The Guatemala City, Guatemala program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with Universidad Francisco Marroquín. This IAP Program Handbook supplements handbooks or materials you receive from the Universidad Francisco Marroquín as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions relating to your relationship with your host university or academics (e.g. course credit and equivalents, registration deadlines, etc.) should be directed to IAP at UW-Madison.

This program handbook contains the following information:

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Contact Information

ON-SITE PROGRAM INFORMATION
Your primary contact will be:

Yetilú de Baessa
Universidad Francisco Marroquín
Department of Psychology
6 calle final, zona 10
Guatemala City 01010
Guatemala
Office Telephone: +502 2338 7796/7/8
Cell Phone: +502 5205 5000
E-mail: yetilu@ufm.edu
http://educacion.ufm.edu/

UW-MADISON INFORMATION
International Academic Programs (IAP)
University of Wisconsin-Madison
250 Bascom Hall, 500 Lincoln Drive
Madison, WI 53706
Tel: 608-265-6329, Fax: 608-262-6998
Web: www.studyabroad.wisc.edu

Kate Hamoonga
IAP Study Abroad Advisor
(608) 265 6296
hamoonga@bascom.wisc.edu

EMERGENCY CONTACT INFORMATION
In case of an emergency, call the main IAP number (608) 265 6329 between 7:45 a.m. and 4:30 p.m. Monday to Friday; after-hours or on weekends call the IAP staff on call at (608) 516 9440.

EMBASSY REGISTRATION
All program participants who are U.S. citizens must register at the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register on-line at https://travelregistration.state.gov. If you are not a U.S. citizen, register at your home country’s embassy or consulate.

Embajada de los Estados Unidos de América
Avenida Reforma 7-01, Zona 10
Guatemala Ciudad, Guatemala
Tel: (502) 2326-4000
Fax (41) (31) 357-7280
E-mail: AmCitsGuatemala@state.gov
http://guatemala.usembassy.gov/
Program Dates

2010 SPRING SEMESTER
Arrival: January 8 or 9
Semester Begins: January 11
Semester Ends: May 14
Easter Break: March 29 – April 2

Preparation Before Leaving

IMMIGRATION DOCUMENTS

Passport: A passport is needed to travel to Guatemala and to obtain your student visa. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website http://travel.state.gov/passport/. If you already have your passport, make sure it will be valid for at least 6 months beyond the length of your stay abroad.

Visa: U.S. citizens do not need to apply for a student visa to study in Guatemala. Upon entry into Guatemala, students will receive a 90 day tourist stamp in their passport. Within the 90 days, students will need to visit the immigration office in Guatemala City to extend their stay. To apply for an extension, students should take the following:

- Passport
- Letter from UW-Madison (provided at orientation)
- Letter from Universidad Francisco Marroquin stating student status at the university
  (Student will need to request this upon arrival at the university)

Immigration Office
41 Street 17-36, Zone 8
Guatemala City, Guatemala

Open Mon - Fri, 8am to 4pm

HANDLING MONEY ABROAD

The official currency of Guatemala is the Quetzal (GTQ) with 1 Quetzal being made up of 100 centavos. As of 9/14/2009, the exchange rate was $1 USD to 8.29 Quetzales. You should bring some money with you in cash for incidental purchases as well as for bus and train fares. You will need enough money to cover your first few days in Guatemala.

Banks: Banks generally give the best exchange rates on both cash and traveler’s checks. If you can’t find an open bank you can often change cash (and occasionally checks) in travel agencies, hotels or shops.

At the airport, Banquetzal (7am-noon & 2-5pm) changes US-dollar cash and traveler’s checks. Banrural (Avenida Flores), just off the Parque Central in Flores, changes US-dollar cash and traveler’s checks.
Other banks are on 4a Calle in Santa Elena. The following all change cash US dollars and at least American Express US-dollar traveler’s checks:

Banco Agromercantil (9am-6pm Mon-Fri, 9am-1pm Sat) Has a MasterCard ATM.

Banco Industrial (9am-7pm Mon-Fri, 10am-2pm Sat) Has a Visa ATM.

Banquetzal (9am-1pm & 2-5:30pm Mon-Fri, 9am-1pm Sat)

**ATM/Debit cards:** You’ll find ATMs (cash machines, *cajeros automáticos*) for Visa/Plus System cards in all but the smallest towns, and there are MasterCard/Cirrus ATMs in many places too, so one of these cards is the best basis for your supplies of cash in Guatemala. In addition, many banks give cash advances on Visa cards, and some on MasterCard. And you can pay for many purchases with these cards or with American Express (Amex) cards.

The safest place to withdraw money is at the bank on the university campus.

If you need to use an ATM to take out cash in Guatemala, make sure you plan ahead. The limit on a machine is 2000Q, so if you need more than that plan to go to a couple of different machines.

**Credit cards:** Very few establishments accept cards, and those that do charge a high fee for the card processing, anywhere from 5% – 20%, with the average being 15%. Most places don’t mention the fee beforehand, if at all, you will just see it on your receipt.

- Not all merchants accept credit cards, regardless of the name brand. Visa and Master Card are the most commonly accepted cards. Discover Card and American Express are not as widely accepted.
- Before you leave, make sure to get confidential four-digit international identification numbers to use with your credit card while you are overseas.
- Typically, the amount charged to your credit card bill is based on the exchange rate on the day that your bank or credit card company processed the transaction.

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**Travel and Arrival**

Because of the safety and security risks to travelers around the airport, students are discouraged from arriving on evening flights.

When students have confirmed their arrival day and time, they should send their flight itinerary to Yetilu who will arrange for a pick up at the airport.

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**The Academic Program**

**UNIVERSIDAD FRANCISCO MARROQUIN**

Founded in 1971, Universidad Francisco Marroquín is a private, secular, university in Guatemala City.
In Guatemala, as in most of Latin America, the educational system concentrates students in their academic or professional discipline from the time of admission. Following secondary school, students are admitted to a particular school or department and, beginning the first year, follow a prescribed program leading to a degree.

In most of Latin America, the degree that is most commonly awarded to undergraduate students is called licenciatura. Traditionally, it includes several more academic credits than a B.A. or B.S. The disciplines offered at the university are the following: Architecture; business administration; clinical nutrition; economics; education; international relations; law; political studies; public accounting and auditing; psychology (clinical and industrial).

http://educacion.ufm.edu/

**ORIENTATION**
Exchange students are welcomed to Universidad Francisco Marroquin on an individual basis. Students will be provided with an orientation to campus and to the city.

**COURSES**
In December, students should check the UFM website under the specific department for course listings for January, and in July for courses beginning in September. Students should email 5-6 courses they are interested in taking to Yetilu, who will confirm spaces for the students prior to arrival.

Upon arrival, students will complete the formal course registration process.

**Equivalents and Course Equivalent Request Form (CERF)**: Each course you take abroad must be assigned a UW-Madison “equivalent” course in order for your grades and credits to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request Form (CERF). Detailed information on the UW course equivalent process is available in the IAP Study Abroad Handbook.

**CREDIT**

**Conversions**: Most courses at Universidad Francisco Marroquin are awarded three credits, one credit for each contact hour/week. This means that most courses will meet for about three hours per week.

Students are advised to take 5 courses at UFM in order to be full-time at UW-Madison. A three-credit course at UFM is worth 3 UW-Madison credits.

**PASS/FAIL/DROP/AUDIT**
Please refer to the IAP Study Abroad Handbook for academic policies.

**GRADES AND GRADE CONVERSIONS**
At UFM, students are graded on a scale of 0 – 100. 70 is a passing grade.
The following scale will be used to convert UFM grades to UW-Madison:

<table>
<thead>
<tr>
<th>UFM Grade</th>
<th>Grade Description</th>
<th>UW-Madison Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100</td>
<td>Excelente</td>
<td>A</td>
</tr>
<tr>
<td>88-91</td>
<td>Muy Bueno</td>
<td>AB</td>
</tr>
<tr>
<td>80-87</td>
<td>Muy Bueno</td>
<td>B</td>
</tr>
<tr>
<td>73-79</td>
<td>Bueno</td>
<td>BC</td>
</tr>
<tr>
<td>60-72</td>
<td>Bueno</td>
<td>C</td>
</tr>
<tr>
<td>51-59</td>
<td>Minimo aceptable</td>
<td>D</td>
</tr>
<tr>
<td>0-50</td>
<td>Inaceptable/reprobado</td>
<td>F</td>
</tr>
</tbody>
</table>

**Living Abroad**

**GUATEMALA**

The northernmost of the Central American nations, Guatemala is the size of Tennessee. Its neighbors are Mexico on the north and west, and Belize, Honduras, and El Salvador on the east. The country consists of three main regions—the cool highlands with the heaviest population, the tropical area along the Pacific and Caribbean coasts, and the tropical jungle in the northern lowlands (known as the Petén).

**GUATEMALA CITY**

Guatemala City has both an industrial center, as well as an older area nearby called La Antigua Guatemala. Guatemala City is the capitol of the country.

Guatemala City became the capital after Antigua Guatemala had been destroyed by an earthquake in 1773. With a population of around 3 million people, Guatemala City is the largest and most modern city in Guatemala, and Central America, and it is the region's center for finance and politics. It can be interesting to visit “Guate” - as it is also called by the locals. Guatemala City has attractions and restaurants, often with few tourists.

La Antigua Guatemala is a very different city in comparison to Guatemala City. It's quiet and filled with spectacular colonial buildings with lots of international flavor as well. This is the place where great majority of travelers choose to base themselves in Guatemala.

The countryside around Antigua and Guatemala City is a spectacular landscape of volcanoes, forests of pines, meadows, corn fields and coffee plantations with occasional villages. It is well-worth a visit. Looming over the capital is the Pacaya volcano which is one of the most active volcanoes throughout Central and South Americas.

**HOUSING**

In Latin America, university tradition does not include on-campus residence. UFM, like all Guatemalan universities, has no dormitories either on- or off-campus. Foreign students on their own in Guatemala usually take room and board in a guest house or, if finances allow, rent a small apartment. While tuition is low compared to the U.S., rent can be high, especially near UFM's campus. Bus service, though less-than-fancy, is reliable. Around 25% of UFM's student
body attending the main campus has a car. Most of the rest come with friends who do, or by bus.

Students are responsible for finding their own housing in Guatemala City. Yetilú can provide suggestions if needed.

Students should plan to spend $500 - $800 per month on accommodation. Some accommodation includes meals, while others have private kitchens and are expected to prepare their own meals.

**HEALTH**

There are both public and private medical facilities in Guatemala City, but state-run hospitals tend to be under-funded and can be unhygienic. Private clinics should be used where possible.

UFM has a medical hospital as well as a counseling clinic that students will be able to access if necessary.

**Important Telephone Numbers:**

Police Emergency:110
Ambulance/Emergency Transport: 123

**SAFETY**

Guatemala has one of the highest violent crime rates in Latin America. The number of violent crimes reported by U.S. citizens and other foreigners has remained high and incidents have included, but are not limited to, assault, theft, armed robbery, carjacking, rape, kidnapping, and murder. To decrease the likelihood of becoming a victim, do not display items of value, such as laptops, ipods, cameras, and jewelry. The Embassy discourages carrying large sums of money. Do not resist if you are being robbed. Victims have been killed when they resisted attack. Assailants are often armed with guns and do not hesitate to use them. Rule of law is lacking as the judicial system is weak, overworked, and inefficient. Well-armed criminals know there is little chance they will be caught or punished.

Travel after dark anywhere in Guatemala is extremely dangerous. It is preferable to stay in the main tourist destinations. Pay close attention to your surroundings, especially when walking or driving in Guatemala City. Avoid low-priced intra- and inter-city public buses (recycled U.S. school buses). They are often attacked by armed robbers and are poorly maintained and dangerously driven. Do not hail taxis on the street in Guatemala City. For shorter trips, the safest option is to take radio-dispatched or hotel taxis.

Beware of strong currents, riptides, and undertow along Guatemala's Pacific Coast beaches. They pose a serious threat to even the strongest swimmers. Signs warning of treacherous surf are rare and confined mostly to private beaches owned by hotels. Lifeguards are rarely present on beaches.


**COMMUNICATION**

**Telephone:** When making calls, keep in mind time zone differences [www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock). To make an international call to the United States, dial the
access code for the country from which you are calling plus the United States country code (always "1") followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial "011", the country code, city access code (if necessary) and the phone number. Country and city codes can be found online www.timeanddate.com/worldclock/dialing.html. Some of above steps can vary if you are using a calling card.

Students are advised to purchase a cheap cell phone in Guatemala. Pre-paid phone cards with minutes to use for local and international calls can be purchased at many shops around the city and on the university campus.

If you don’t know about Skype yet, check it out (http://www.skype.com/)! It is a great resource for making free computer to computer calls, and cheap computer to phone calls.

WEBSITES OF INTEREST
International Academic Programs (IAP) at UW-Madison:
www.studyabroad.wisc.edu

General Orientation Information:
www.worldwide.edu/travel_planner/index.html

U.S. State Department:
travel.state.gov

U.S. State Department Students Abroad site:
http://www.studentsabroad.state.gov/

Center for Disease Control:
www.cdc.gov/travel/

Current Exchange Rates:
www.x-rates.com