



**MEMORANDUM OF UNDERSTANDING FOR INTERNATIONAL GUEST STUDENT
PROGRAM
BETWEEN
THE REGENTS OF THE UNIVERSITY OF NEW MEXICO, ALBUQUERQUE, N.M.,
U.S.A.
AND
INSTITUTO POLITÉCNICO NACIONAL, UNITED MEXICAN STATES
DRAFT 5 September 2017**

This Agreement is entered into by the Regents of the University of New Mexico (UNM), and Instituto Politécnico Nacional (IPN). The purpose of this Agreement is to establish an International Guest Student Program (Program) at UNM in which up to 20 IPN undergraduate students who have studied at IPN full-time for at least one academic year will enroll at UNM annually to take courses that will transfer back to IPN and be applied toward an IPN degree.

I. Responsibilities of IPN

- A. IPN shall provide students with accurate information about UNM and the Program.
- B. IPN shall provide students with UNM application and fee information, as found on the UNM website. IPN shall not charge prospective Program students any application, processing, handling, or other fees in connection with their application to the Program.
- D. IPN is responsible to ensure that IPN students comply with all financial requirements of UNM.
- E. IPN is responsible for all matters pertaining to the transfer and acceptance (including all policies and processes) of UNM course credits earned by IPN participants according to IPN degree requirements and transfer policies, and for informing IPN students that they must order and pay for an official transcript upon the completion of their studies at UNM.¹
- F. IPN is responsible for assuring that students conform to the stated requirements for admission to the Program. In addition, IPN will work with UNM to assess whether students have the necessary prerequisites for the courses and programs of study that students may enroll in while at UNM.
- G. IPN will ensure that students in the Program meet the following minimum qualifications for transfer admission into UNM:
 - 1. Minimum scores of English-language proficiency (any score below will suffice):
 - a) IELTS 6.0
 - b) TOEFL PBT 520, CBT 190, or iBT 68
 - c) Pearson 47
 - d) Cambridge C²

¹ Official transcripts cost USD \$10.00 and can be sent to IPN via email at no cost or via FedEx for an additional cost. Unofficial transcripts are free (3 copies maximum per request). See <http://registrar.unm.edu/index.php>.

² For exceptions to UNM's English-proficiency test requirements see http://geo.unm.edu/admission/undergraduate/requirements/eng_language.html.



2. Submit all student application materials to UNM no later than 01 April for August admission or 15 September for January admission.
- H. The maximum number of students that can enroll in the Program is 20 per academic year. Once the list of IPN Program applicants is finalized for each semester, IPN will email the name of this Agreement plus the applicants' full names and dates of birth to UNM at goglobal@unm.edu so that UNM can track the applicants. **Attachment A** lists the majors of the participating students.
 - I. IPN will identify an academic advisor to work with UNM staff to assure that students' UNM course work fulfills the requirements of their IPN degrees.
 - J. IPN will require all students to enroll in 15 credit hours of classes per semester (a full load at UNM), and will inform all students that each hour of class requires 2 or 3 hours of preparation outside of class.

II. Responsibilities of UNM

- A. UNM will allow duly admitted IPN students to take credit-bearing UNM courses for 1 or 2 semesters as study abroad students. Some courses may not be available because they are full or because the pertinent academic program accepts domestic students only. Academic credit may be transferred, subject to IPN acceptance, to satisfy degree requirements at IPN.
- B. UNM shall be solely responsible for all course-planning, organization, requirements, and administration, program development and content, instruction, and student evaluation.
- C. UNM shall provide brochures, application forms, and other promotional materials for use by IPN as requested.
- D. UNM will have sole authority as to the acceptance of any student according to its policies, requirements and practices. Each student accepted will be expected to participate in UNM courses at the same level of proficiency as any other student enrolled at UNM.
- E. UNM shall issue a photo identification card to each IPN student. Students may use libraries, athletic facilities, student health center, computer labs, the campus transportation system etc. as permitted by UNM policies.
- F. UNM shall issue each accepted IPN student the required documents for a J-1 visa in accordance with UNM policies and U.S. law. U.S. law requires that any IPN guest student who decides to seek a degree at UNM must leave the U.S. and then apply to enroll at UNM under an F-1 visa.
- G. Students can research and enroll in UNM Campus Housing options at <http://housing.unm.edu/> once they have been admitted to UNM, but room availability is not guaranteed. Therefore, UNM will make good faith efforts to help students obtain off-campus accommodation within reasonable proximity.
- H. UNM shall bill IPN directly for costs of attendance as described in UNM's Third-Party Payment Process (**Attachment B**).

III. Financial and Billing Considerations

IPN students enrolled in UNM coursework and studying abroad at UNM will pay UNM's applicable cost of attendance including pertinent tuition and fees. Tuition and mandatory fees pay for the cost of instruction only, and do not pay for the separate cost of room and board or other costs of attendance. IPN students who are Mexican citizens will receive a

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Beca México that discounts the non-resident portion of tuition by approximately 50%.³ A "Friendship Rate" 10% discount on tuition for intensive English classes at the UNM Center for English Language and American Culture is also available to IPN students attending UNM pursuant to this Agreement. All costs are subject to change annually and are posted at <http://bursar.unm.edu/> and http://admissions.unm.edu/costs_financial_aid/index.html.

IV. Term, Renewal, Amendment, Termination, and Dispute Resolution

- A. This Agreement shall become effective for an initial term of five (5) years from the date of the last signature by the parties' duly authorized representatives and shall automatically renew for successive five-year terms unless terminated as provided below.
- B. This Agreement may be amended by an instrument in writing signed by the duly authorized representatives of each party, except that the parties may update **Attachment A** as needed via email correspondence.
- C. Either party may terminate this Agreement by giving the other party at least 180 days' written notice, but any students who have been accepted at either institution at the date of termination may complete their courses of study in accordance with this Agreement. Termination shall be without penalty.
- D. This Agreement is signed in good faith and in accordance with the administrative rules and procedures governing each party. Therefore, any dispute that may arise concerning its interpretation and implementation will be resolved amicably through negotiations.

V. Counterparts by Facsimile or Email

This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

VI. Publicity

Neither institution will use the name or trademarks of the other institution or issue any press release or other public announcement regarding the subject matter of this Agreement, without the prior written approval of the other institution.

VII. Notices

All notices required hereunder shall be in writing and delivered by a duly authorized representative of the Party giving the notice and sent by email transmission to the following addresses. Either Party may change its email address for notice purposes by providing prior written notice to the other party. Any notice sent by email transmission shall be deemed to have been delivered at the time of confirmation of receipt by the addressee.

³ https://geo.unm.edu/admission/undergraduate/scholarships/beca_mexico.html. Volume discounts are available to eligible student cohort groups from schools that send 10 or more students to UNM.

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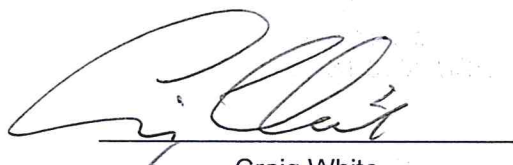


Linda Melville, Associate Director
 International Student & Scholar Services
 Global Education Office
 MSC06 3850
 1 University of New Mexico
 Albuquerque, NM 87131-0001 USA
 Phone: (505) 277-4032
 Fax: (505) 277-1867
 E-mail: iadvisor@unm.edu
<http://geo.unm.edu/>

Mireya Saraí García Vázquez
 Coordinator for Academic Cooperation
 Unidad Profesional "Adolfo López Mateos"
 Av- Juan de Dios Bátiz s/n
 Edificio de la Secretaría de Extensión e
 Integración Social, primer piso
 Colonia Zacatenco. C.P. 07738
 Ciudad de México
 Email: msarai@ipn.mx
www.ipn.mx/cca

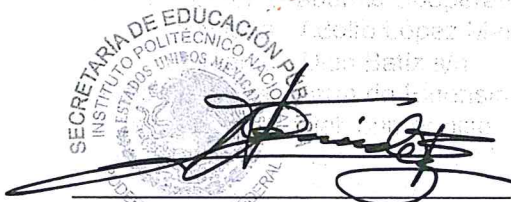
This document memorializes the parties' entire agreement.

The Regents of the University of New
 Mexico



Craig White
 Acting Provost and Executive Vice
 President for Academic Affairs

Por el Instituto Politécnico Nacional



Enrique Pablo Alfonso Fernández
 Fasnacht
 General Director

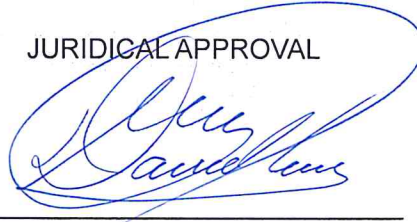


Francisco José Plata-Olvera
 Secretary of Extension and Social
 Integration



Secretaría de Educación Pública
 Instituto Politécnico Nacional
 Secretaría de Extensión
 e Integración Social

JURIDICAL APPROVAL



David Cuevas García
 General Lawyer

Date:

Date: Mexico City, 30 October, 2017



ATTACHMENT A

IPN Guest Students at UNM

January-May 2018

School/College	Majors	Number of Students
School of Engineering	Electrical, Mechanical, Computers, Chemical & Civil Engineering	
School of Architecture and Planning	Architecture Environmental Planning and Design	
College of Art & Sciences	Chemistry, Biology, Environmental, Mathematics and Physics, Economics	
School of Management	General Management, Marketing, Operations Management, Organizational Leadership	

MOU IPN-UNM International Guest Student Program



ATTACHMENT B

THIRD-PARTY PAYMENT PROCESS

Third-Party Sponsor: An external organization that commits to pay a student's educational expenses. The UNM Bursar's Office bills the Sponsor directly when payment is due on the student account ("third-party billing").

Third-Party Authorization (TPA): May be a letter on Sponsor's official letterhead, a purchase order, or a voucher. The TPA must include the following information:

- Sponsored student's name and UNM identification number (provided to student after admission)
- Dollar amount the Sponsor will pay
- Specific charges the Sponsor will pay from column 1 on page 2
- Sponsor's name and billing address
- Sponsor contact's name, phone number, and e-mail address
- Sponsor's own internal reference number for each sponsored student, which UNM will use on its invoice. This number is necessary for payment processing.
- Beginning date and expiration date of each student's sponsorship. These *very important dates* are entered into UNM's third-party payment system and prevent enrollment cancellations due to non-payment.
- Signature of the Sponsor or other person authorized to make commitments on behalf of the Sponsor

NO restrictions or contingencies on the TPA are allowed. For instance, if the Sponsor requires grade or transcript review before paying, UNM will not authorize third-party billing, and the student must pay UNM directly and be reimbursed by the Sponsor.

Submit TPA's by e-mail to thirdparty@unm.edu or by fax to 505-277-7670.

TPA's must be renewed (as applicable) before they expire. To prevent enrollment cancellations, the Sponsor must renew a continuing student's TPA before the expiration date by submitting a new TPA according to the process described in this document.

Total Cost of Attendance: See page 2 for the line items that typically constitute the total cost of attendance at UNM for students residing on campus or off campus. Some of these costs change from time to time, and some are program-specific, such as tuition differentials to attend a particular program.

1. Payments to UNM:

By check

Address for regular mail:

UNM Bursar's Office
Attn: Third-Party Coordinator
MSC01 1310
1 University of New Mexico
Albuquerque, NM 87131-0001 USA

Address for DHL, Fed Ex, UPS, etc.:

UNM Bursar's Office
Attn: Third-Party Coordinator
1700 Lomas Blvd. NE, Suite 1100
Albuquerque, NM 87131-0001 USA

By wire transfer

Bank Name: U.S. Bank
Bank Address: Albuquerque, New Mexico, USA
Account Name: University of New Mexico
Account Number: 156402023717
SWIFT Code (IBAN) (BIC): USBKUS44IMT
Routing-Transit Number: 107002312

Details of Wire: [The details from the invoice are the invoice number and the Third-Party Sponsor's UNM vendor ID number that begins with a "Z." These VERY IMPORTANT details inform UNM how to apply the funds.]

2. Direct Payments to Students: Sponsor must distribute funds *directly* to students to pay any expense listed in column 2 below. If students do not have another source of funds to pay for their initial expenses, then Sponsor must distribute sufficient funds for initial expenses *directly* to students *before* they arrive at UNM.

BUDGET LINE ITEMS FOR TYPICAL TOTAL COST OF ATTENDANCE AT UNM

1. Billed to Sponsor by UNM Bursar's Office	2. Paid to Students Directly by Sponsor
a. Tuition	a. Health & Accident Insurance
b. Tuition Differential (if applicable)	b. Off-campus housing & damage deposits
c. Mandatory Student Fees	c. Off-campus meals
d. Special Course Fees	d. Off-campus utilities (electricity, gas, water)
e. Lab Fees	e. Off-campus Internet Service
f. On-campus housing & damage deposits	f. Telephone
g. On-campus meal plans	g. Local Transportation
h. Books and Supplies	h. Entertainment and Leisure
	i. Visa Fees
	j. Round-Trip Travel
	k. Miscellaneous Personal Expenses
	l. Funds to pay initial expenses (as applicable)

Questions? Contact the UNM Bursar's Office at 505-277-5363 or thirdparty@unm.edu.