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It is a privilege to have you as being part of the international community of the National Institute of Astrophysics, Optics and Electronics (INAOE). We hope to see you soon in Santa María Tonantzintla, a place where, in addition to the Institute, you will find a large number of Mexican traditions.

In this guide you will find information about the visa, and services provided by the Directorate of Academic Affairs (DFA), as well as, the Directorate for Research and Technological Development (DIDT).

We recommend that you consult it before leaving for Mexico.

We are attentive for any further questions.

Truly yours

Dirección de Formación Académica



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Visa

It depends on your nationality and Postgraduate Study Program in Mexico. We recommend to take a look to the list of countries that require a visa to enter Mexico (<https://www.inm.gob.mx/gobmx/word/index.php/paises-requieren-visa-para-mexico/>).

Study programs shorter than 180 days.

1. Students whose nationality does not require a visa.
Upon entering Mexico, they will be granted a permit for 180 days. They must leave the country before reaching the 180th day. This permit cannot be extended. Check the list of countries that do not require VISA.
Important: At the migration control, you will need to show your acceptance letter to the academic event. It is the way to verify that you are accepted / to the INAOE to carry out academic activities for less than 180 days.

2. Students whose nationality requires a visa.

With a stay in Mexico for less than 180 days, they will process the "Visitor's Visa without permission to carry out paid activities" (<https://www.gob.mx/tramites/ficha/visa-de-visitante-sin-permiso-para-realizar-actividades-remuneradas/SRE232>).

1. Programs longer than 180 days
Students in programs longer than 180 days, regardless of their nationality, must apply for the "Temporary Student Resident Visa" (<https://www.gob.mx/sre/acciones-y-programas/visa-de-residente-temporal-estudiante>).



Migration

Every person who enters Mexican territory must fill out the Multiple Immigration Form (FMM). This form can be filled out electronically at <https://www.inm.gob.mx/fmme/publico/solicitud.html>



Lodging

In the community of Santa María Tonantzintla, you will find several families that rent rooms, apartments and houses for students. Prices, spaces, services, etcetera; you will find them varied. On the other hand, you can find a greater variety in prices and amenities in San Andrés Cholula, located 4 kilometers from the Institute, easily accessible by public transport or bicycle

We recommend you to stay, temporarily, at one of the hotels in San Andrés Cholula or Santa María Tonantzintla.

Hotel Villas Tonantzintla, 5 minutes' walk from the Institute.

<http://www.villashotelespuebla.com/habitaciones/villas-hotel-tonantzintla>

Hotel San Pedrito, Cholula, 7 minutes' walk from the Institute.

<https://www.hoteles.com/ho537437/hotel-terrazza-san-pedrito-san-pedro-cholula-mexico/>

Other accommodation options, contact the INAOE Student Committee.

luis@inaoep.mx



How to get to INAOE

From the International Airport of Mexico City.

Locate the bus terminal, accessed from the airport on foot.

Locate the window for buses bound for the City of Puebla (Estrella Roja or ADO).

Buy a ticket to *Terminal Paseo Destino* in the City of Puebla.

The travel time, from the Mexico City International Airport to *Terminal Paseo Destino* in the City of Puebla, is approximately 2 hours and 30 minutes.

At the *Terminal Paseo Destino*, locate the registered taxis, or use platforms such as Uber, Didi, etc. Request the service for the INAOE.

The travel time will be 20 to 30 minutes.



Transportation in Santa María Tonantzintla.

To move to the City of Puebla, or the Cholulas (San Pedro, San Andrés, etc.), you can do it by public transport. In particular, the Puebla-Momoxpan-4-roads Route is recommended for the City of Puebla, San Andrés Cholula, San Pedro Cholula and Santa María Tonantzintla. For the City of Puebla and Tonantzintla use the RUTA (Ruta Urbana de Transporte Articulado).



General Recommendations

Weather

The climate is temperate, dry in the winter, rainy in the summer and autumn, in the spring and summer it is warm. The minimum and maximum temperatures vary, between 3 ° C to 10 °, while the maximum from 20 ° to 26 °.

Local traditions

The festivities are varied and many throughout the year. You will hear and see religious events, most of them accompanied by noisy explosive fireworks (used to attract the attention of the community). You will hear them very often and several times. The church bells also played very often.

To travel by bicycle

There are cycloways around the town, but do not cover all the routes, however, there are other routes where they are not limited, so you will have to expand your security measures. You must circulate on the extreme right.

Take care of the dogs in the streets, some are disturbed by the passage of bicycles, take safety measures (such as getting down the bicycle to walk).

Foods

The gastronomy of the region is plentiful and delicious, but it can be spicy, we recommend that you try it, being careful, in particular, with colloquial terms such as "almost no hot" or "a little hot". We truly hope you enjoy the typical dishes such as mole poblano, mancha manteles, all the variety of tacos, memelas, tostadas, etc., etc.

Drinks

We recommend you drink bottled water, and in reliable places, try fresh seasonal fruit waters.



Medical services

In an emergency, call 911.

From Monday to Friday, 9:00 a.m. - 6:00 p.m., in the medical facility of the institute (see number 11 on the map of facilities you will find a general practitioner).

Students with a CONACyT Scholarship have the services of the Institute for Social Security and Services for State Workers (ISSSTE).

Facility Map





Formalization of the registration and CONACYT scholarship

During the first days of your arrival at the Institute, go to the *Dirección de Formación Académica*, DFA (number 4, facility map); this in order to begin the procedures for document delivery, registration and formalization of the CONACYT scholarship.

1. Present your supporting documents of previous studies in original including the apostille or legalization of the same for their collation, the documents are those that you registered in your admission process, this will give you access to your online registration through the following link: <https://sisgea.inaoep.mx/>, INAOE; it will not keep your documents.
2. You will have to visit the *Dirección de Investigación y Desarrollo de Tecnología* at the *Oficina de Enlace y Apoyo al Personal de Investigación* (number 5, facility map), in attention with Lic. Laura Ramírez (laura.ramirez@inaoep.mx), she will help you with the Unique Population Registration Code (CURP) procedure.
3. You have to get the e.firma.- personas físicas: The e.firma is the set of data and characters that identifies you when carrying out procedures and services online at the SAT: <https://citas.sat.gob.mx/citasat/home.aspx>. Your e.firma is unique, it is a secure and encrypted file, which has the validity of an autograph signature. Due to its characteristics, it is safe and guarantees your identity.
4. You have to get the Currículum Vitae Único, CVU <https://miic.conacyt.mx/generador-view-angular/index.html?application=CVU#/login>, it is a prerequisite for all individuals who are linked to the National Council of Science and Technology, CONACYT in any way, including all support programs, this will be a type of registration for the CONACYT platform. In case of troubles, call 800-800-8649 and 55-5322-7708, or by email at cst@conacyt.mx.
5. Once you have captured all your information on the CONACyT platform, send to *Oficina de Becas de la Dirección de Formación Académica* (esther@inaoep.mx):
 - CVU number
 - Your full name
 - Name of the postgraduate program.

Any questions address to: control.escolar.dfa@inaoep.mx

Welcome to INAOE!

