



USFQ Office of International Programs (OPI) International Student Handbook

Welcome to Universidad San Francisco de Quito. This manual will provide you useful information about Ecuador and USFQ. We strongly recommend a general reading of this handbook to understand key points of your stay in Ecuador and have a better transition to USFQ.

The following handbook will give you information about Ecuadorian drugs laws, visa procedures, visa registration, sexual harassment, health tips, USFQ basic information, and useful local contact information in Ecuador. We have developed separate manuals for some of these topics - the direct links to these manuals can be found inside the handbook.

If you have any questions after reading this handbook, the International Programs Office (OPI) team is ready to assist you. You could visit us at Casa Tomate, or contact directly any member of our staff.

We hope you have a remarkable experience at Universidad San Francisco de Quito.

Updated Fall 2018



International Student Handbook

Laws, University Regulations and Policies

USFQ Honor Code

As an exchange student at USFQ, you are subject to all USFQ academic and disciplinary regulations, including the USFQ Honor Code:

I, as a member of USFQ, promise to:

1. Conduct myself in a manner that won't affect the personal and/or professional execution of activities of other persons inside the university community. This means, among other actions, I will avoid: slander, lies, greed, envy; I will promote kindness, acknowledgement, happiness, friendship, solidarity and the truth.
2. Be honest: I won't copy, plagiarize, lie or steal in any way. I will sign all exams in recognition of the Code of Honor, stating that I haven't received help, nor have I copied from sources that are not allowed. I will keep all tests, exams and other information to myself, without disclosure.
3. Respect and take care of the campus. This means all the physical things that make it up, and all its equipment.
4. Not to defame or accuse.
5. Report all actions of any member who does not respect the Code of Honor to the Dean of Students and cooperate with the Court of Honor to clear up any investigation or trial that is in violation of the Code.

Any infringement to this Code will be penalized by the corresponding authority. The student has the right to analyze and defend his/her case before the Court of Honor.

For more information about USFQ's Honor Code, please see the Dean of Students.

Ecuadorian Drug Laws

The Ecuadorian government takes drug possession and use very seriously and punishes any drug related incident very severely.

If you are imprisoned for offering, storing, intermediating, distributing, buying, selling, sending, transporting, commercializing, importing, exporting, having, possessing or making in general illicit traffic of narcotic substances in the following quantities the penalty will be as follows:



Scale (in grams) Net weight	Heroine		Cocaine Base Paste		Cocaine Hydrochloride		Marihuana		Prison (years)
	Minimun	Maximun	Minimun	Maximun	Minimun	Maximun	Minimun	Maximun	
Minimum scale	>0	0,1	>0	2	>0	1	>0	20	1 to 3
Medium scale	>0,1	0,2	>2	50	>1	50	>20	300	3 to 5
High scale	>0,2	20	>50	2.000	>50	5.000	>300	10.000	5 to 7
Large scale	>20		>2.000		>5.000		>10.000		10 to 13

Growing, cultivating and harvesting plants to extract substances that are used for production of narcotic substances is also forbidden by law and has a penalty of 1 to 3 years of prison.

Foreign citizens convicted of drug related charges in Ecuador serve their sentences in Ecuador, where conditions of confinement are harsh and far below U.S. and European standards. There is no bail for drug related crimes and there is little your home embassy can do to help in the case of arrest on drug related charges.

SPECIAL CAMPUS RULES :

USFQ International Programs Office has a ZERO Tolerance Policy for any students caught using or possessing drugs. Any student caught using or possessing drugs, will be removed from the program without an option for any refund.

No alcoholic beverages are allowed on the USFQ campus in Cumbayá, Research Stations (Tiputini, Paluguillo, etc.), the Galápagos campus, or in student lodging during academic or sponsored activities.

NOTE. The legal information provided in this document shall not be used as legal reference and/or opinion. USFQ will not be liable for the misuse of this information. For official information about this matter check “Código Integral Penal” (http://www.justicia.gob.ec/wp-content/uploads/2014/05/código_organico_integral_penal_-_coip_ed._sdn-mjdhc.pdf).

USFQ Basic Information

USFQ Students Manual

The manual provides basic information about the university, its policies, courses, services, and student benefits. For detail information about students life at USFQ please read the USFQ Students Manual, you can find at the following link:

http://www.usfq.edu.ec/sobre_la_usfq/informacion_institucional/politicasinstitucionales/Documents/manual_estudiante.pdf

International Programs Office Calendar

You must check USFQ academic calendar to know important dates Academic Calendar OPI(<https://www.usfq.edu.ec/calendario/Paginas/default.aspx>). If you have further questions about this, you could visit the International Programs Office at Casa Tomate.



Material for Classes

Depending on your class, the syllabus and your professor will provide the information of what materials do you need and where to find them. Usually you can buy all that is needed for the class at Xerox (located in the Da Vinci Building), The Owl (located in Paseo San Francisco), buy e-books from amazon or you could download the material available from D2L.

Student ID

You must get your Student ID; it is required to present your ID when entering to the campus. You need to fill a form and bring a Passport picture to the Diners Club office located next to Xerox (Einstein/Newton building). USFQ Students ID looks like a credit card, however it is not one.

USFQ Library Information

The library is open from Monday to Friday, 7:00am until 9:00pm, and Saturdays 9:00am until 4:00pm. Summer hours are from Monday to Friday, 8:00am until 8:00pm. Visit our website (<https://www.usfq.edu.ec/biblioteca/Paginas/default.aspx>) to access the databases, find more information about our library and other tools like our online catalog, virtual library, and details about our different collections. Ask a reference librarian if you need assistance accessing these electronic resources.

USFQ Campus Map

https://www.usfq.edu.ec/opi/international-students/Documents/before_u_travel/USFQ_Map.jpg

Documents to hand in at usfq

In order to be enroll as a full time you must submit the following documents:

- Contract with host family
- Copy of passport
- Disclaimers
- Copy of insurance (if not provided already in the application process)

Links for other manuals

Pre-departure

For more information visit: https://www.usfq.edu.ec/opi/international-students/Documents/before_u_travel/BROCHUREOPI.pdf

Insurance and Health

Health Insurance requirements: https://www.usfq.edu.ec/opi/international-students/Documents/before_u_travel/health_insurance_guidelines.pdf



Health Information: https://www.usfq.edu.ec/opi/international-students/Documents/before_u_travel/health_information-updated_fall_2018.pdf

Visas

Visa Information: https://www.usfq.edu.ec/opi/international-students/Documents/before_u_travel/visa_information-fall_2018-spring_2019.pdf

Visa Checklist: https://www.usfq.edu.ec/opi/international-students/Documents/before_u_travel/checklist_visas.pdf

Housing and Host Families

Housing: https://www.usfq.edu.ec/opi/international-students/Documents/before_u_travel/safe_zones_to_live.pdf

FAQ related to housing: https://www.usfq.edu.ec/opi/international-students/Documents/before_u_travel/frequently_asked_questions_home_stays_updated_fall_2018.pdf

Sexual Harassment

For more information visit the following link: https://www.usfq.edu.ec/opi/international-students/Documents/before_u_travel/sexual_harrasment_protocol_updated_fall_2018.pdf

Withdrawal and Dismissal

For more information visit: https://www.usfq.edu.ec/opi/international-students/Documents/before_u_travel/withdrawal_and_dismissal_policy-updated_2018.pdf

Emergency Preparedness

Due to the geographical location of Ecuador we face different natural disasters and tropical diseases. Therefore, we advise to look into the following manuals that give more information on prevention and how to act in case an event happen.

Earthquakes

https://www.usfq.edu.ec/programas_internacionales/exchange_students/Documents/2016/manuals/Emergency_Preparedness_and_Response-Earthquakes.pdf

Volcanic Eruptions:

https://www.usfq.edu.ec/programas_internacionales/exchange_students/Documents/2016/manuals/Emergency_Preparedness_-_Volcanic_Eruptions.pdf

Tropical Diseases:

https://www.usfq.edu.ec/programas_internacionales/exchange_students/Documents/2016/manuals/USFQ_Zika%2c_Yellow_Fever_and_Malaria_Report.pdf



Transportation and Travel

The following link will give you a good explanation of how to get around in Quito and how to get to USFQ. Furthermore, you will find useful information about national bus terminals. We recommend you to use certain apps. Nevertheless, you should be careful using your cellphone at public places.

Transportation in Quito and Travel Guides

[https://www.usfq.edu.ec/programas_internacionales/exchange_students/Documents/2016/manuals/Quito Transportation and Travel Guide.pdf](https://www.usfq.edu.ec/programas_internacionales/exchange_students/Documents/2016/manuals/Quito%20Transportation%20and%20Travel%20Guide.pdf)

Frequently Asked Questions

General FAQ: https://www.usfq.edu.ec/opi/international-students/Documents/before_u_travel/frequently_asked_questions_general_updated_fall_2018.pdf

What to Do If You Lose Your Passport

If you have lost your passport or it has been stolen, please contact your home country's nearest embassy or consulate (see reference chart in this manual).

REMINDER: You should not carry your original passport with you unless the situation specifically requires it. Please keep personal copies of your passport and visa in a safe place (home/scanned to the computer/etc.) in case you need them. Having copies will facilitate replacing any important documents.



Disclaimer

The Universidad San Francisco de Quito (USFQ) and the Office of International Programs state that:

USFQ is not responsible for any nature of incidents or events that take place while a participant on a USFQ sponsored international program is travelling to Ecuador or returning to their home country. USFQ is not responsible for events or occurrences that affect the participants while they remain in the Republic of Ecuador, unless it takes place during USFQ sponsored academic or recreational activities and only in the cases that the incident was not caused by the participant themselves, or third parties.

USFQ is also free of responsibility for all incidents that occur during a participant's involvement in activities organized by other USFQ students, participants themselves, their host families, or for incidents caused by third parties related or not to the international program.

As part of orientation to the program, USFQ will provide detailed information about safety, health, security and other problems or risks that you may encounter while you are in Ecuador. It is your responsibility to respect the security precautions and regulations that are provided as a part of the program. USFQ is not responsible for any force majeure event, an act of god, or third party actions of any kind.

By signing this document, you understand and accept that the trip you make to Ecuador is at your own risk and that you agree to comply with all the rules set forth by USFQ, the International Programs Office and Ecuadorian laws, as well as take all suggestions regarding health, safety and security seriously directed by USFQ, or any government. The violation of protocols and laws may lead to individual consequences that cannot be attributed to USFQ, your host family, your sending university or your home university. All participants must employ their due diligence in the activities that they develop, during the program.

This agreement is ruled by Ecuadorian law.

I hereby agree to:

USFQ – General Program Participant Agreement

This agreement applies to all international students in Ecuador participating in a program through Universidad San Francisco de Quito USFQ and/or its affiliated institutions. **As a student at USFQ, I agree to and I am aware of the following conditions:**

1. I agree that during my stay in Ecuador, I am subject to the laws and regulations of this country.
2. I understand that Ecuadorian laws do not make any distinction between “hard” and “soft” drugs, therefore traffic of any kind of illegal drug (including, but not limited to cannabis) is strictly forbidden by Ecuadorian law, and could be punished with a sanction of up to 13 years of imprisonment.



3. I understand that the consumption of any illegal drugs (including, but not limited to cannabis) is strictly forbidden by USFQ, and could result in the termination of the program without any refund.
4. I understand that there is no bail for illegal drug-related crimes, and that U.S. or other foreign embassies can do very little to help me if I break Ecuadorian law.
5. I understand that drinking in excess or using drugs puts me at a greater risk for assault, robbery, and accidents, USFQ is not responsible for any event while I am under the influence of any recreational drug.
6. I realize that I should never leave my food or drink unattended, it is my sole responsibility the quality of food or drinks that I consume during my stay in Ecuador.
7. I understand that traveling alone or at night can be dangerous, all the incidents during these activities are my sole responsibility.
8. I know that it is my responsibility to always carry identification documents, especially a copy of my passport.
9. I agree to tell my host family or Program Leader my travel plans, if I plan to be away overnight, and to leave an itinerary and contact information. If I prefer, this information may be left in a sealed envelope for emergency only, USFQ will be never responsible for these activities.
10. I agree that during my stay in Ecuador, I will follow the Travel Advisory from the United States Department of State. I understand that I must not travel to zone 4 area, which currently include Esmeraldas, Carchi and Sucumbíos. I understand that USFQ cannot provide assistance to those areas, and that travelling to any of those provinces can lead to dismissal of the program.
11. I agree to treat all members of my group and the inhabitants of the community where I reside with respect at all times. I assume the legal consequences of neglecting this duty.
12. I agree to be a positive member of the group. During organized travel, I agree to pay attention and to follow the instructions of the group leaders and guides. Any incidents caused by the failure to accomplish the instructions during any travel or activity is my sole responsibility.
13. I acknowledge that I am ultimately responsible for myself and my own actions while studying or traveling in Ecuador or traveling to other countries until the date my program ends and I return home.
14. I agree to use common sense and not take any unnecessary risks with my personal possessions, health or well-being or to act in ways that put others at risk.
15. I understand that I must possess an international valid health insurance policy during my stay in Ecuador and that I am not covered by any institutional USFQ insurance, although I am eligible to purchase it before or upon arrival. I will supply a copy of my insurance policy to the Office of International Programs to use in case of an emergency.
16. I agree to follow USFQ's Honor Code.
17. I agree to follow all policies, rules, codes and laws set forth by USFQ and/or its affiliated institutions and the laws of the Republic of Ecuador.
18. I have read and understand, the rules for each individual institution that I will visit.
19. I understand that USFQ cannot accept responsibility for personal possessions left on the property of USFQ or any other related or not related party.
20. I release Universidad San Francisco de Quito USFQ and all affiliated branches from all responsibility and liability for my failure to respect Ecuadorian law, for any injury and/or illness resulting from accidents, or any other causes.
21. I understand and accept to be bound under all Ecuadorian Laws.



I acknowledge that I am ultimately responsible for myself and my own actions while studying or traveling in Ecuador or traveling to other countries until the date my program ends and I return home.

Student Signature: _____

Printed Name: _____

Date: _____



Contact Information

Universidad San Francisco de Quito

Diego de Robles s/n y Pampite, Cumbayá
P.O. Box 17-12-841
Quito-Ecuador
Phone: (593-2) 297 1700
Fax (593-2) 289 0070

EMERGENCY NUMBER

For emergencies, outside of regular office hours ONLY: 0980834444

International Programs Office (OPI)

Quito

Alexandra Velasco, Director
0991455599 (cell phone) / (+593 2) 2971166 (office)
avelasco@usfq.edu.ec

Verónica Castelo, Assistant Director (inbound)
0995367338 (cell phone) / (+593 2) 2971755 (office)
vcastelo@usfq.edu.ec

Alex Rendón, Customized Programs Coordinator
0999688164 (cell phone) / (+593 2) 2971540 (office)
arendon@usfq.edu.ec

Carla Tapia, Logistics Coordinator
0983510396 (cellphone) / (+593 2) 297-1249 (office)
ctapiac@usfq.edu.ec

Karla Loor, Student Coordinator (outbound)
0992410987 (cell phone) / (+593 2) 2971162 (office)
kloor@usfq.edu.ec

Mateo Sáenz, Inter-Universities Relations Coordinator
0984422956 (cellphone) / (+593 2) 2971255 (office)
msaenzh@usfq.edu.ec

Priscila Báez, Communications and Social Media Coordinator
0994752503 (cellphone) / (+593 2) 2971700 (office)
pbaez@usfq.edu.ec

Nabih Dahik, Financial Assistant
0984856501 (cellphone) / (+593 2) 2971845 (office)
ndahikq@usfq.edu.ec



Galápagos

USFQ Emergency Phone Number in the Galápagos
For emergencies, outside of regular office hours ONLY: 0981312237

Georgina Toscano, Coordinator
098 9873380
itoscano@usfq.edu.ec

Andrea Zabala, Coordinator
093 9687419
azabalar@usfq.edu.ec

Postal Mail

Post Offices in Quito

- Reina Victoria and Colón (Edificio Torres de Almagro): Mon - Fri 8:00–18: Sat 8:00–12:00
- Airport Mariscal Sucre (National Departures): Mon - Fri 8:00-13:00//14:00-17:00 Sat 8:00 – 12:00
- Japón N36-153 and Naciones Unidas: Mon-Fri 8:00-18:00 Sat: 8:00-12:00
- La Esquina, Cumbayá, around the corner and down the hill from USFQ
- Eloy Alfaro 354 and 9 de Octubre: Mon-Fri 8:00-18:00 Sat 8:00-12:00
- Centro Comercial Naciones Unidas, local 58

Your host family can advise you of the post office closest to your home

We highly recommend to read the regulations from customs office before sending something to Ecuador. There are certain items that need to pay high taxes. For more information visit: <https://www.aduana.gob.ec/pro/courier.action>

Air Courier Services

DHL Av. República and Diego de Almagro (2485100),
Av. Eloy Alfaro and de Los Juncos (2485100)
In CCI (Naciones Unidas y Amazonas) and in Villa Cumbayá (right in front of the campus: Telephone: 2893777)

FEDEX Quicentro Shopping, (3er floor)
Tomás de Berlanga 339 (between Shyris and 6 de diciembre) (Telephone: 6017800)

UPS Tomás de Berlanga 473 and Av. de los Shyris (Telephone: 2445717)



Be patient with the Ecuadorian postal system. It may not be as fast as the one you are used to. If you have packages sent to you from home, please advise your family to put no commercial value on the customs form, or at least the lowest possible value, as doing so will require you to pay an additional fee upon receipt, which is rather expensive. Customs procedures are also much easier if the package is sent by air and not by sea.

Mailing Address: USFQ OPI

This is the address that should be used to receive mail:

YOUR NAME / YOUR PROGRAM
c/o Programas Internacionales
Universidad San Francisco de Quito
Diego de Robles S/N y Pampite-Cumbayá
P.O. Box 17-12-841
Quito-Ecuador
Teléfonos: PBX (593) 2 2971700

Important Emergency Telephone Numbers

911 Emergencies

Embassies

Ambassade de France en Equateur:
Téléphone: (+593 2) 2943800
Adresse: Calle General Leonidas Plaza 107 y Patria.
Siteweb: <http://www.ambafrance-ec.org/>
Adresse électronique: consulat@embafrancia.com.ec; cancilleria.quito-amba@diplomatie.gouv.fr

Consulat Honoraire de Belgique en Equateur:
Téléphone: (+593 2) 2469017 / 0999730860
Adresse: Calle Los Cabildos N41-163, Quito Tennis Edificio Futura, Piso 4.
Contacter: William Stock
Adresse électronique: w.stock@uio.satnet.net; cónsul.w.stock@gmail.com

Deutsche Botschaft:
Telefon: (+593 2) 2970820
Mobiltelefon: 0999497967 (Unter dieser Nummer haben Sie ebenfalls die Möglichkeit, eine SMS zu senden).
Adresse: Av. Naciones Unidas y República de El Salvador. Edificio Citiplaza 12-14 pisos.
Webseite: <http://www.quito.diplo.de/Vertretung/quito/de/Startseite.html>
E-mail: info@quito.diplo.de

Embajada de España en Quito:



Teléfonos: (+593 2) 3226303/ 6896/ 6969
Dirección: Calle General Francisco Salazar E-1273 y Toledo Sector "La Floresta".
Página web: www.exteriores.gob.es/embajadas/quito
E-mail: emb.quito@maec.es

Embajada del Japon en Ecuador
在エクアドル日本国大使館
Avenida Amazonas N39 - 123 y Calle Arizaga, Edf.Amazonas Plaza, Piso 11, Quito, Ecuador
Tel: (+593 2) 2278-700
Página web: <http://www.ec.emb-japan.go.jp/>
E-mail: embapon@qi.mofa.go.jp

Embajada de México en Ecuador:
Teléfonos: (+593 2) 5103267/ 2923770/ 2923771
Dirección: Av. 6 de Diciembre N36-165 y Naciones Unidas.
Página web: <http://embamex.sre.gob.mx/ecuador/>
E-mail: embajadamexico@embamex.org.ec

Embassy of Canada / Ambassade du Canada:
Telephone: (+593 2) 2455499
Address: Av. Amazonas and Unión Nacional de Periodistas. Eurocenter Building, 3rd floor.
Website: <http://www.canadainternational.gc.ca/ecuador-equateur>
E-mail: quito@international.gc.ca

Nederlandse Ambassade in Lima-Peru (Er is geen Nederlandse ambassade in Peru):
Telefoon: 005112139800
Adresgegevens: Torre Parque Mar, Av. José Larco 1301, piso 13, Miraflores - Lima
Web: <http://peru.nlambassade.org/>
E-mail: lim@minbuza.nl; lim-ca@minbuza.nl; consuladoholandaquito@gmail.com

Schweizer Botschaft:
Telefon: (+593 2) 2434948
Adresse: Juan Pablo Sanz y Amazonas 3617. Edificio Xerox, 2do piso.
Webseite: <http://www.eda.admin.ch/eda/de/home/reps/sameri/vecu/embqui.html>
E-mail: qui.vertretung@eda.admin.ch

United States Embassy:
Telephone: (+593 2) 3985000
Emergency Number 24 hours: 3985200
Address: Calle Avigiras N12-170 y Eloy Alfaro.
Website: <http://ecuador.usembassy.gov/service.html>
E-mail: ACSQuito@state.gov

The US Embassy recommends that you register online at:
<https://travelregistration.state.gov/ibrs/ui/>
More information for American Citizens in Ecuador:
http://travel.state.gov/travel/cis_pa_tw/cis/cis_1106.html