



## USFQ Office of International Programs (OPI)

### International Student Handbook

Welcome to Universidad San Francisco de Quito. This manual provides 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 to have a better transition to USFQ.

This handbook will give you information about Ecuadorian drug laws, visa procedures, sexual harassment, health tips, USFQ basic information, and useful local contact information in Ecuador. We have developed separate manuals in regards to lifestyle and emergency readiness. The direct links to these manuals can be found inside the handbook.

The following is a summary of what's covered in this **manual**:

1. **Drugs:** in regards to Ecuadorian drug laws, the Ecuadorian government takes drug possession and use very seriously and punishes any drug related incident with jail up to 13 years. Furthermore, USFQ campuses and facilities are drug free and the university has a zero-tolerance policy for any students involved with drugs. Please refer to page 2
2. **Sexual harassment:** can be verbal or physical and can involve members of USFQ's community, non-University employees or host families. If any member of the USFQ community considers they have been harassed, we can provide legal and psychological counselling. Sexual harassment and/or rape is punished by law and we encourage students to come forward. Please find more information on page 4.
3. **International students' visa:** it is NOT mandatory for international students to obtain a visa. The best alternative for incoming students is to get a tourist visa, which will allow them to stay a total of 180 days in Ecuador. USFQ will send students a letter to show at immigration for this purpose. If students get 90 days only we will help students to extend it to 180.
  - a. Students need to enroll in a minimum of 16 credits per semester, and in the case of students coming to the Galapagos semester program, they must always be registered in a module to be allowed to stay in the country . USFQ is mandated by law to notify when international students have finished the exchange program. On the other hand, if a student drops out of the program, they will have to leave the country within 48 hours. For information regarding your visa status refer to page 10. PONER INFO
4. **Emergency:** In case of an emergency you should have a copy of your ID, OPI's emergency phone number, emergency contact in your home country and insurance card with you at all times.

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

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



## INTERNATIONAL STUDENT HANDBOOK

### ***Laws, University Regulations and Policies***

#### ***USFQ Honor Code***

As an international 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:

*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.*

*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.*

*Respect and take care of the campus. This means all the physical things that make it up, and all its equipment. Not to defame or accuse.*

*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.

#### ***USFQ Academic Policies and Procedures***

International students' official transcripts will be issued with 3 credits, earned for 45 contact hours, except for sports (0 credits) and some labs.



### 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)
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
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:

The 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](#)".



**Sexual Misconduct** : Sexual misconduct can be verbal or physical and can involve anyone of any gender.

- If any member of the USFQ community has been affected by an incident of sexual misconduct, we can direct them to our free counseling resources.
- We can also direct students to the Consultorios Jurídicos USFQ, or elsewhere to seek advice about the legal process.
- We encourage students to report incidents of sexual misconduct so they may be directed to the appropriate resources and receive necessary support. Depending on the case, USFQ staff may be required to report sexual misconduct that constitutes a crime to the local police.

## ***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 [USFQ's Students Manual](#).

### *Material for Classes*

Depending on your class, the syllabus and your professor will provide the information of the materials you need and where to find them. Usually you can buy all that is needed for the class at Xerox (located in the New Newton 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 the campus. You need to fill a form and bring a Passport picture to the Diners Club office located next to Xerox (Galileo building). USFQ Student's 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](#) 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.

## ***Documents to hand in at usfq***

In order to be enrolled as a full time student you must submit the following *documents*:

- Signed contract with host family
- Color Copy of passport and entrance to Ecuador stamp
- Color copy of VISA (if you got a VISA in your home country)
- Signed Disclaimers



## USFQ Campus Map



### Links for other manuals

You can find the following manuals on our website:

[Insurance and Health](#)

[Visas](#)

[Housing and Host Families](#)

[Sexual Harassment](#)

[Withdrawal and Dismissal](#)

### 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](#)

[Volcanic Eruptions](#)

[Tropical Diseases](#)

### ***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 use certain apps. Nevertheless, you should be careful using your cellphone at public places.

[Transportation in Quito and Travel Guides](#)

[Frequently Asked Questions General FAQ](#)

### ***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.



## INTERNATIONAL PARTICIPANT AGREEMENT & DISCLAIMER

This agreement applies to all international students or participants that are part of a program sponsored by Universidad San Francisco de Quito USFQ (USFQ), the Office of International Programs (OPI), and/or any affiliated institutions. **As an international student at USFQ, or participant in a USFQ sponsored program, I agree to abide by and I am aware of the following terms & conditions:**

1. I agree and understand that I am bound by all policies, rules, and regulations set forth by USFQ and/or its affiliates. I further understand that I am bound by Ecuadorean law as long as I remain in Ecuador.
2. I agree to follow USFQ's Honor Code, USFQ's dismissal policy, and program specific guidelines as stated in OPI's website, or as communicated by OPI's program coordinator.
3. I agree to follow all of USFQ's policies and timelines to keep my migratory status in Ecuador in compliance with applicable law, and I will assume any and all responsibility of failing to abide by Ecuadorean immigration laws. Further, I understand that USFQ reserves the right to cancel visa sponsorship in Ecuador at any time. I release USFQ of any consequences that may occur from failure to comply with these policies.
4. As part of the program orientation, USFQ will provide detailed guidelines on how to have a safe program experience, in particular to issues relating to safety, health, security, and sexual assault whilst in Ecuador. I understand and agree to follow all USFQ security precautions, and I accept any and all consequences of any failure to follow USFQ guidelines.
5. Consumption of illegal drugs (including, but not limited to cannabis) is strictly forbidden by USFQ, it will result in dismissal from the program without any refund, and could be punished with a sanction of up to 13 years of imprisonment. I agree to carry my doctor's prescription at all times in case I need to carry medication with me. I understand that there is no bail for illegal drug-related crimes, and that neither USFQ nor the U.S. or other foreign embassies can intervene on my behalf.
6. I understand that am still bound by my home institution's drinking policies. I acknowledge that drinking in excess or using drugs puts me at a greater risk for assault, robbery, and accidents, and that USFQ is not responsible for any events that may occur while I am under the influence of any recreational drug.
7. I agree and understand that sexual or romantic relations with USFQ staff, faculty or administrators is strictly prohibited.
8. I understand and release USFQ of any and all responsibility for incidents or events of any nature that take place outside of established program dates, and scheduled activities. USFQ is not responsible for events or occurrences that affect any participants while they remain in of Ecuador, outside of scheduled academic activities officially organized by USFQ.
9. In case I request information from USFQ staff and students of how to organize independent activities, travel, or other arrangements outside from the established program schedule, I agree to undertake any such activities under my own risk any and release USFQ and its staff of any and all responsibilities from any events that may result from these activities.
10. I know that it is my responsibility to always carry identification documents, especially a copy of my passport.
11. I agree to tell my host family or Program Coordinator of any independent, overnight travel plans, and to leave an itinerary and contact information. This information may be left in a sealed envelope to be used in emergencies only.



12. I agree that during my stay in Ecuador, I will follow the Travel Advisory from the United States Department of State, irrespective of my nationality. 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 from the program.

13. During USFQ organized travel, I agree to pay attention and to follow the instructions of the group leaders and guides. I agree and understand that USFQ faculty and staff can bar my participation of any particular program activity if they consider that my participation could endanger the group’s wellbeing or impede the execution of further scheduled activities. Any incidents caused by the failure to accomplish the instructions during any travel or activity will be of my sole responsibility.

14. I agree to and understand that I must put the group’s wellbeing above my own, and pledge to take care of my fellow students, 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.

15. I agree and accept to inform USFQ staff/program coordinator if I am unfit to participate in any scheduled program activities, for any reason including, but not limited to: being pregnant, not being able to swim, or any medical conditions.

16. I understand that I must possess an international valid health insurance policy during my stay in Ecuador, in compliance with USFQ’s minimum standards of coverage, and I certify that I have supplied a copy of my insurance policy to OPI staff to use in case of an emergency.

17. I agree and accept to reimburse anyone and USFQ in particular for any expenses they have undertaken on my behalf, including but not limited to: medical expenses, tax/tariffs related to a package, overdue fines for leased books or equipment, outstanding debts for property damage, or any other kind of borrowed money or funds.

18. I understand that USFQ cannot accept responsibility for personal possessions left on the property of USFQ or any other related or not related party. I will not leave items unattended, use safety deposit boxes and valuables in plain sight.

19. I agree to comply with the USFQ locker policy and understand that USFQ will not be responsible for any illegal substance kept in the locker.

20. I accept and understand that USFQ is not responsible for any packages or mail that is sent to me, nor will USFQ pay for any import tariffs or taxes that may be required to recover packages of any kind from Ecuador’s customs office. I agree and understand that USFQ is not responsible or liable for any consequences that may arise in case they provide me with assistance with a package, and I undertake any such requests for assistance at my own risk.

21. I release USFQ and all affiliated branches from all responsibility and liability for my failure to comply with Ecuadorian law, for any injury and/or illness resulting from accidents, or any other causes. USFQ is also free of responsibility for all incidents that occur during student participation in activities organized by other USFQ students, independently by students themselves, their host families, or incidents caused by third parties related or not to the USFQ sponsored program.

22. I have informed my emergency contact of my whereabouts, given them relevant information about my program, services offered by USFQ, and provided them with a general context of medical facilities available in Ecuador. I have also informed them about the 24hour emergency phone number available for international programs.

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*

Mateo Sáenz, Director of International Affairs  
0984422956 (cellphone) / (+593 2) 2971255 (office)  
[msaenzh@usfq.edu.ec](mailto:msaenzh@usfq.edu.ec)

Alex Rendón, Deputy Director of International Programs  
0999688164 (cell phone) / (+593 2) 2971540 (office)  
[arendon@usfq.edu.ec](mailto:arendon@usfq.edu.ec)

Verónica Castelo, Cumbaya Program Coordinator (inbound)  
0995367338 (cell phone) / (+593 2) 2971755 (office)  
[vcastelo@usfq.edu.ec](mailto:vcastelo@usfq.edu.ec)

Priscila Báez, Galapagos Semester Program Coordinator  
0994752503 (cellphone) / (+593 2) 2971700 (office)  
[pbaez@usfq.edu.ec](mailto:pbaez@usfq.edu.ec)

Carla Tapia, Customized Programs Coordinator  
0983510396 (cellphone) / (+593 2) 297-1249 (office)  
[ctapiac@usfq.edu.ec](mailto:ctapiac@usfq.edu.ec)

Nabih Dahik, Customized Programs Coordinator  
0984856501 (cellphone) / (+593 2) 2971845 (office)  
[ndahikq@usfq.edu.ec](mailto:ndahikq@usfq.edu.ec)

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

#### *Galápagos*

For **emergencies**, outside of regular office hours ONLY: 0981308687



*Mailing Address: [opi@usfq.edu.ec](mailto:opi@usfq.edu.ec)*

**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  
Postal code: 101717  
Quito-Ecuador  
Teléfonos: (+593) 2 297171434

### ***Postal Mail***

**We highly recommend reading the regulations from customs office before sending something to Ecuador.** There are certain items that need to pay high taxes. For more information visit their [webpage](#).

#### **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.

### ***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](mailto:consulat@embafrancia.com.ec);  
[cancilleria.quitoamba@diplomatie.gouv.fr](mailto:cancilleria.quitoamba@diplomatie.gouv.fr); <https://ec.ambafrance.org/Consulado-2043>



Consulat Honoraire de Belgique en Equateur:

Téléphone: (+593 2) 2469017/ 0999566300

Adresse: Av. 12 de Octubre N24-402 y Luis Cordero

Contactar: Silvia Cueva Fernández

Adresse électronique: [consuladobelgicaquito@gmail.com](mailto:consuladobelgicaquito@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 piso14.

Webseite: <http://www.quito.diplo.de>

E-mail: [info@quito.diplo.de](mailto:info@quito.diplo.de)

<https://quito.diplo.de/ec-es/service/kontakt-formular>

Embajada de España en Quito:

Teléfonos: (+593 2) 2555733 / 0995 620 291

Dirección: Calle la Pinta E4-412 y Amazonas

Página web: <http://www.exteriores.gob.es/embajadas/quito/es/Paginas/inicio.aspx>

E-mail: [emb.quito@maec.es](mailto:emb.quito@maec.es) / [cog.quito.nac@maec.es](mailto:cog.quito.nac@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](mailto:embapon@qi.mofa.go.jp)

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](mailto:quito@international.gc.ca)

Nederlandse Ambassade in Lima-Peru (Er is geen Nederlandse ambassade in Peru):

Telefoon: 005112139805

Adresgegevens: Torre Parque Mar, Av. José Larco 1301, piso 13, Miraflores - Lima

Web: <http://peru.nlabassade.org/>

<https://www.nederlandwereldwijd.nl/landen/peru/over-ons/ambassade-in-lima>

E-mail: [lim@minbuza.nl](mailto:lim@minbuza.nl); [lim-ca@minbuza.nl](mailto:lim-ca@minbuza.nl); [consuladoholandaquito@gmail.com](mailto:consuladoholandaquito@gmail.com)

Consulado General Honorario de los Países Bajos

Teléfono: 2 450 7194

Dirección: Whympet N27-70 y Orellana. Edificio Sassari. Piso 8

Web: <https://www.paisesbajosytu.nl/su-pais-y-los-paises-bajos/ecuador/acerca-de-nosotros/consulado-honorario-en-quito>

E-mail: [quito@nlconsulate.com](mailto:quito@nlconsulate.com)



Schweizer Botschaft:

Telefon: (+593 2) 2434949 / 096 824 1679

Adresse: Juan Pablo Sanz N35-17 y Amazonas. Edificio Xerox, 2do piso.

Webseite: <https://www.eda.admin.ch/quito>

E-mail: [quito@eda.admin.ch](mailto:quito@eda.admin.ch)

United States Embassy:

Telephone: (+593 2) 3985000 Emergency Number 24 hours: 3985200

Address: Calle Avigiras E12-170 y Eloy Alfaro.

Website: <https://ec.usembassy.gov/es/>

<https://ec.usembassy.gov/u-s-citizen-services/>

E-mail: [ACSQuito@state.gov](mailto:ACSQuito@state.gov)

The US Embassy recommends that you register online at:

<https://travelregistration.state.gov/>

More information for American Citizens in Ecuador:

<https://travel.state.gov/content/travel/en/404.html>