



SELECTION

Each faculty is responsible for the admission of the students. They will base their decision on the student's academic records and projection, personal achievements and qualities, language skills and commitment to the University.

STUDY PLAN

For further information on the subjects and their contents, go to our web page and propose a study plan in accordance with the student's program at the home university.

Double degree study plans have already been agreed upon.

LANGUAGE REQUIREMENTS

Medical rotation students must provide proof of B2 level.

Depending on the language of studies, the student will have to fulfill the following requirements:

- English taught courses: be a native speaker of English or B1 level of English as a foreign language.
- Spanish-taught courses: be a native speaker of Spanish or B1 level of Spanish as a foreign language.

One of the following is accepted as proof of level proficiency: Copy of the biographical page of the passport, international test results (TOEFL, IELTS, DELE) or placement test results taken at La Sabana before arrival.

VALIDATION / RECOGNITION

It is discretionary of every Home University to validate the courses taken and approved at La Sabana.

Universidad de La Sabana sends the original transcripts to the student's Home University.

For double degree students, validation of the courses is conditioned by the passing of all courses and the compliance with every graduation requirement at both Universities (Home and Host).

DEGREE

Study abroad OR medical rotation students will not graduate from La Sabana.

Double degree students will have to comply with every requirement, such as:

- High school transcripts;
- College admission exam (see below);
- Passing all courses;
- Required graduation paper, thesis or dissertation;
- Language requirements;
- State exam, SaberPro (ECAES).

If three (3) years passed after finishing the study plan, the student will have to take a course as stated in the student's handbook.

COSTS

As well as tuition fees and other costs included in the agreement, the student will have to budget for: international medical insurance, tickets, visa, cédula de extranjería and other personal expenses. Medical rotations students must follow the national regulation.

FOLLOW-UP

The student shall remain in constant contact with:

Lina Constanza Cañón Rueda

Mobility and International Resources Manager

lina.canon@unisabana.edu.co

Tel. +57 1 861 55 55 ext.m 11311



HOUSING

Universidad de La Sabana offers its students the service of selection of housing offers. It is up to the student to make the arrangements. To see the offer, click [here](#).

TRANSPORTATION

Transportation to and from the Airport can be arranged for the student who is responsible for paying the driver directly. To book this service, the student has to fill out this form and email it to martha.sanchez2@unisabana.edu.co

INMIGRACIÓN - VISA

Students coming from a country with which there is a visa exemption agreement and for under 90 days have to enter the country with the entry permit PIP2 which will be given at the airport. After the 90 days, the student must apply for a PTP2 in Bogotá.

Students coming from a country with which there is not a visa exemption agreement or for over 180 days have to apply for a TP3 visa. Also, once in the country, immigration law requires the student to apply for a Cedula de Extranjería (CE) for which it is required to provide proof of blood type and RH factor.

Those students who do not comply with these recommendations are not allowed to study at La Sabana.

Please note that students may only enter the Country by plane.

GENERAL RULES

While at La Sabana, the student shall:

- Attend orientation week;
- Pay tuition and other fees applicable;
- Observe the rules in accordance with the human style and christian sense the University represents;
- Maintain a high academic level;
- Report every change of mailing address of the Home University;
- Return to its Home University at the end of the classes;
- Full fill other obligations derived from scholarships or other forms of funding;
- Observe immigration rules;
- Evaluate the program at the end of the mobility;
- Take every exam as scheduled before returning Home.

Double degree students shall also:

- Pay for the Apostille of the diploma;
- Follow graduation procedures and respect dates.

DOCUMENTS

The Home University must send the application form and documents of each student by email and post.

Originals should be sent to Lina Constanza Cañón Rueda / Mobility and International Resources Manager/
Universidad de La Sabana / Campus del Puente del Común / Km 7 Autopista norte Bogotá – Chía /
Cundinamarca, Colombia / Tel. (+57 1) 861 55 55 ext. 11311

Electronic files should be sent to:

lina.canon@unisabana.edu.co / internacionales@unisabana.edu.co.



Documents should be scanned in pdf and named as follows:

NameofDocument Language_StudentName

Example: if the student's name is Pedro Marín Gómez:

- *formulario EN_PedroMarínGómez*
 - *pasaporte EN_PedroMarínGómez*
 - *hoja de vida EN_PedroMarínGómez*
 - *cert.matrícula EN_PedroMarínGómez*
 - *cert.notas EN_PedroMarínGómez*
 - *motivación EN_PedroMaríanGómez*
 - *recomendación 1 EN_PedroMarínGómez*
 - *recomendación 2 EN_PedroMarínGómez*
 - *cert.español EN_PedroMarínGómez*
 - *toefl_PedroMarínGómez / ielts_PedroMarínGómez*
- (SP-Spanish. EN-English-. FR-French- GR-German).

The documents are:

1. Signed application form (original);
2. 1 picture attached to the form. On the back please write your name and passport number;
3. Copy of the bibliographical page of the passport;
4. CV in Spanish or English;
5. Certificate of enrolment at Home university (original and copy);
If in a language different from Spanish and English attach a sworn translation
6. Official transcripts (original and copy);
If in a language different from Spanish and English attach a sworn translation
7. Proof of language proficiency according with the language of studies at La Sabana (copy);
8. Motivation letter addressed to the academic program explaining the motivation for coming to La Sabana (original);
9. Two letters of academic recommendation (in Spanish or English) addressed to the academic program at La Sabana.
10. Proof of Spanish level (copy).

Double degree students should also send:

1. Copy of IELTS or TOEFL
2. Copy of the results of the College admission test taken at Home country.

The following are the only foreign tests recognized by the Colombian Ministry of Education. Should the students had taken a different one, they have to take ICFCES in Colombia before graduation.

- Baccalauréat General, Francia
- Fin d'études classiques, Haití
- GNU- Sistema RUSNIEU, Venezuela
- Bachillerato Formal, Costa Rica
- FCAT-Florida Comprehensive Assessment test, Estados Unidos
- SAT, Estados Unidos
- New York High School Diploma (REGENTS), Estados Unidos
- TASP Texas Academic Skills Program, Estados Unidos
- KQNKGR, Iran
- Prueba de Acceso a las enseñanzas Universitarias, España
- Georgia High School Graduation Tests, Estados Unidos
- L'Esame di Stato, Italia
- Graduation Program, Canadá
- Internatinnal Baccalaureate, Suiza
- Oeutches Abitur, Alemania
- Schweizerische Maturitätsprüfung (Matura), Suiza
- Examen ACT, Estados Unidos



Universidad de
La Sabana

**DIRECCIÓN DE RELACIONES INTERNACIONALES
INBOUND MOBILITY (SULS. DD. MEDICAL ROTATIONS)
IMPORTANT INFORMATION**

- Prueba de aprendizaje para egresados de Educación media PAES, El Salvador
- Examen final nacional, Portugal
- Examen ENEM, Brasil
- Examen PSU, Chile
- Examen único nacional, Rusia
- STOP, Bulgaria
- Pruebas Nacionales, República Dominicana
- GCSE – General Certificate of Secondary Education, Inglaterra
- Examen Nacional de Ingreso a la Educación Superior EXANI II, México
- Texas Assessment of knowledge and Skills, Estados Unidos
- LYS, Turquía
- Student Exam, Finlandia
- Examen Nacional para la Educación de la Educación Superior, Ecuador
- MEL, Canadá
- Examen estatal de Rusia, Rusia