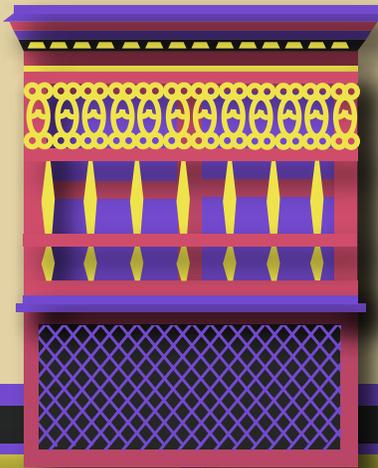




HANDBOOK FOR INTERNATIONAL PROFESSORS 2022





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An aerial photograph of the Universidad de los Andes campus, showing a large, modern building with a flat roof and several courtyards. The building is surrounded by lush green trees. A purple banner with the word "WELCOME" in white capital letters is overlaid across the middle of the image. A yellow square is positioned at the end of the banner on the right side. The building's facade features a grid of windows with horizontal slats. The university's logo and name are visible on the lower right part of the building.

WELCOME

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.

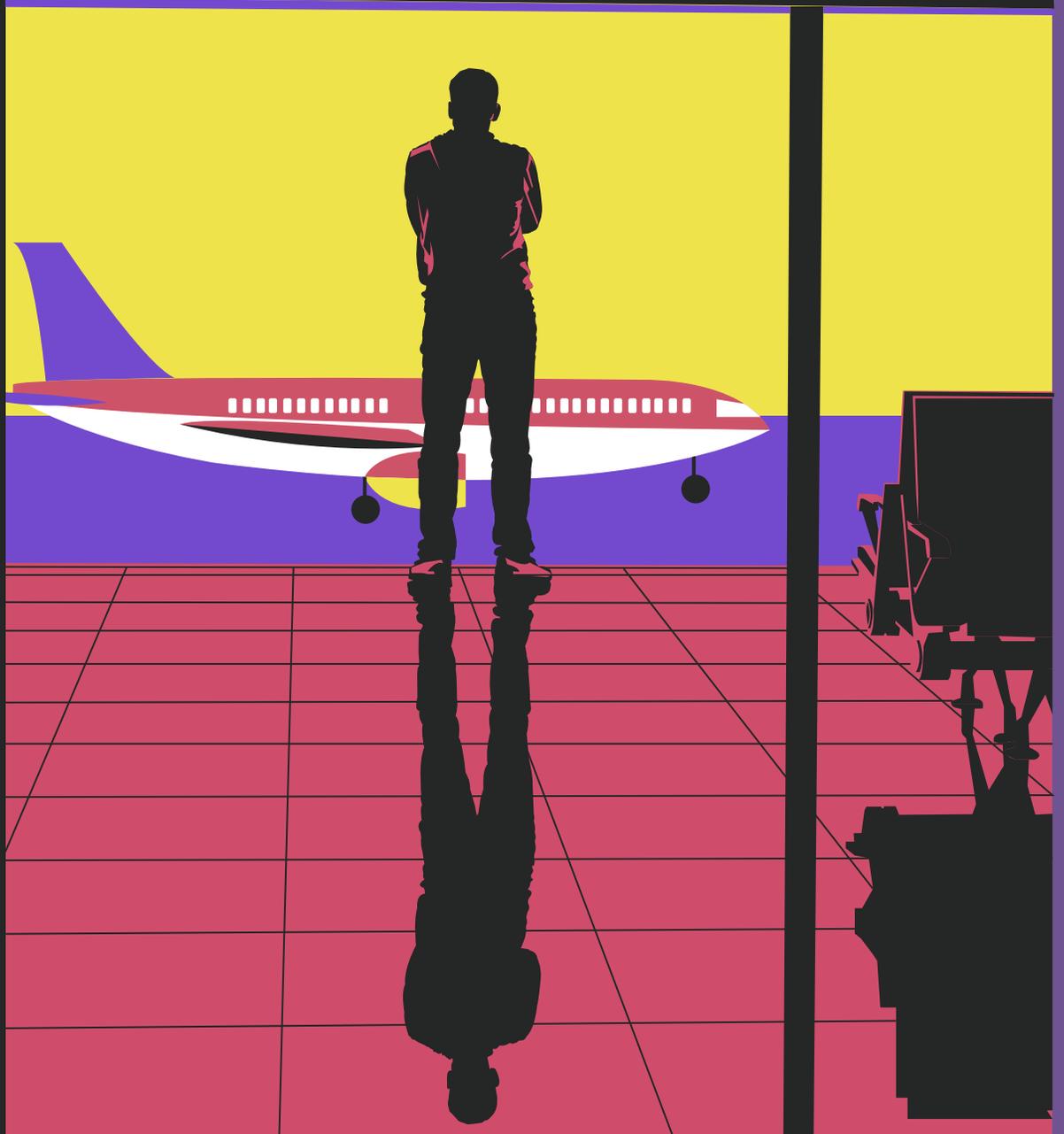


BEFORE

LEAVING

HOME

DORA



CHECK LIST BEFORE LEAVING HOME

1. Apply for a visa
2. Make sure you bring a valid or unexpired passport
3. Don't forget to bring the invitation letter.
4. Any paperwork that your college requires before you leave.
5. Bring your international travel insurance.
6. Make housing reservations

GET INFORMED ABOUT THE VISA PROCESS

According to the Colombian laws, each person seeking for a visa is responsible to do the process himself. Universidad de los Andes will guide the professor on the type of visa they must request according to their status at Uniandes, and will provide the necessary documents and information they need to do the process.

The procedure regarding visas has changed and therefore you should keep the following aspects in mind:

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.

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.)

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 [57- 601] 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 Ana María Aguilera a.aguilera@uniandes.edu.co of HR office.

GET INFORMED

ABOUT YOUR

DESTINATION

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

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 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

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 Hilton

Address: Cra 5 # 28 – 26

Telephone: 2836751

Droguería Colsubsidio

Address: Cra 7 # 21-62

Telephone: 7450990

Farmacia Homeopática Santa Rita (Homeopathic)

Address: Cra 5 # 11- 09

Telephone: 3421055

Droguería La Rebaja

Address: Cra 4 # 18-72

Telephone: 3187390 – 2848251

Droguería Cafam (CityU)

Address: Cl. 20 #2a-2

Telephone: 6505222 (24 hours)

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.deturismoporcolombia.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!

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

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, 50,000 and 100,000. Most banks have continuous working hours from 9:00a.m to 3:00p.m and are open from Monday to Friday. This schedule is extended half an hour on Fridays, until 3:30p.m. Also, on every month's last working day, banks close at 12:00p.m. Some banks have extended hours in the afternoon (usually from 5:00p.m until 8:00p.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.

Banco Itaú - Y building, 1rd floor.

The most accepted credit cards are Visa and MasterCard.

CLIMATE AND APPROPRIATE CLOTHES

You should bear in mind that Colombia is a tropical country. Despite of not having seasons, there can be chageable 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 everyday.



ELECTRICITY

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

DRINKING WATER

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.

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 people, 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:

Monserate Monastery
The Salt Cathedral of Zipaquirá

Public Libraries:

Biblioteca Luis Ángel 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.

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



PUBLIC TRANSPORTATION

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 of international arrivals exit.

In the city

Taxis

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

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 (100 maximum). The cost of each trip or entry to the system is COP \$2,650.

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.

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

<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/>



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.

LIVING COSTS

Living Expenses

The following budget is an estimate and can vary significantly depending on the professor'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 | \$ 6,000,000.00 | \$ 12,500,000.00 |
| Board | \$ 1,240,000.00 | \$ 2,480,000.00 |
| Installation budget | \$ 1,500,000.00 | \$ 1,500,000.00 |
| Transportation | \$ 3,100,000.00 | \$ 3,100,000.00 |
| Others | \$ 2,500,000.00 | \$ 2,500,000.00 |
| Total in Colombian pesos | \$ 14,340,000.00 | \$ 22,080,000.00 |

CELLPHONE SERVICES

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.

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

Tigo: Also offers special discounts on mobile phones. The network covers more than 80% of the population.

Virgin Mobile: It's a virtual operator that relies on Movistar in terms of coverage.

OPENING A BANK ACCOUNT

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)

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:

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.

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.

EMERGENCY NUMBERS

USEFUL PHONE NUMBERS

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

24 HOUR - LINE

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

USEFUL ADDRESSES

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

UNIVERSIDAD DE LOS ANDES

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 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**
- **Undergraduate degrees**
- **19.123 students approximately**
- **QS ranking 227**

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).

BLOQUES

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

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-2021>

UNIVERSITY IDENTITY CARD

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 ID you must request it in the Civic Center.

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).

E-MAIL ACCOUNT

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>

PROFFESORS SERVICES

WIFI ACCESS

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.

DIGITAL APPS FOR TEACHING



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/>

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 7:00am 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.

Location: Bulding 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: 6013394949 Ext. 3303

Email: salud@uniandes.edu.co

Web page <https://servicios.uniandes.edu.co/consulta-medical/>



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
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 prestatu interbibliotecar in the library system web site.

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

SPORTS

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>

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 film screening, 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://evento.uniandes.edu.co/es/agendaculturaldigital>

LEGAL SERVICES

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>

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.

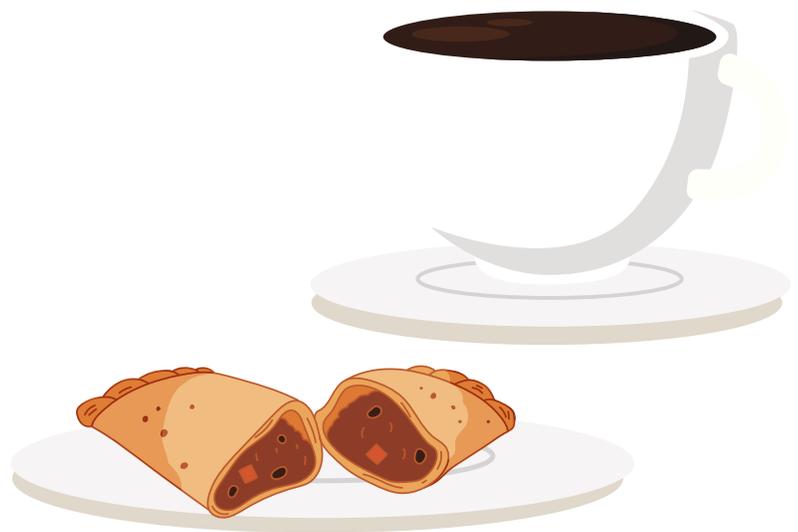
Villa Paulina Restaurant in Bloque X.

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.

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



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

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:



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



| | Contributions | Health | Pension | ARL | Parafiscales: Compensation box, SENA and ICBF | Total |
|---------------------------|---------------|--------------|------------|---------------|---|---------|
| Employee | | 4% | 4% | 0% | 0% | 8% |
| University | | 8,5% | 12% | 0,522%* | 9% | 30,022% |
| Total contribution | | 12,5% | 16% | 0,522% | 9% | |

