



**RESPONSIVE  
LETTER**

**LEGAL REPRESENTATIVES OF CENTROS  
CULTURALES DE MEXICO, A.C., AND/OR  
BONATERRA, A.C.  
(OWNERS OF "UNIVERSIDAD PANAMERICANA")**

**Attn.: Director of International Affairs**

I hereby agree with each of the following conditions to arrange my academic exchange:

**Selection Process of the Host University and Processing of Documents:**

1. I agree to comply with the requirements and procedures specified by the Department of International Affairs to be considered as a candidate to pursue studies at the Universidad Panamericana.
2. I agree that the length of my exchange may be either half-yearly or yearly. The request for a time extension shall be subject to the authorization of my University, school or Faculty of the Universidad Panamericana and the Department of International Affairs and of the host University, and will be based on my academic performance.
3. My nomination will have to be done through the International Office at my University.
4. My Exchange can be canceled by the Universidad Panamericana or the host University in the event that my academic and/or personal performance is inappropriate and/or by incurring in any infraction of regulations, rules and procedures established by the Universidad Panamericana, by the home University or by the laws and regulations in force in Mexico, so I hereby commit myself to respect Mexican law.

**Selection Process of Academic Subjects:**

5. I accept that the authorization of subjects to be studied at Universidad Panamericana depends on the trend of each degree and International Affairs. I understand that the syllabuses of the Universidad Panamericana are updated each semester and therefore the contents and language of the subjects offered may vary each semester as well.

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6. The subjects that I choose to study will have to be approved by the school, faculty, International Affairs and by my home University.

**Once Accepted as an Exchange Student:**

7. My letter of acceptance will be sent to the international office of my home University.
8. For exchanges in the Mexico City campus I can apply to enroll for the program of *housing*, which is exclusively with families. I accept that Universidad Panamericana will not offer to me any department for my stay. The program of *housing is not obligatory*.
9. For the Aguascalientes and Guadalajara campuses, I am aware that getting accommodation in the destination country is my sole responsibility.
10. I also commit to get the immigration documentation required for the exchange on my own. After receiving my acceptance letter, it is my responsibility to verify the immigration requirements and laws in force in Mexico.
11. I commit to contract a major medical insurance for my protection in my exchange destiny, which has to include, among others, an accident coverage abroad and a repatriation of remains clauses.

**On my Way Back:**

12. My *transcript will be sent to the International Office at my home University*.

**Very important:**

At any moment of the process of exchange, International Affairs does not recommended to buy air tickets if the student does not have received the letter of acceptance and visa (if necessary). An exchange is an academic project that is not compatible with competitive rates for flights, by the time that it takes to gather the documentation. However, if by family decision, the student acquires a ticket without the two prerequisites, he/she will assume the risk of incurring in economic losses arising from no reimbursements or penalties from the airlines.

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13. I am aware that this opportunity to study abroad is not exempt from multiple and different risks, such as damage or loss of my possessions, hurting myself by accident, acquiring a disease or in extreme cases, falling into a permanent physical, moral or psychological disability or even death. Therefore, I take the responsibility for the explicit and implicit dangers derived in all ways of participation I could have in this program, taking into consideration that my decision is completely voluntary.
14. I declare under oath that I am fully physically and mentally capable to participate in this program, and I assume responsibility for the costs and compensation for the injury resulting from my acts against persons or property by voluntary action or negligence on my part. Regarding the previous statement, I release from any liability the Universidad Panamericana, or any member of its staff.
15. I am aware that my trip (or visit) to Mexico (Universidad Panamericana) will be at my own risk. The Universidad Panamericana will have no liability in any way with the security of my trip (or visit), nor shall be liable for non-university activities organized on the weekends or short periods of vacation.

Due to the above statement, I agree to not sue the Universidad Panamericana for any damage or problem related to my stay in Mexico

Finally, and in case that I decide to join some curricular activity (using laboratories or mechanisms that involve certain risk) and/or extracurricular activity (artistic, cultural, sporting, scientific, etc.) I manifest under oath that I am physically and mentally capable to perform such activities; it will be my own responsibility any injury and/or physical and mental problem that may occur during those actions, releasing from liability to Centros Culturales de México, A.C., and/or Bonaterra, A.C. (owners of the Universidad Panamericana) and/or their representatives, as well as to their coaches, assistants, physicians, managers, professors, employees, and officials.

I hereby issue this document and I ratify the statements herein contained by signing at the bottom **OF EACH ONE OF ITS PAGES as an evidence thereof.**

**Date:** \_\_\_\_\_, 2014

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**Name of the witness and signature:** \_\_\_\_\_