



Universidad
Autónoma de
Guadalajara

SCHOOL OF MEDICINE

Re-Enrollment Guide

UAG Re-Enrollment Guide

Dear UAG Students,

Welcome back to UAG School of Medicine! It is with great pleasure that I extend my warmest greetings as you embark on another enriching academic semester with us. Whether you are returning from a well-deserved break or continuing your journey uninterrupted, your dedication to your studies and contributions to our diverse community are truly commendable.

As the Director of International Student Affairs, I am here to support you every step of the way. Whether you need assistance with your residency status, have questions about immigration procedures, or seek guidance on adjusting to academic life at UAG, our team at the Office of International Services and Affairs (ISAO) is dedicated to ensuring your success and comfort.

This upcoming semester promises new challenges, opportunities for growth, and moments of achievement. Embrace these experiences with enthusiasm and determination, knowing that you are part of a supportive community that values your aspirations and academic excellence.

I look forward to seeing each of you thrive academically and personally throughout the year. Please do not hesitate to reach out if you have any questions or need assistance. Here's to a successful and rewarding academic journey ahead!

Warm regards,

Tatiana Fausto
Director of International Student Affairs
UAG School of Medicine

Professionalism Guidelines for UAG School of Medicine

1. Respect for Others:
 - a. Treat all individuals, including peers, faculty, staff, and patients, with respect and dignity.
 - b. Value diversity and promote an inclusive and welcoming environment.

2. Communication:
 - a. Communicate effectively and professionally in all interactions, including written, verbal, and electronic communication.
 - b. Demonstrate active listening and seek to understand different perspectives.

3. Punctuality:
 - a. Arrive on time for all classes, meetings, and clinical rotations.
 - b. Notify appropriate parties in advance if unable to attend or if there will be a delay.

4. Integrity and Honesty:
 - a. Uphold the highest standards of academic integrity and honesty.
 - b. Report any observed violations of ethical standards.

5. Confidentiality:
 - a. Respect and maintain the confidentiality of patient information and sensitive data in accordance with legal and ethical standards.

6. Teamwork:
 - a. Collaborate effectively with peers, faculty, and healthcare professionals in a team-based environment.
 - b. Value and appreciate the contributions of each team member.

7. Accountability:

- a. Take responsibility for your actions and decisions.
- b. Learn from constructive feedback and strive for continuous improvement.

8. Professional Boundaries:

- a. Understand and maintain appropriate professional boundaries in all interactions, particularly with patients and colleagues.

9. Self-Care:

- a. Recognize the importance of self-care and maintain a balance between academic, personal, and professional responsibilities.
- b. Seek support when needed and encourage others to do the same.

10. Cultural Competence:

- a. Demonstrate cultural competence and sensitivity when working with individuals from diverse backgrounds.
- b. Strive to understand and address the unique needs and perspectives of different patient populations.

11. Community Engagement:

- a. Engage in community service and outreach activities to contribute positively to the broader community.

12. Continuous Learning:

- a. Demonstrate a commitment to lifelong learning and professional development.
- b. Stay current with advancements in medical knowledge and technology.

13. Adherence to Policies:

- a. Familiarize yourself with and adhere to all school policies, including those related to academic conduct, attendance, and professional behavior.

These guidelines are intended to foster a culture of professionalism and ethical behavior among the students at UAG School of Medicine. Violations of these guidelines may result in disciplinary action, up to and including dismissal from the program. Students are encouraged to seek guidance from faculty and staff if they have questions or concerns about any aspect of professionalism.

Important Due Dates:

- **Re-enrollment Dates:** December 19, 2024 to January 12, 2025
- **Payment Deadline:** January 17, 2025

Please ensure all required documents and payments are submitted by the deadlines to avoid any delays in your enrollment.

Official Re-Enrollment

To become officially re-enrolled at UAG School of Medicine, students must complete their registration at Campus Digital.

Checking Your Schedule:

To view and confirm your class schedule:

- Log in to your student portal at Campus Digital Portal
- Navigate to the TO DO LIST to view your classes and schedules for the upcoming semester and press accept.

Immigration Information

Student Resident Card Renewal

The Student Resident Card must be renewed annually to remain in México. To avoid fines, you should apply at UAG Immigration Department 30 days before the expiration date.

The UAG's Immigration department will assist with the necessary documents you will need for a proper renewal.

If your Student Resident Card expires while you are out of the country, you must attach a typed letter in Spanish signed under oath noting the arrival and departure dates in and out of the country including the stamp on your Passport that shows when you entered and left the country.

You only have 5 business days after your arrival to do this, otherwise, you will get a fine and will not be able to leave the country until the process has been completed.

Note: Medical students who fail to renew their Student Resident Card annually may have their coursework nullified and risk not receiving their diploma upon completion of their studies.

Changes

You have **90** days after any change to notify the *Instituto Nacional de Migración*. If you fail to give notice within this time, you will be given a fine. Students must notify change of address, nationality, condition, and marital status.

Entering Mexico:

Upon arrival in Mexico, the Immigration and Customs office will inspect your documents at the port of entry before granting entry into the country. Required documents include:

- Valid passport
- Mexican Student Visa
- Customs Declaration form*

*Customs Declaration form: This card is sometimes provided to the student during the flight to Mexico. Please complete it and present it to the Customs Officer during the customs inspection.

If you are traveling with any family members that will be in the country for more than 6 months, they must apply for an appropriate visa at the Mexican Consulate in their country prior to arriving in Guadalajara.

INTERNATIONAL STUDENTS AFFAIRS OFFICE- ISAO

The International Student Affairs Office at the Universidad Autónoma de Guadalajara (UAG) School of Medicine plays a crucial role in supporting international students throughout their academic journey. This office is dedicated to ensuring that students from abroad have a smooth and enriching experience during their time at UAG. Here are some keyways in which the office helps students:

1. Orientation and Transition Support:

- Provides comprehensive orientation programs to help international students acclimate to the university environment and Mexican culture.
- Offers guidance on academic expectations, campus resources, and student life.

2. Immigration and Visa Assistance:

- Assists students with visa applications, renewals, and other immigration-related issues.
- Provides information on legal requirements and helps ensure students maintain their legal status in Mexico.

4. Health and Wellness Services:

- Coordinates with health services to ensure students have access to medical care, counseling, and wellness programs.
- Provides information on health insurance options and requirements.

5. Cultural and Social Integration:

- Organizes cultural events, social activities, and excursions to help students integrate into the local community and build connections with fellow students.
- Encourages participation in student organizations and extracurricular activities.

6. Housing and Accommodation:

- Assists students in finding suitable housing, whether on-campus or off-campus.
- Provides information on local neighborhoods, transportation options, and housing safety.

Overall, the International Student Affairs Office at UAG School of Medicine is dedicated to ensuring that international students have the resources, support, and opportunities they need to succeed academically, professionally, and personally during their time at the university.

STUDENT SUCCESS OFFICE

At our Student Success Office, our commitment is to help you reach your fullest potential through tailored resources, personalized guidance, and a supportive learning environment. Our mission is straightforward: we empower and assist students in achieving their academic and personal aspirations.

We understand that your journey at UAG School of Medicine may present diverse challenges, whether academic or personal.

Be assured that our team is dedicated to supporting you at every turn. Your success is our primary focus, and we are here to help you overcome any obstacles you may encounter along the way.

Peer Mentoring Program

Mentors of the UAG Medical School Peer Mentor Program take a crucial mission to help incoming students transition to their new life in Guadalajara and at UAG. Mentors share their experiences and assist first-semester students in connecting with study and engagement opportunities.

They also encourage mentees to build new social connections and create friends as they begin the journey to becoming a doctor. The Center for Student

Success pairs mentors and mentees once every new class has an official roster available. Mentors will contact mentees as soon as they have their contact information.

First Day of School

Your first day of classes is scheduled for **January 13, 2025**

School Dress Code

First impressions are important. All students must maintain a professional appearance that reflects the medical field's standards and upholds the core values of UAG School of Medicine.

1. Medical students can dress in gray, burgundy, black, or white scrubs for all academic activities; **clean white coats** should be worn and **UAG I.D. badges must remain visible**. Students must wear white-only scrubs for OSCE's.
2. **Shoes must be safe**, clean, in good repair, closed toe, and appropriate for the classroom/clinical setting. Sandals, flip-flops, crocs, or any porous shoes are unacceptable.
3. **All clothing must be neat and clean**. A collared shirt for men and a conservative shirt/blouse for women is expected. Dresses and skirts should be long enough for sitting comfortably in public. Examples of unacceptable attire include plunging necklines, halter or tank tops, items designed to be worn as undergarments, oversized or baggy clothing, shorts, cut-off jeans, short/miniskirts shorter than the student white coat, leggings or spandex pants designed to be worn as athletic wear, soiled, torn or frayed garments, blue jeans, apparel with words or pictures unrelated to the professional environment.

4. Jewelry, cosmetics, perfume, and cologne should be used in moderation and with good taste. Male students are not permitted to wear earrings, and tongue rings are prohibited. Additionally, visible tattoos or body piercings are not allowed.

5. **Hats are not allowed.** Head covers required for religious beliefs are acceptable.

6. Good personal hygiene is expected. There should be no noticeable body odor or smell of smoke, etc.

7. **Hair and facial hair** must be clean and controlled. Hair color should be natural. No outlandish, unreal hair colors. Facial hair should be neatly trimmed.

Welcome Picnic

UAG School of Medicine organizes a Welcome Picnic to allow students to become familiar with the University's extracurricular activities, sports facilities, and sign up for student organizations. This is your chance to meet faculty, your professors, peers, and student organization leaders.

Bring your family and experience what UAG is about!

Come join us for a relaxing time, delicious food, and fun games. This event will take place on the Softball Field at the UAG Main Campus on **Saturday, January 18th, 2025.**

Transportation will be provided from the ICB (INSTITUTO DE CIENCIAS BIOLÓGICAS) to the Softball Field.

There will be 2 available times from the ICB to the Softball Field.

10:55 AM

11:55 AM

A scheduled pick-up time from the Softball Field to the ICB will also be provided.

1:55 PM

2:55 PM

CONTACT INFORMATION

School of Medicine

Tel. +52 33 3648 8305 ext. 55069

Financial Aid Information

Tel. +1 210 366 1611

Email: fin_aid@uag.edu

International Students Affairs Office (ISAO)

Tel +52 33 3648 8305 ext. 55069

Email: isao@uag.edu

Bursar's Office

Tel +52 33 3648 8305 ext. 55112

Email: asuntosfinancieros@uag.edu

Immigration Services

Tel +52 33 3648 8305 ext. 55073

Email: asuntosmigratorios@uag.edu

ECFMG

(Educational Commission for Foreign Medical Graduates) Status and Credentials Verification

Tel +52 33 3648 8305 ext. 55074

Email: asuntosecfmg@uag.edu

Registrar

Tel +52 33 3648 8305 ext. 55056

Email: registrar@uag.edu

San Antonio Office

Tel +1 210 366 1611

Email: admissions@uag.edu

Puerto Rico Office

Tel +1 787 763 2457

Email: uagpr@uag.edu