratic country ruled by a State of Law. Although the official language is Spanish, there is a constitutional recognition and respect for the diverse local languages and dialects.

The estimated population of the country is 49 million, distributed in five main regions: Atlantic Coast, Pacific Coast, Central Zone, Eastern Plains and Amazonia.
CULTURAL ASPECTS AND PERSONAL INTERACTIONS
CULTURAL ASPECTS AND PERSONAL INTERACTIONS

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 colleagues, faculty 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.
Other recommendations and practical information:

1. **Personal hygiene:**
   People in the cities are usually very sensitive to bodily odors; for this reason, Colombians take a shower and change clothes on a daily basis.

2. **Going out with friends:**
   People in Colombia tend to go out in groups and when the bill arrives it is divided equally.

3. **Tips:**
   In Colombia, people tip waiters in restaurants and bars. The average is 10% of the total amount of the bill.
COLOMBIAN FOOD AND HEALTH
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 food.
- Be cautious with street food. Although you might enjoy it, street side vendors are not usually regulated and do not meet the quality standards.
- Be careful with chili sauce (ají) and non-pasteurized local drinks like chicha, guarapo or masato.

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 (Building Franco (G) 3303).

In Colombia, it is not common to find low-calorie and low-fat food. If you want to purchase this kind of food or follow a special diet, we advise you to visit big grocery stores and supermarkets (for instance, Carulla, Éxito, La Olímpica or Metro).

Although it is difficult to find vegetarian restaurants, there are some small restaurants and natural health food stores –usually located in the northern part of the city– where you can find this type of food.
IN CASE OF ILLNESS
**IN CASE OF ILLNESS**

**Use Uniandes Health and accident insurance**
To use your health insurance, you can go directly to the assigned health institutions. You can call the following numbers mentioning that you are an employee or an active teacher. Universidad de los Andes for more instructions:

- From the University: 3394949 ext. 3523
- Health insurance: Panamerican
- 24-hour call center in Bogotá: 3902505
- In the rest of the country: 018000-182534

**Visit the doctor’s office in campus**
Location: Bloque G first floor
Telephone: 3394949 ext. 3303
Service hours: Monday – Friday 7:00 a.m. to 4:00 p.m.
Saturday: 8:00 a.m. to 12:00 p.m.

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

**Droguería Colombia farma**
Address: Cll 12 Bis # 11-71
Telephone: 7435800

**Droguería Colsubsidio**
Address: Cra 7 # 21-62
Telephone: 7450990

**Droguería La Rebaja**
Address: Cra 4 # 18-72
Telephone: 3187390 – 2848251

**Droguería Hilton**
Address: Cra 5 # 28 – 26
Telephone: 2836751

**Farmacia Homeopática Santa Rita (Homeopathic)**
Address: Cra 5 # 11- 09
Telephone: 3421055

**Droguería Cafam (CityU)**
Address: Cl. 20 #2a-2
Telephone: 6505222 (24 hours)
The University has a professional, qualified and experienced medical team. The Health Service Office is open from Monday to Friday (except on holidays) from 7:00am to 4:00pm, and on Saturdays from 8:00am to 12:00pm (Bloque G, first floor). The Health Service Office is also in charge of medical emergencies on campus, coordinated by the Communications Center - Telephone line: 0000.

Health Service
Calle 18, Carrera 1 (Parking lot)
Bloque G, first floor
Telephone numbers: 3394949 Ext: 3303-2235
Emergency Line (on campus): 0000/*000
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 famous tours are:

- Villa de Leyva
- Coffee Region/Landscape/Experience
- Amazon Adventure
- Cabo de la vela and Punta Gallinas (Guajira)
- Lost trek in Tayrona Park (Santa Marta)
- Caño Cristales

There are some agencies that manages tours to various regions of Colombia such as:
* Awake travel: http://awake.travel/
* Omnitours: http://www.omnitours.com.co/
* De turismo por Colombia: http://www.deturismoporcolumbia.com/
* On the right upper corner of the site you can change the language preference.
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!

01 Enero: New year
09 Enero: Día de los Reyes Magos
20 Marzo: Día de San José
09 Abril: Domingo de Ramos
13 Abril: Jueves Santo
14 Abril: Viernes Santo
16 Abril: Domingo de Resurrección
01 Mayo: Día del Trabajo
29 Mayo: Día de la Ascensión
19 Junio: Corpus Christi
26 Junio: Sagrado Corazón de Jesús
03 Julio: San Pedro y San Pablo
20 Julio: Día de la Independencia
07 Agosto: Batalla de Boyacá
21 Agosto: Asunción de la Virgen
16 Octubre: Día de la Raza
06 Noviembre: Día de todos los Santos
13 Noviembre: Independencia de Cartagena
08 Diciembre: Día de la Inmaculada Concepción
25 Diciembre: Navidad
BOGOTÁ 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.

Some of the museums you might want to visit are:

- Modern art Museum of Bogotá (MAMBO)
- The Gold Museum (El Museo del oro)
- National Museum (Museo Nacional)
- Botero Museum (Museo Botero)
- Emerald Museum (Museo de la Esmeralda)

Other touristic places in Bogotá and around are:

- Monserrate Monastery
- The Salt Cathedral of Zipaquirá

Public Libraries:

- Biblioteca Luis Angel Arango:
  Address: calle 11 no. 4-14
  Phone: 342 0577
  http://www.banrepcultural.org/blaa

- Biblioteca Nacional:
  Address: calle 24 no. 5-60
  Phone: 342 4492

- Academia Colombiana de la Lengua:
  Address: Carrera 3a no. 17-34
  Phone: 334 3152

- Biblioteca Virgilio Barco:
  Address: Avenida Carrera 48 No. 61-50
  Phone: 3158875

- Biblioteca El Tintal:
  Address: Av Ciudad de Cali No. 6c – 09
  Phone: 4528974/6

- Biblioteca Pública Parque El Tunal:
  Address: Calle 48 B sur No.21-13
  Phone: 7698734/6

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.
GENERAL ASPECTS
GENERAL ASPECTS

Universidad de los Andes was founded in November 16, 1948, under the direction of Mario Laserna, to significantly contribute to the development of higher education and foster a pluralist society. Universidad de los Andes (Uniandes) was founded as a private, non-partisan university. The University is an autonomous and independent institution that fosters pluralism, diversity, dialogue, debate, criticism, tolerance, and respect for the ideas, beliefs and values of its members. It also seeks academic excellence and offers its students a critical and ethical lens designed to make them aware of their social and civic responsibilities, which entail a commitment to the analysis of the problems in our country and the quest for solutions.

Universidad de los Andes has twelve schools:

- Business Management
- Architecture and Design
- Arts and Humanities
- Sciences
- Social Sciences
- Law
- Economy
- Engineering
- Medicine
- Education
- Alberto Lleras Camargo Government School
- Interdisciplinary Center for Development Studies - CIDER

These schools offer 39 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 in 1948
- 60 years in 2008
- 12 Schools
- 39 undergraduate degrees
- 19,123 students approximately
- QS ranking 227
CAMPUS
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).

<table>
<thead>
<tr>
<th>BLOQUES</th>
<th>BLOQUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloque A</td>
<td>Bloque Ñf</td>
</tr>
<tr>
<td>Bloque Au, Edificio Aulas</td>
<td>Bloque Ñg</td>
</tr>
<tr>
<td>Bloque B</td>
<td>Bloque Ñh</td>
</tr>
<tr>
<td>Bloque Br</td>
<td>Bloque Ñi</td>
</tr>
<tr>
<td>Bloque C</td>
<td>Bloque Ñj</td>
</tr>
<tr>
<td>Bloque C22, Consultorio Jurídico</td>
<td>Bloque Ñk</td>
</tr>
<tr>
<td>Bloque Ca</td>
<td>Bloque ÑL</td>
</tr>
<tr>
<td>Bloque Cc</td>
<td>Bloque Ñn</td>
</tr>
<tr>
<td>Bloque Ch, Edificio Hermes</td>
<td>Bloque Ño</td>
</tr>
<tr>
<td>Bloque Ci, Centro Internacional</td>
<td>Bloque Ñr</td>
</tr>
<tr>
<td>Bloque Cj, Centro del japon</td>
<td>Bloque Ñv</td>
</tr>
<tr>
<td>Bloque Cp, Centro de Prácticas</td>
<td>Bloque O, Henri Yerly</td>
</tr>
<tr>
<td>Bloque Cp, Centro de Prácticas</td>
<td>Bloque P</td>
</tr>
<tr>
<td>Bloque E</td>
<td>Bloque P1</td>
</tr>
<tr>
<td>Bloque Es, Casa Espinosa</td>
<td>Bloque Pu</td>
</tr>
<tr>
<td>Bloque Fe1, Casa Fenicia</td>
<td>Bloque Q</td>
</tr>
<tr>
<td>Bloque Fe3</td>
<td>Bloque R, Edificio Richard</td>
</tr>
<tr>
<td>Bloque Ga, Centro deportivo</td>
<td>Bloque Rga, edificio Pedro Navas</td>
</tr>
<tr>
<td>Bloque H</td>
<td>Bloque Rgb</td>
</tr>
<tr>
<td>Bloque I</td>
<td>Bloque Rgc</td>
</tr>
<tr>
<td>Bloque Ip</td>
<td>Bloque S</td>
</tr>
<tr>
<td>Bloque J, edificio McCarthy</td>
<td>Bloque S1, Edificio Enrique Cavelier</td>
</tr>
<tr>
<td>Bloque K</td>
<td>Bloque S2</td>
</tr>
<tr>
<td>Bloque K1</td>
<td>Bloque Sd, edificio Julio Mario Santo</td>
</tr>
<tr>
<td>Bloque K2</td>
<td>Domingo</td>
</tr>
<tr>
<td>Bloque LL, edificio Alberto Lleras camargo</td>
<td>Bloque Ss, Sala del Silencio</td>
</tr>
<tr>
<td>Bloque Lp, Edificio La Pola</td>
<td>Bloque T</td>
</tr>
<tr>
<td>Bloque M</td>
<td>Bloque Tm</td>
</tr>
<tr>
<td>Bloque M1</td>
<td>Bloque U, La Capilla</td>
</tr>
<tr>
<td>Bloque M2</td>
<td>Bloque V</td>
</tr>
<tr>
<td>Bloque ML, edificio Mario Laserna</td>
<td>Bloque W, edificio Carlos Pacheco Devia</td>
</tr>
<tr>
<td>Bloque N</td>
<td>Bloque X, Villa Paulina</td>
</tr>
<tr>
<td>Bloque Na</td>
<td>City U, Torre Séneca</td>
</tr>
<tr>
<td>Bloque Ñb</td>
<td>El Campito</td>
</tr>
<tr>
<td>Bloque Ñc</td>
<td>Sede Caribe Unianedes</td>
</tr>
</tbody>
</table>
26 ACADEMIC CALENDAR

27 UNIVERSITY IDENTITY CARD

28 E-MAIL ACCOUNT
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-2021

The university identification card is the document that you will use to identify yourself as a professor not only on campus but also outside. You should always carry it with you, because it is necessary to enter the campus, use the libraries, and identify yourself as a professor at the Universidad de los Andes.

To obtain the university’s DNI you must request it in the W building.
If you forget your university ID, request temporary entry card at the self-service stand near the entrance of the Navas Building or Mario Laserna (ML) Building.

If you lose your University ID, you must immediately notify the Department of Security and General Services (Department of Security and General Services) Telephone: 339 4949 ext. 3555, email: seguserv@uniandes.edu.co). To get a duplicate of your identification card, you must follow the procedure found here.

Once you are incorporated into 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 way to communicate 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 WIRELESS ACCESS

DIGITAL APPS FOR TEACHING
The University has an Internet wireless connection service that is available in most parts of campus. To use this service, you must search the wireless network SENECA and access it with your e-mail username and password.

Blackboard
This app allows you to enable your remote classes from SICUA + or Moodle courses.

Microsoft Teams
This tool allows you to enable your remote classes.

Microsoft Teams
With Teams you can create teams and work collaboratively with shared documents, chat and video calls with participants.

OneDrive
This tool allows you to store and share your personal files in the cloud, in order to access and modify them from anywhere.

Padlet
Padlet is a tool that allows you to store and share multimedia content, it is a digital wall that can be used as a personal file or as a collaborative board.

Nukak and Software
Is a virtual room that has licensed Software applications wherever you are 24/7. In the software portal, you will find all those programs available to do your work.

For further information, visit: https://tecnologia.uniandes.edu.co/herramientas/
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
- Architecture and Design
- Arts
- Law
- Economy
- Medicine

If you need a book from the Luis Angel 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.
Social Security
Social Security

At the employee's choice

1. EPS
   - Health promoting entity.
   - It guarantees its affiliates the provision of services in the health benefits plan, either directly or through third parties.

2. AFP
   - Pension fund administrator.
   - Finance the pension that the person will receive in the retirement stage. In addition to the mandatory contribution, the person can make voluntary contributions.

To university selection

3. ARL
   - Occupational risk manager.
   - Establishes promotion and prevention activities to improve employee health and working conditions.

4. CCF
   - Family Compensation Fund
   - It is in charge of managing the resources contributed by the companies and whose objective is to grant benefits to the employees.

You must choose one of the EPS, among which are:

- EPS Sanitas
- Compensar
- EPS
- Sura
- Famisanar
- Salud Total

You must also choose one of the AFPs, among which are:

- Colpensiones
- Protección Pensiones y Cesantías
- Colfondos
- Porvenir
- Skandia

Contributions

<table>
<thead>
<tr>
<th>Contributions</th>
<th>Health</th>
<th>Pension</th>
<th>ARL</th>
<th>Parafiscales: Compensation box u SENA and ICBF</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>4%</td>
<td>4%</td>
<td>0%</td>
<td>0%</td>
<td>8%</td>
</tr>
<tr>
<td>University</td>
<td>8.5%</td>
<td>12%</td>
<td>0.522%*</td>
<td>9%</td>
<td>30.022%</td>
</tr>
<tr>
<td>Total contribution</td>
<td>12.5%</td>
<td>16%</td>
<td>0.522%*</td>
<td>9%</td>
<td></td>
</tr>
</tbody>
</table>
COFFEE SHOPS AND RESTAURANTS
There is a variety of places where you can either have a snack or lunch on campus:

- **Cafetería Central and Hamburguesas El Corral**, located in the south-eastern part of the campus, between Bloque A and the Dean's Office.
- **Villa Paulina Restaurant** in Bloque X.
- **Lukafé**, located on the third floor of the Central Library.
- **Satellite cafeterias** located in the following buildings: Aulas, El Campito, Plazoleta Lleras (better known as “Las Monas”), Bloque Z, Plazoleta del R, ML, Santo Domingo, Edificio H and Terraza Bloque Q.

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.

The following list summarizes some of the most common restaurants near campus:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gauchos Hamburguesas</td>
<td>Calle 22 Nro. 0-51</td>
</tr>
<tr>
<td>La parrilla</td>
<td>Calle 18a N° 1-05</td>
</tr>
<tr>
<td>Chick And Chips</td>
<td>Cra. 14 # 90-11</td>
</tr>
<tr>
<td>Tao Calentao</td>
<td>Cra. 3 Este # 19a - 22</td>
</tr>
<tr>
<td>Andrés DC Express</td>
<td>Calle 20 # 2a-16</td>
</tr>
<tr>
<td>Flugel</td>
<td>Calle 20# 0-70</td>
</tr>
<tr>
<td>BC Vurger</td>
<td>Calle 20 No. 2A-62</td>
</tr>
<tr>
<td>El corral</td>
<td>entre la 4 y la 18, Cl. 19a</td>
</tr>
<tr>
<td>La Vinagreta</td>
<td>Cra. 3 Este # 19a - 22</td>
</tr>
<tr>
<td>Mi Ajiaquito</td>
<td>Cra. 3 este 19 a 22</td>
</tr>
<tr>
<td>Casa Vechia</td>
<td>Calle 19a #3-14E</td>
</tr>
<tr>
<td>Subway</td>
<td>Diagonal 20A # 0-54</td>
</tr>
<tr>
<td>Bendito Calentado</td>
<td>Calle 19a #3-14E</td>
</tr>
<tr>
<td>Crepes Express</td>
<td>Calle 19 No. 1-21</td>
</tr>
<tr>
<td>Randys</td>
<td>Cra. 1 # 18a-12</td>
</tr>
<tr>
<td>Frisby</td>
<td>Cra. 1 #20a - 21</td>
</tr>
</tbody>
</table>

We advise you to read in detail the chapter “Colombian food, diet and health”, in this brochure.
Throughout the academic semester, professors can practice different sports and register in traditional dance, popular rhythms, martial arts and aerobics courses, among many others.

The sports facilities include:
- Multiple courts
- Football field
- Tennis court
- Climbing wall
- Gym
- Leisure room

For further information, please visit the Dean’s Office website:
http://deportes.uniandes.edu.co

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:
Agenda Cultural

The university has a legal office close to the campus. For more information, visit:
http://consultoriojuridico.uniandes.edu.co

In case of any misunderstanding with someone at the University, please visit:
https://ombudsperson.uniandes.edu.co
24 HOUR-LINE

USEFUL ADDRESSES

USEFUL PHONE NUMBERS
USEFUL PHONE NUMBERS
- General Information: 113
- Immediate police service (CAI): 156
- Fireman: 119
- Red Cross: 112
- Bogotá Line: 195

24 HOUR-LINE (inside campus)
Telephone: 3394949 Ext. 3555

USEFUL ADDRESSES
- Immediate Police Services (CAI)
  - CAI Candelaria – Rosario
    Calle 13 # 5 - 00
  - CAI Torres Blancas
    Cra 3 #22 – 55
  - CAI Monserrate
    Av. Cincunvalar #23 - 00
WELCOME TO THE Universidad de los Andes Colombia