



## Experience Mex-ECO Pre-departure Information Pack

Please read this information pack carefully before your departure to Mexico; it has been designed in order to make sure your travel runs as smoothly as possible.

### **Flying into Mexico; things to remember:**

Airport pick-ups are included in your project fee only if you are flying into Manzanillo or Puerto Vallarta. If you choose to fly into Guadalajara or Mexico City, pick-ups can be arranged at an extra cost. If you are planning to travel in Mexico before your placement and plan to arrive by bus, then you should take the bus to Barra de Navidad or Melaque, in the state of Jalisco.

At some point during your flight into Mexico you will be asked to fill in an **Immigration form**. If you are flying via the United States, you will also be asked to fill in a **VISA Waiver form**. Your Visa Waiver form will ask you why you are visiting the US, to which you simply state that you are in transit to Mexico. When asked why you are going to Mexico, **you must state that you are a tourist** (you are not going to be undertaking paid employment). When passing through Immigration in Mexico, you will have to hand your passport over to be stamped; usually a 90 day duration is stamped onto a page in your passport, the minimum being 30 days, and the maximum being 180 days. We recommend that you **ask for 90 days** or more, even for those on one-month projects only (in case you decide to extend your stay). It is rare that you will be allowed 180 days, but extensions are easily obtained in Puerto Vallarta once your initial allowance is due to expire, allowing for a total of six months in Mexico before having to leave. The cost of the extension is approximately \$250 (Mexican Pesos) and is not included in the amount your project fee.

### **2. Failure to be met at the airport:**

In the event of failure to be met at the airport by a member of Experience Mex-ECO staff, then please use the following guidelines (please note, this is very unlikely to happen):

After collecting your luggage and coming through into the arrivals lounge:

- Wait until crowds disperse, perhaps our staff member just hasn't seen you yet.
- Allow up to half an hour before calling one of the **Emergency numbers** (*Follow instructions for making a call from a public phone*). A member of staff will either advise you that someone else will come to meet you, or to follow instructions on getting to hotel.
- If you are advised to go to hotel, go to the taxi booking desk inside the arrivals lounge (taxi is the same word in Spanish as in English). Ask for a taxi to:  
*For Guadalajara: Hotel Posada San Pablo, Madero #429, Centro Histórico 44100, Gdl.*  
*For Puerto Vallarta: Hotel Rio, Morelos #170 (Malecón), Centro 48300, Puerto Vallarta*  
*For Manzanillo: Hotel Bahía, Calle Legazpi #5, Centro 48980, San Patricio Melaque*
- The charge will be around \$200 (Mexican Pesos). You will be given a ticket, take it outside to the taxi rank (sometimes there is a short queue).
- Check in and await the arrival of staff member (if it is late at night, then someone will arrive to meet you the following morning).

### 3. Emergency contact numbers:

There are two types of public phones in Mexico; those that accept coins, and those that accept cards (tarjetas); the easiest to use are those that accept cards. All airports have public phones and sell cards. It is best to purchase a card with a value of at least \$50 Mexican Pesos so that you have plenty of time to talk. To use the public phone you simply lift up the receiver and insert your card (arrow on card shows which end to insert first), then await confirmation of the value of your card. The screen will then show a message asking you to dial your number:

#### **From outside the Barra de Navidad/Melaque area:**

**Office:** (10am – 2pm, 4pm – 6pm): **(01) 315 355 7027**

**Cel phone 1:** (24 hour emergency number): **(045) 315 100 0818**

**Cel phone 2:** (24 hour emergency number): **(045) 315 100 3730**

Please note; the codes that appear in brackets before each number must be dialled if calling from any land line outside of the Melaque/Barra de Navidad area.

#### **From within the Barra de Navidad/Melaque area:**

**Office:** (10am – 2pm, 4pm – 6pm): **355 7027**

**Cel phone 1:** (24 hour emergency number): **(044) 315 100 0818**

**Cel phone 2:** (24 hour emergency number): **(044) 315 100 3730**

#### **From outside of Mexico:**

**Office:** (10am – 2pm, 4pm – 6pm): **(0052) 315 355 7027**

**Cel phone 1:** (24 hour emergency number): **(0052) 1 315 100 0818**

**Cel phone 2:** (24 hour emergency number): **(0052) 1 315 100 3730**

### 4. Money:

Although you will be able to access banks in Mexico, and can withdraw money from ATMs with Maestro and Visa cards (important to inform your bank that you will be travelling to Mexico) , we recommend that you bring a minimum of \$2000 (Mexican Pesos), just in case you have problems with your cards, or have any unexpected expenses. Although Travellers Cheques may be cashed, it is much easier to withdraw cash from an ATM, which doesn't restrict you to the opening hours of the bank. Always check with your bank before departure to make sure your card(s) are suitable for use in Mexico.