



i HOLA!  
Welcome to  
**INTERNATIONAL HOUSE BOGOTÁ**

This Student Guide is for YOU  
and has interesting and useful information for your time  
here!

This document is subject to change.

## Letter from the Director



Welcome to International House Bogotá!

We hope that your stay with us in Bogotá will be both beneficial and enjoyable.

You probably already know that International House is one of the largest English Institutes in the world. There are more than 100 schools across five continents; in Colombia, the campus is located in a new building in the heart of the financial district. We are not a multinational company-each school functions independently-but all are united by common ideals: quality pedagogy, concern for the student and a desire to improve day to day.

Since its foundation in 1953, International House has been a pioneer in developing new teaching methods and teacher training. Each year more than 1,000 teachers of languages from all over the world will be certified by International House.

We are aware that the comfort of accommodation and customer service are just as important as the quality of teaching when studying abroad. Do not hesitate in letting us know if you have any questions or concerns about our school or if we can help you in any way to improve your experience with us.

Have a great time!

Alejandro López Tobón  
General Director

## Who is Who?

### SPANISH DEPARTMENT

#### MANAGEMENT:

- ✓ ALEJANDRO LOPEZ                      General Director, International House Bogotá
- ✓ MARY SANCHEZ                        Administration Coordinator
- ✓ JEFF LEAL                                Academic Coordinator
- ✓ MARCELA BELTRAN                  Spanish Coordinator. (Your main point of contact during your stay with us).

#### TEACHERS:

- ✓ CESAR GUTIERREZ.
- ✓ ANNY VERGARA.
- ✓ CAMILO SALAZAR.
- ✓ MARIANA MEJIA.
- ✓ CAROLINA SÁNCHEZ.
- ✓ JOSE A. JIMENEZ.
- ✓ GHERALDINE GARCÍA.

#### RECEPTION:

- ✓ ANDREA CALLEJAS
- ✓ LAURA MARIA ORTEGA

Opening hours:                              7.00 a.m. a 5.30 p.m.

Messages and Phone Calls:              Reception will take and receive messages which you can collect but will only try and look for you/contact you 'In Case of Emergency'.



## YOUR RESPONSIBILITIES

- ✓ **Attendance and Punctuality** The most important thing for you is to attend class regularly and arrive on time every day. If you cannot make class, talk to the teacher beforehand by e-mail at [spanish@ihbogota.com](mailto:spanish@ihbogota.com) . In the event that you miss a class, the class will be marked as taken. It is very important to arrive on time so as to not inconvenience other students.
- ✓ **Homework** Try to review at home what you have learned in class and do the homework.
- ✓ **Speak, Speak, Speak!!!** Try as much as possible to speak Spanish outside of class with your classmates, host family, and in the streets asking for directions, etc.
- ✓ **Get to know Colombians!** Try to get to know Colombians, they're wonderful!
- ✓ **Read!** Read books, newspapers, magazines, comic books, etc.
- ✓ **Watch!** Watch TV. The news is on at 7:00pm. For other programmes, look for the schedule in the newspaper or ask somebody.
- ✓ **Listen!** Listen to the radio, you can listen to the news or music in Spanish (salsa, merengue, vallenato, etc.)
- ✓ **Cinema and Theatre** Bogotá offers you many possibilities. Choose the type of show you prefer by consulting [www.cinecolombia.com](http://www.cinecolombia.com) .
- ✓ **Write!** Maintain contact with your classmates after the course has finished, writing about what is happening with you. Or maybe start a blog in Spanish.
- ✓ **Some Interesting Links:**
  - ✓ Practice Exercises: <http://www.ihes.com/bcn/spanish/learn-spanish.html>
  - ✓ Directory (in English) of everything you need to know about Bogotá: <http://www.bogotaturismo.gov.co/en/about-bogota> or <http://www.bogota-dc.com/>
  - ✓ Downloadable resources:
  - ✓ <http://downloads.netlanguages.com/downloads/recursos>

## ACCOMMODATION

### Types of Accommodation:

- ✓ **Families** Individual or double rooms including breakfast or breakfast and dinner in the home of a Colombian family.
- ✓ **Hotel** Individual or double rooms in hotels of different categories.
- ✓ **Apartments** These can be exclusive or shared with other students. A security deposit that will be returned to you at the end of your stay is required.

### PROBLEMS WITH ACCOMMODATION

If you have any problems with your accommodation, please tell us as soon as possible so we can help resolve the issue promptly.

- ✓ **Suggestions** Some suggestions to make your stay as smooth and enjoyable as possible. Think about it as an adventure where you can meet new people and learn about different customs.
- ✓ **Family** If you are living temporarily with a family, please respect their habits regarding schedules, telephones, keys, etc. Take advantage of this great opportunity to practise Spanish. Always ask for permission to use the house phone. If you have any problems with the family, first speak with the team at IH.
- ✓ **Dorms** If you are staying in a dorm or hotel, respect the schedules and the peace of the other residents. Maintain common areas clean. If you have any problems, speak with the person in charge of the residence. Always take care with your personal belongings. Always carry a copy of your international student ID or passport and leave the original in a safe place.

## TRANSPORT

### ✓ **Transmilenio**

Transmilenio is a massive bus system that has improved the quality of life for Bogotanos and made Bogota a more competitive and productive city. The system can be used comfortably by all; children, elderly, handicapped and pregnant women. To use the system, you should first consult the route map located in every station. It might also be helpful to ask someone at IH to give you some tips on how to use the system more efficiently and safely. Currently the cost of a trip is 2000 COP.

[www.transmilenio.gov.co](http://www.transmilenio.gov.co)



### ✓ **Taxi Service**

In Bogota there are urban taxis as well as tourist taxis and taxis that will take you to other cities and towns. Official taxis are yellow. The cost of service within the city is very affordable and good quality. You can also hire a taxi by hour. It is highly recommended that you call to hire a taxi or take one from a hotel instead of flagging one down on the street, especially at night.

Best applications at the time of writing are: Tappsi <https://tappsi.co/descargar/> and easytaxi <http://www.easytaxi.com/co/pasajero/>



### ✓ **Tourist Train de la Sábana**

An old locomotive steam train gives tours through Bogota and the surroundings on the weekends. For information and reservations call: 6170300 - 3750557 - 3750558.

<http://www.turistren.com.co/>

✓ **Bus Terminal**

The terminal is located in the West of the city, close to Ciudad Salitre and is the arrival and departure point for all national and international bus routes. There are five different platforms organized by destination.

**Módulos**

**No. 1 Yellow:** South of the country

**No. 2 Blue:** East and West

**No. 3 Red:** North of the country and international destinations.

**No. 4 Green:** Interstate taxi service

**No. 5 Purple:**  
you will also find



Arrivals and taxi service. Here administrative offices and post offices.

<http://www.terminaldetransporte.gov.co/home>

✓ **El Dorado Airport**

Sixty five percent of arrivals to Colombia are operated through the El Dorado Airport. All operations related to arrivals and departures take place here: departures, connections, arrivals, etc. The departure terminals for international and domestic flights is located on the first floor. Here there are also desks to buy tickets, make reservations, check-in, immigration and customs. On the second floor you can find information desks, departure and arrival monitors, waiting rooms, travel agencies, pharmacies, restaurants and cafes, books stores and souvenir shops. Telecom has an office where you can make national and international phone calls, use the internet, and send faxes. There are pay phones, ATMs, and various duty-free shops. In both domestic and international terminals, passengers can find tourist information and make hotel reservations.



<http://www.elnuevodorado.com/>

### ✓ **Bike Routes and Ciclovía**

On Sundays and holidays between 7:00 a.m. and 2:00 p.m., 121 kilometers of Bogotá's main roads are transformed into one of the most popular bike events, CICLOVIA. All or half of the road is reserved solely for bikers, rollerbladers and pedestrians. Ciclovía has turned into one of the most important recreational activities for Bogotanos with between 2 or 3 million participants every weekend.



## CLIMATE

La Sabana has an average temperatura of 14 °C, and can range between 9 and 22°C. Rainy and dry seasons alternate throughout the year, the driest months being December, January, February and March and the rainiest being April, May, September, October and November. June and July are usually pretty dry and August is sunny and windy creating a popular pastime of flying kites during this month. The weather is unpredictable due to phenomena such as El Niño and La Niña which gather in the Pacific and cause major climate changes.

## MEDICAL/DENTAL

- Make sure you have appropriate cover/insurance. Private care can be expensive.
- For a list of doctors, please ask at reception.

## PRACTICAL INFORMATION

- ✓ **Money:** The official currency is the **Colombian Peso** (\$). We recommend that you exchange money in authorized offices or in Banks; never in the street. The reference of exchange is the United States dollar. You can find money exchange offices all over the city and close to the school they are located on the Avenida Jimenez, close to the Rosario University plaza and in the International Center of the Hotel Tequendama. In the north of the city these offices are located in malls like Unicentro, Andino, Granahorrar, Hacienda Santa Barbara and on Carrera 15 between street 90 and 95. In these locations visitors can buy or sell foreign currency, traveler's checks and send and receive international wires.

You will find the official currency in the following denominations:

**Coins:** \$50, \$100, \$200, \$500 and \$1.000

**Notes:** \$1.000, \$2.000, \$5.000, \$10.000, \$20.000, \$50.000 and \$100.000.

Throughout the city you can also find ATM machines which are open 24 hours. Like in any city, you should be careful when using ATMs; don't let anybody see your PIN and don't ask for or accept help from anyone.

- ✓ **Restaurants in Zona G:** The school is located closet to Zona G, which is an area well known for its large array of restaurants specializing in international foods. This area is very popular with locals eating out and is the perfect place to sample some unique cuisine and experience Colombia's food culture.

<http://www.bogotatravelguide.com/restaurants/restaurantes-zonag-bogota.php>

### What IH Offers You

**Café:** We offer you complementary coffee throughout your stay with us that you may enjoy in the courtyard of the school.

**Internet:** Students have free access to the internet room for one hour a day. Ask at reception to make a reservation.

**Social Activities:** Through our social program for Spanish students you can enjoy cultural, recreational, and fun activities such as movie discussions, salsa classes, Pub Quiz (often on the last Friday of every month), and ecotourism trips. These activities create a fun atmosphere for cultural and language exchanges between Spanish and English students. See the Notice Board in reception for more information.

