UNAM UNDERGRADUATE EXCHANGE STUDENTS APPLICATION SYSTEM

GUIDE FOR UNIVERSITIES

IMPORTANT: To avoid any problems at using this on-line system, please ensure that you use any of the **following browsers versions or latest versions:**

FIREFOX 61.0; GOOGLE CHROME 68.0; SAFARI 10.1; MICROSOFT EDGE 42.17

Enter to the following web site: http://www.sicai.unam.mx/extranjeros_incoming/
Start session with **user name and password.**

Welcome to UNAM's Student Mobility System On-Line, at Undergraduate Level.

******Complete process in four basic steps******

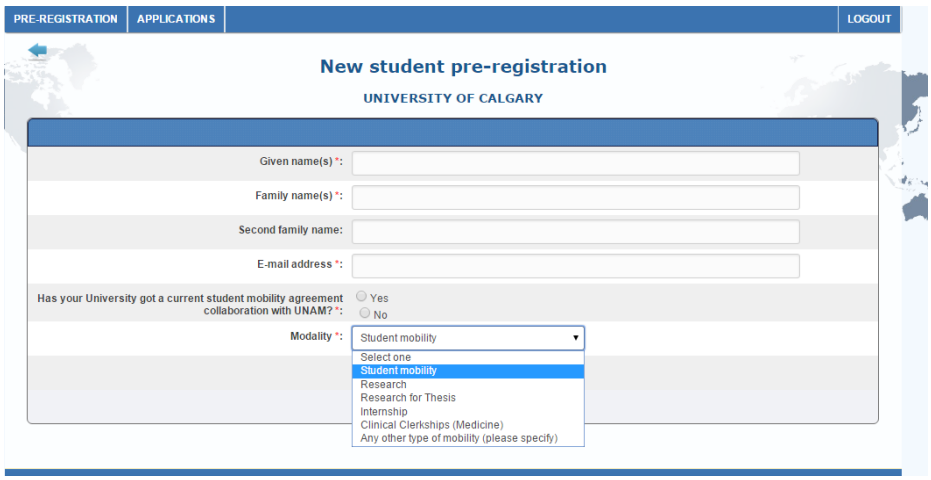
1. Pre-register your student under "PRE-REGISTRATIONS".
2. Automatically the student receives an e-mail notification to complete application on line.
3. When student completes application successfully, you receive an e-mail notification. Access the system under "applications"(english version) or "SEGUIMIENTO DE SOLICITUDES" (spanish version).
4. Review, correct if needed, and finally "VALIDATE" or "APPROVE" the selected application and upload your "NOMINATION LETTER".

If step "4" is not done, this application will NOT be received by UNAM on system and will not be processed.

PLEASE FOLLOW THE NEXT INSTRUCTIONS IN DETAIL:

1.- Click on ***"PRE-REGISTRATIONS"***

2.- Click on ***"ADD A PRE-REGISTRATION"*** (enter student data) and save the information. *Please ensure that you have selected the correct mobility* : "student mobility" is the most common, where student will need to select different study subjects; but if student is to undertake a different type of mobility, like "Research", you must select the correct choice: Please see below the different types of mobility, in detail



Please see below the different types of mobility, in detail:

TYPE OF MOBILITY	ACADEMIC PERIOD TO UNDERTAKE
Student Mobility	Study of Undergraduate Courses
Research	Research Stay
Research for Thesis	Research Stay for Thesis
Internship	Professional/Academic Practice
Clinical Clerkships (Medicine)	Clinical Electives at Hospital (Medicine)

NOTE: In the case of Professional Practice in the area of Social Work ("Escuela Nacional de Trabajo Social") please select "Student Mobility"

IF YOU SELECT AN INCORRECT TYPE OF MOBILITY, THE STUDENT WILL RECEIVE AN INCORRECT APPLICATION FORMAT TO FILL IN. If the student will be undertaking undergraduate (degree-bachelor) courses/ subjects, please select "Student Mobility". Select other types of mobility as appropriate.

Please contact us for any clarification regarding this or other application/nomination issues:
North America, Europe, Asia and Pacific: nvillanueva@global.unam.mx amejia@global.unam.mx
Central and South America, the Caribbean: jenciso@global.unam.mx

Once you have completed this step, *the student will receive an e-mail message with the link to enter the system and complete his/her application on-line*.

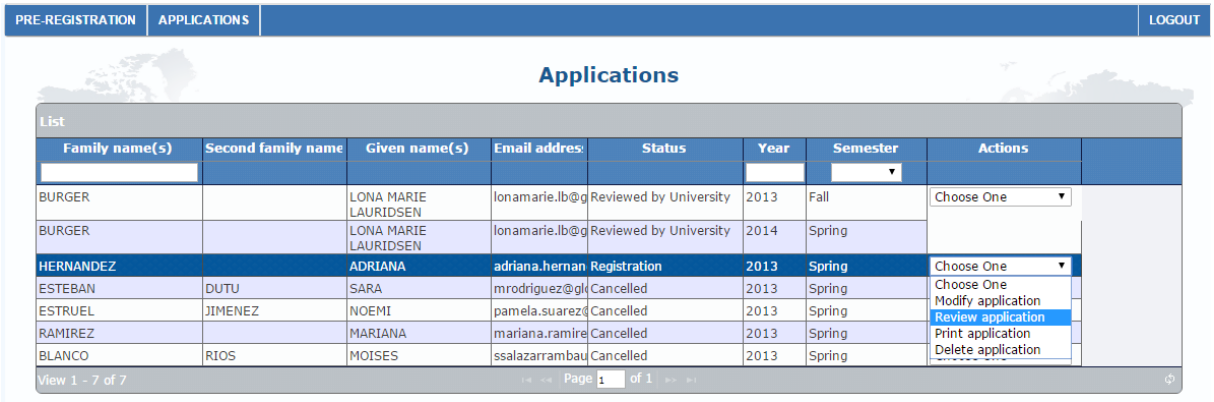
The following 4 sections are to be completed by the student in the application:
- **Personal information**
- **Academic information**
- **Mobility details**
- **Files to be uploaded on system**:
  - Photograph (Formal)
  - Copy of Official Transcript (up to date) with GPA. Please attach a stamped/signed translation if the official one is not in English or Spanish
  - Letter of Intention or personal statement in Spanish
  - Course Work – In Progress Sheet (courses registered in current period, previous to Mobility.
  - One academic reference letter, in Spanish, English or French
  - Copy of valid Passport (page of personal data & photograph)
  - Spanish Language Level Certificate equivalent to **"B2"** of Common European Framework of Reference for Languages. (applicable only for students whose mother tongue/instruction is not Spanish)

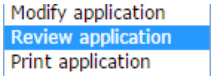
NOTE: ***the documents to be uploaded vary depending on the type of mobility, these are mandatory, as applicable.***

3. Once the student has successfully completed his/her application on-line, you will receive an e-mail notifying that you have a new student application which you will be able to follow up in the system.

4. Click on "*APPLICATIONS".* A list will appear with the student´s registrations of those who have completed their applications on-line already.

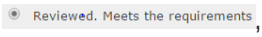
5. Select a student:



6. Select a student and choose an option "Review"  from the list on that student´s line. You can look up the student's application with all its information and files.

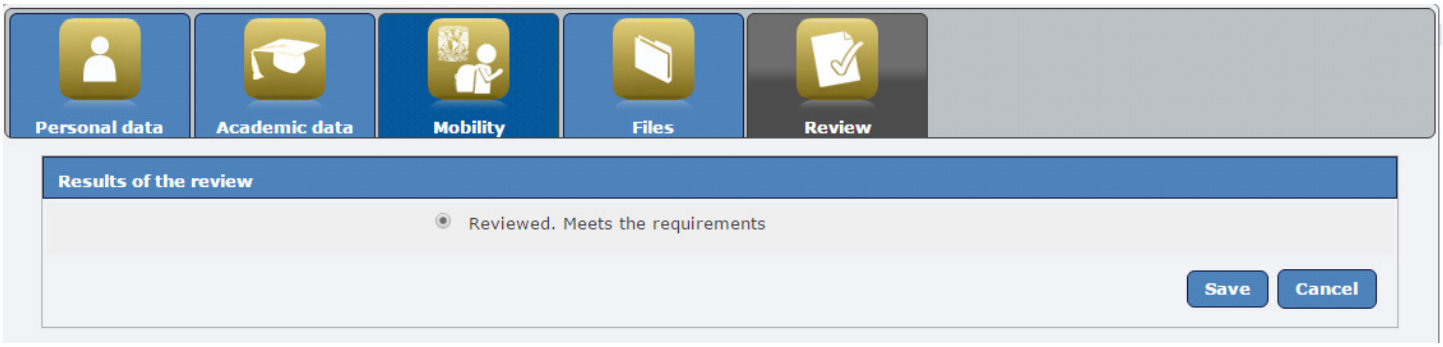
7. PLEASE ENSURE THAT ALL INFORMATION AND FILES ARE CORRECT!
***You can modify or correct as necessary*, selecting "MODIFY" and then "SAVE" changes.**

8. Review the Information on each section of the application.
9. If the information and files are complete and correct, then click on

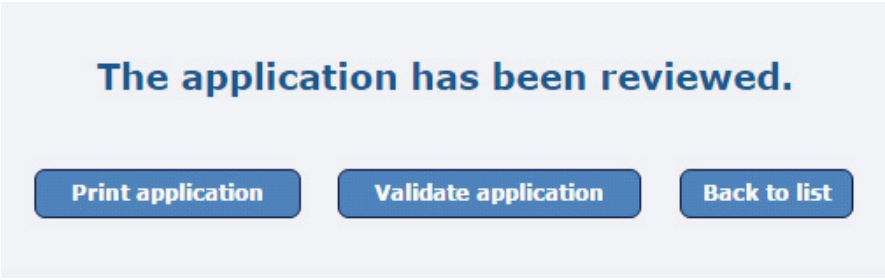
, ("Review") and mark the square. Then mark on 

, ("Reviewed, fulfills all requirements") and click on "save".

The following confirmation screen appears:



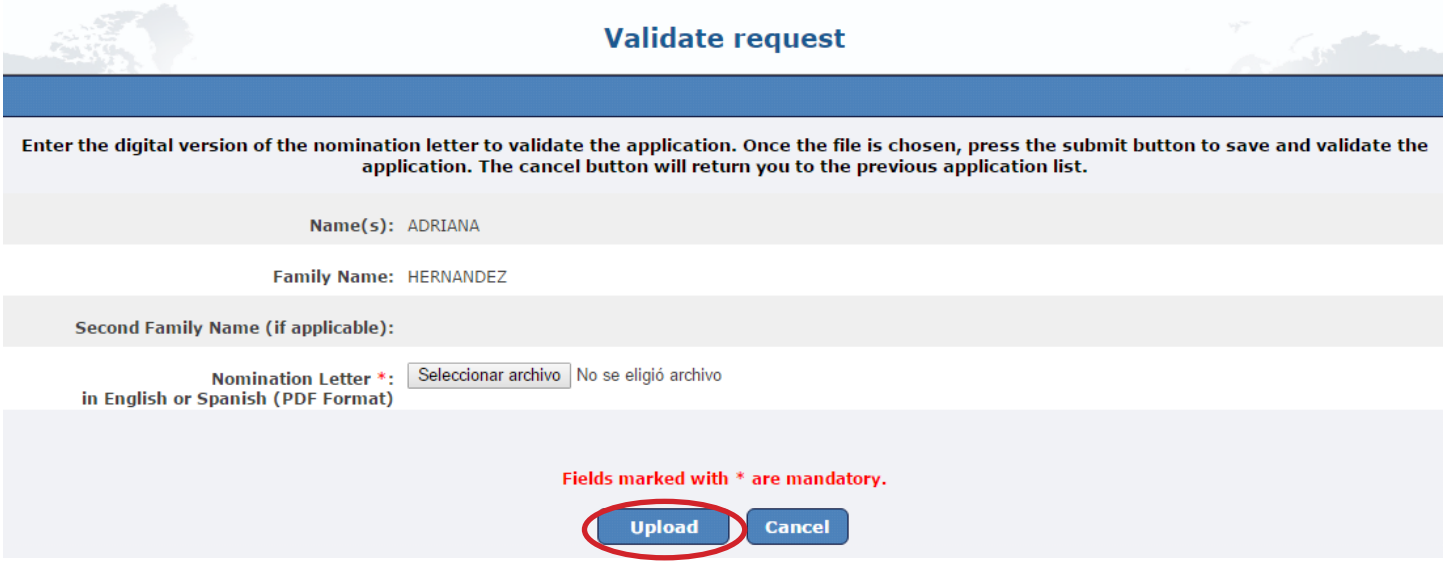
10. The following options will appear on the confirmation screen: "Print", "Validate" or "Go back to previous list". We recommend that you select "**Validate**" in order to continue with the process.



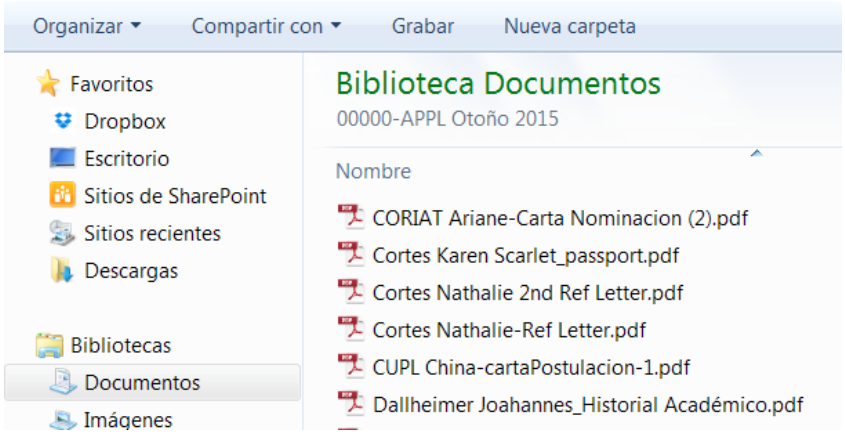
NOTE: If you don't wish to validate (approve) the application in that moment, you choose "Back to previous list" and you can approve it in another time by choosing "Applications" and selecting the student's name on the list, and click on "validate".

11. When you choose "Validate", the following screen will appear in order for you to upload your Institutional Nomination Letter and send it to DGECI – UNAM by the system.

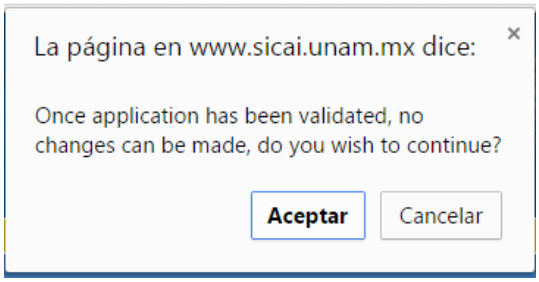
IMPORTANT: If student applies for one academic year mobility (Spring and Fall 2019), nomination letter must state so and specify dates. Ensure that the student has selected COURSES for BOTH SEMESTERS in application information.



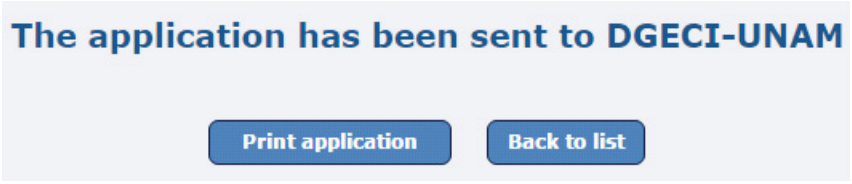
12. Click on Seleccionar archivo (**select file**), a screen will appear that allows you search and select the appropriate file for the nomination letter for your student. (This letter must contain signature and seal of the International Office and state mobility period dates).



13. Once that you have found the file, select it and click on it , then click on "UPLOAD" to upload the file. A notification screen appears: "Once you have validated the application, no information can be modified anymore; do you wish to continue?"



14. Select Aceptar (Accept) to continue uploading and the screen will show its progress. When it is done, a new screen will notify that the application has been sent to UNAM and options to "Print" and "Go back to List".



IMPORTANT NOTES:

If your student requests an extension of mobility for a second semester at UNAM, please contact us for instructions. If applicable to student's academic interests, we strongly recommend that he/she plans the mobility for one full year from the beginning and get student visa in country, before travelling: the student will not be able to "extend" migratory status, once in Mexico.

If student WITHDRAWS from the program during the process or after receiving results from UNAM, please let us know immediately or as soon as possible.

Updated: August 17th, 2018