



Informational Manual for Incoming Exchange Students

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About IUPI



The Río Piedras Campus of the University of Puerto Rico (UPRRP or IUPI) is the oldest and largest university in Puerto Rico and the Caribbean. Founded in 1903, the campus is known for its academic excellence, diverse curricular programs, and vibrant cultural and athletic activities.

It is the leading institution of higher education in Puerto Rico in the field of research. It houses sophisticated laboratories with exclusive instrumentation, major research centers, and a system of 30 libraries, most of them highly specialized. It is the only institution on the island certified by the Carnegie Foundation for the Advancement of Education as a Research Intensive Institution.

Academic programs include bachelor's, master's, and doctoral degrees as well as professional certifications in the following faculties and schools: School of Business Administration, School of Architecture, School of Natural Sciences, School of Social Sciences, School of Communication and Information, School of Law, School of Education, Department of General Studies, School of Humanities, and School of Planning. Additionally, the intellectual and academic community of the campus reflects plurality, both in the student population and in the faculty, as all academic programs promote the visit or stay of international students, whether they are exchange students or those who come to complete a career at our institution.

Our institution is accredited by the Middle States Commission on Higher Education and the Puerto Rico Council on Education. We have over 25 accredited programs from professional agencies and organizations that monitor the best educational practices. Retrieved from: [UPRRP - About Us](#)



Web Page

<https://www.uprrp.edu/>



Phone Number

+1 (787) 764-0000



Postal Address

UPR International Office.
16 AVE. Universidad. Ste 1601
San Juan, PR 00925 2536

About DARI



The Office of International Relations (DARI) provides services to international students, exchange students, and faculty. Its two main missions are to promote the international agenda of the Río Piedras campus and facilitate student mobility. The DARI operationalizes educational and cultural exchange opportunities with partner universities in the Americas, Europe, Asia, Africa, and Australia through bilateral and multilateral agreements (consortia).



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Web Page
<https://www.internacionales.uprrp.edu/>



Postal Address
UPR International Office.
16 Ave. Universidad. Ste 1601
San Juan, PR 00925 2536



Phone Number
Direct line: +1 (787) 763-7450
Box: +1 (787) 764-0000; ext. 86206, 86202



Location
Plaza Universitaria,
Torre Norte Building, 2nd Floor, Office 2211,
Ave, Ponce de León, San Juan, PR

Academic Calendar



At the UPR, the academic year has a duration of almost ten months. It is divided into two semesters: the first semester (August to December) and the second semester (January to May).

For all the details, announcements, and important dates of the UPRRP or IUPI, please visit the following web page.



Web Page
<https://www.uprrp.edu/registrador/calendarios-academicos/>

Course Schedule



If you wish to know the course schedules (academic offerings) of all the faculties, please visit the following web page. It is usually updated in April for the first semester and in November for the second semester.



Web Page
<https://www.uprrp.edu/oficina-registrador/cursos/>

Academic Catalogs

In the academic catalogs, you can find the courses generally offered by our campus in all faculties.

- To access the undergraduate catalog (bachelor's degree), please visit the first web page below.
- To access the graduate catalog (master's and doctoral), please visit the second web page attached.



Undergraduate Web Page

<https://www.uprrp.edu/wp-content/uploads/2017/05/CATALOGO-VERISON-FINAL-mayo-2017-rev..pdf>



Graduate Web Page

<http://graduados.uprrp.edu/asuntos-academicos/catalogo-de-programas-graduados/>



Schools and Departments



School of Architecture

escuela.arquitectura@upr.edu

+1 (787) 522-1323



Law School

jeanette.rodriguez1@upr.edu

+1 (787) 999-9595



Graduate Planning School

egp.rrp@upr.edu

+1 (787) 764-0000; exts. 85117, 85111



College Business Administration

dalimar.martinez2@upr.edu

+1 (787) 764-0000; exts. 87031, 87026



College of Social Sciences

decanato.ciso@upr.edu

+1 (787) 764-0000; ext. 87330



College of Natural Sciences

lorna.perez2@upr.edu

+1 (787) 764-0000; ext. 87938



College of Communication and Information

ana.dejesus3@upr.edu

+1 (787) 764-0000; exts. 85317, 85300



College of Education

educación.rrp@upr.edu

+1 (787) 764-0000; ext. 89000



College of General Studies

estudiantes.esge@upr.edu

+1 (787) 764-0000; exts. 88617-88624



College of Humanities

ana.nevares@upr.edu

+1 (787) 764-0000; ext. 89380



Required Documents

You must complete a Google Form and upload the following documents:

- Official transcripts must be sent directly from university to university. If you have attended multiple universities, you must submit transcripts from each institution. Mailing Address: **intercambio.riopiedras@upr.edu**
- Transfer application.
- Health Insurance Information Sheet.
- Enrollment or Course Selection Form.
- Medical forms (see Medical Services office link in the next section).
- Spanish language level certification (only students whose native language is not Spanish).
- Copy of passport (non-U.S. citizen students only).
- Emergency and repatriation insurance.
- Proof of finances (international students only). Must show that the student has at least \$8,000 USD per semester to pay for their studies in Puerto Rico. This evidence can be demonstrated in several ways: through an exchange scholarship, personal funds from your bank account, or a sponsor.

Medical Services



Health Insurance

It is our experience that several of the medical insurances that are acquired in the country of origin only work in Puerto Rico through reimbursements, so they may constitute a significant unexpected cost in case they are used.

You must purchase UPR health insurance and fill out the form on the internet. The cost of the insurance varies according to the semester and the coverage you choose. As stipulated in the agreements between universities, it is mandatory to purchase the institutional health insurance and pay for it before the course selection process (pre-enrollment).

The costs and coverage of the university health insurance and the form appear in the following web page. If your file is not complete, this may affect you.



Web Page

<https://estudiantes.uprrp.edu/servicios-medicos/>

Medical Records

It is an institutional requirement, and in compliance with local and federal regulations, that all students have a medical record at the Medical Services Unit of the Río Piedras Campus. It is a mandatory requirement that you submit to the Medical Services office all the documents required to complete your medical record at the UPR Río Piedras Campus.

The visitor student must access the following link and follow the instructions to provide all the requested medical documents prior to their arrival in Puerto Rico. These include: immunization records, medical exams, release of liability (for underage students), among others.

It is your responsibility to obtain this evidence and submit it through the electronic portal. If your file is not complete, this may affect you. Students under 21 years of age must present an affidavit authorizing them to receive medical services in Puerto Rico.



Web Page

<https://estudiantes.uprrp.edu/servicios-al-estudiante/servicios-medicos/documentos-y-formularios-servicios-medicos/>



Instructions

<https://estudiantes.uprrp.edu/wp-content/uploads/2022/07/INSTRUCCIONES-REV.pdf>

Teaching Language

All departments on our campus, with the exception of the English Department, offer their courses in Spanish. Occasionally, some departments offer courses in English. If you are interested in taking a course in English, you should contact the corresponding department to ask if it will be offered during the semester of your exchange. In many courses, English books are used even though the language of instruction is Spanish.

Language Level

The language of instruction at UPR is Spanish. Therefore, you must have an intermediate or advanced level in Spanish before coming to do the exchange. If your primary language is not Spanish, you must send a certification signed by your professor which indicates you meet the required proficiency or the results of a Spanish B2 level test. Based on the European System evaluation scale, students must have a minimum Spanish score of B2 level.

Conversational Spanish Courses



DECEP
decep.rp@upr.edu

+1 (787) 763-4240



The Division of Continued Education and Professional Studies offers Spanish courses for non-native speakers. Course offerings will depend on the number of students interested in taking the course. This course offering is outside of exchange agreements. **Therefore, you must pay for the courses through these programs directly.**



INIM
inim@uprrp.edu

+1 (787) 764-0000; exts. 88785, 88786, 88787



The Interdisciplinary and Multicultural Institute, attached to the Department of General Studies, also offers courses in Spanish and English as a second language. Course offerings will depend on the number of students interested in taking the course. This course offering is outside of exchange agreements. **Therefore, you must pay for the courses through these programs directly.**



CDCL
cdcl.upr@upr.edu

+1 (787) 764-0000; exts. 88695, 88696



The Center for the Development of Language Competencies offers tutoring in writing, analytical reading, academic research, critical thinking, and oral production in both English and Spanish.

Housing



Housing options for exchange students include: the Plaza Universitaria Residence Hall and off-campus housing.

In Campus Housing:

Plaza Universitaria Residence

It is located on Ave. Universidad one minute away from the campus and close to our offices. This residence is managed by a private organization called *UPR Parking System*. You must pay for your stay in full before arriving to Puerto Rico. All arrangements for housing at Plaza Universitaria must be done directly with the administration. Our office serves as a link with the administrations and requests that a room space be reserved for you, but it is the student's responsibility to complete the application and submit all requested documents. Failure to comply with the established dates and payments could result in the loss of your space.

The bedrooms are double rooms, and you will share the dormitory with another college student. Your sleeping area, equipped with a bed and a desk - is private and is separated from the rest of the room by a door. Each room comes with a kitchenette that has a microwave oven and a small refrigerator. Full kitchens are communal and are shared with all residents of the apartment. Each room has a bathroom and a small dining area, which are shared in the double rooms. The rooms are also air-conditioned. **NOTICE: Some dormitories are not equipped with stable Wi-Fi connection. This is a problem caused by the building's lack of connection. However, the study room and lobbies do have access to Wi-Fi.**

To settle in easily, it is essential that you bring or, upon arrival, purchase towels, pillows and single or twin bedding (sheets and bedspreads of the same size). This residence has a coin laundry that operates 24 hours a day, 7 days a week.

There are many restaurants and cafes nearby, but if you are planning to cook in the residence, you will need pots and pans. It is recommended that you purchase these and other heavier items upon arrival. To reserve a space, you must send an email to the following addresses:



Phone Number

Direct line: +1 (787) 522-1302
1 (787) 764-0000; exts. 81443



E-Mails

iperuyera@uprparking.com
gbernard@uprparking.com



Location

1 Ave. Universidad.
Residencia Plaza Universitaria
San Juan PR 00925-2536

Off Campus Housing:

Residential areas located in the vicinity of the Tren Urbano stations.

The student should review and identify areas of interest. To find available apartments, you can search on websites such as classifiedsonline.com and Facebook's Marketplace.

For more information, you should read the provided Housing Information.

Housing in Rio Piedras

You can read the contact information of the landlords in the Río Piedras area in the document titled Housing Information.



Web Page

<https://estudiantes.uprrp.edu/internacionales/wp-content/uploads/sites/4/2023/02/Hospedaje-Alojamiento-1.pdf>

Enrollment



You must enter the university's web page under Course Schedule section. You must access the information of the classes you are interested in and fill out the enrollment form. Once you have the form completed, you must upload it to the Google Forms to make your enrollment official. It is important to emphasize that it is not guaranteed that all the courses you want can be successfully enrolled. **The student mobility coordinator will send you the enrollment form and the link to the Google Form.**



Web Page

<https://www.uprrp.edu/oficina-registrador/cursos/>



Office of International Relations

University of Puerto Rico
Río Piedras Campus

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