Universidad Nacional Autónoma de México

Guidelines for Undergraduate Student Mobility

**Institutions of Higher Education
Spring 2022**

Dear colleague,

These guidelines will show you the steps to follow to do the online pre-registration of your nominated students so that they can apply for a mobility period at **Universidad Nacional Autónoma de México (UNAM)**, on any of the different types of mobility.

Welcome to UNAM!

Steps of the **registration process**:

1. Pre-registration of the student.
2. Notification to student to complete the online application form.
3. Notification to your university (International Office).
4. How to validate the online application and upload institutional nomination letter.

In order to do the registration online, our colleagues at the international offices of Higher Education Institutions and their nominated students, must access our **Online Student Mobility Management System** (UNDERGRADUATE).

To avoid any problem using this online system, please ensure that you use any of the following browsers versions or latest versions:

FIREFOX 81;   GOOGLE CHROME 87;   SAFARI 14;   MICROSOFT EDGE 88

To start the **registration process**:

1. Access the following link: **http://www.sicai.unam.mx/extranjeros_incoming/**

2. Start session with your username and password (if you do not have the access codes, make a request to: **nvillanueva@global.unam.mx**)**.**

3. Once you have access to the online system, follow the instructions for each one of the steps, as follows:

PRE-REGISTRATION

1. Access **PRE-REGISTRATIONS** module.

2. Click on **ADD A PRE-REGISTRATION**: Type student's data and save the information. Ensure that you have selected the correct **TYPE OF MOBILITY**: **student mobility** is the most usual one, where student selects different **UNDERGRADUATE** subjects or courses. If student wants to undertake a different type of mobility (research or other), you must select the appropriate choice. The application formats are different in each case.
Note: If you choose the incorrect type of mobility, student will receive an incorrect application format.

Ensure that you have selected the correct **TYPE OF MOBILITY**

Types of mobility:

Type of mobility (to choose)	Academic period (to undertake)
Student Mobility	Undergraduate courses/subjects
Research Stay / Thesis Project	Research Stay-Thesis/End of Bachelor Degree Project Research
Professional Practice	Professional or Academic Practice (Veterinary Medicine)
Hospital Rotations (Medicine)	Clinical Electives -Hospital Rotations

Note: In the case of "Professional Practice" courses in the area of Social Work (*Escuela Nacional de Trabajo Social)*, select **STUDENT MOBILITY**.

IMPORTANT FOR STUDENT TO TAKE INTO ACCOUNT:

Academic offer during **FALL Semester:** choose Degree courses or subjects from **EVEN** semesters: (example Semesters 1,3,5, etc.)
Academic offer during **SPRING Semester:** choose Degree courses or subjects from **ODD** semesters: (example Semesters 2,4,6, etc.)

NOTIFICATION TO STUDENT TO COMPLETE ONLINE APPLICATION FORM

3. Once you have completed this step, the student will receive an e-mail message with the link to access the system and fill in the application form online and upload the required documents.

The following 4 sections **are to be completed by the student** in the application:

- Personal information
- Academic information
- Mobility information
- Files to be uploaded on system:
  - Photograph – formal – passport type.
  - Copy of Official Transcript (up to date) with GPA. Please attach a sealed/signed translation if the official copy 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 native language/instruction language is not Spanish).

The required documents may vary depending on the type of mobility; all documents are **MANDATORY.** If a document or requirement is missing, the application will not be sent to the faculty, school, center or institute for evaluation.

Documents required by UNAM according to the **Type of Mobility**:

General documents required by UNAM	TYPE OF MOBILITY			
	Student Mobility Studying undergraduate courses or subjects	**Research Stay Research or Thesis Project Research**	**Professional Experience**	**Hospital Medical Rotation**
Degree Transcript up to date	•	•	•	•
Letter of Intention or Personal Statement in Spanish	•			
One academic reference letter in Spanish, English or French	•			
Course Work – In Progress Sheet (courses registered in current period, previous to mobility)	•			
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 native language/instruction language is not Spanish).	•	•	•	•
Research Protocol / Research Project (4 pages maximum)		•		
Schedule/timeline of activities		•	•	
UNAM's Tutor/Professor Invitation Letter		•		

Note: Some of UNAM´s Schools ask for additional requirements. Verify if this is the case with the Bachelor Degree (Licenciatura) **selected by the student and if these have been completed on application. For details consult this link:**
https://www.unaminternacional.unam.mx/es/ex/estudiante/extranjero/requisitos-especiales

## NOTIFICATION TO YOUR UNIVERSITY'S INTERNATIONAL OFFICE

4. Once that the student has completed his/her application online, you will receive an e-mail notifying that you have a student application to follow up through the system.

5. Click on **APPLICATIONS**. A list will be displayed with the student´s registrations of those who have already completed their applications online.

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. Ensure that all the 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 and mark the square. Then click on and click on .

The following confirmation screen is displayed:
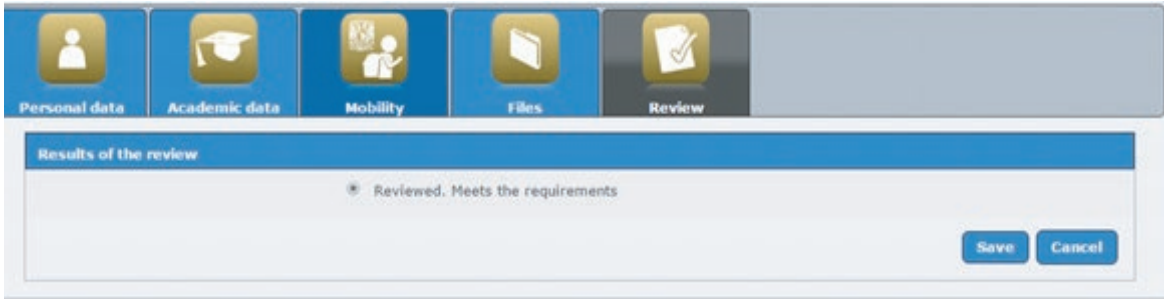
10. The following options will be found on the confirmation screen: PRINT, VALIDATE or GO BACK TO PREVIOUS LIST. We recommend that you select **VALIDATE** in order to continue with the process.
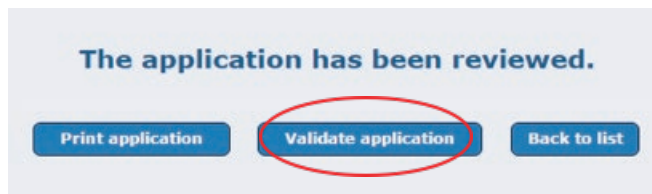
Note: If you want to validate (approve) the application later on, choose **BACK TO LIST** and you can approve it at another time by choosing **APPLICATIONS** and selecting the student's name on the list, and click on **VALIDATE**.

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, through the system.

IMPORTANT: If student applies for one academic year mobility (Spring and Fall 2022), The nomination letter must state so and specify dates. **Ensure that the student has selected COURSES for BOTH SEMESTERS/PERIODS in the application format.**

12. Click on [Seleccionar archivo] (select file), a screen will appear which allows you search and select the appropriate file for the nomination letter of 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 changes can be made anymore; do you wish to continue?"
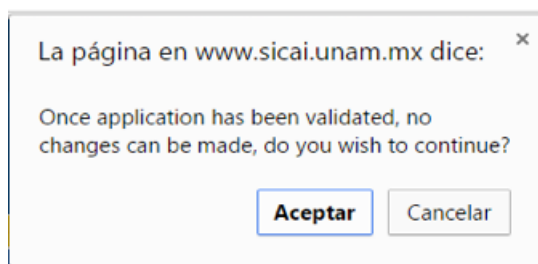
14. Select [Aceptar] (Accept) to continue uploading. The screen will show its progress. When it is done, a new screen will notify that the application has been sent to UNAM; options **PRINT** and **BACK TO LIST** may be chosen.
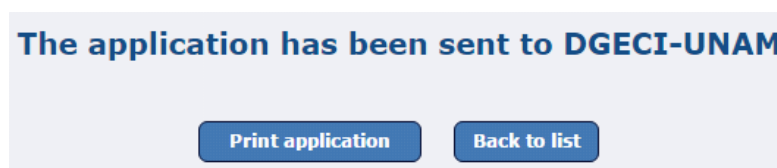
IMPORTANT NOTES:

- If your student requests an extension of mobility for a **second semester at** UNAM, please contact us for instructions.
- If student is applying for two mobility semesters (one full academic year), we strongly recommend that he/she plans the mobility for the full year from the beginning and get student visa in country, before travelling to Mexico: the student will not be able to "extend" migratory status, once in Mexico.
- At applying for one full academic year , student must **select courses for BOTH PERIODS** or semesters (Fall and Spring) on application online.
- If student **WITHDRAWS** from the program during the process or after receiving results from UNAM, please let us know immediately by e-mail.

Please contact us for any clarification regarding these or other application/nomination issues:

• Nuria Villanueva **nvillanueva@global.unam.mx** (North America, Africa, Asia-Pacific and Middle East)
• Javier Enciso **jenciso@global.unam.mx** (South America, Central America and The Caribbean)
• Carlos Navarro **cnavarro@global.unam.mx** (Europe)

For graduate students mobility (Masters/PhD), please contact Mr. Guillermo Meneses; application process and requirements are different.

gmcarmona@posgrado.unam.mx
vpineda@posgrado.unam.mx
movilidad@posgrado.unam.mx
https://www.posgrado.unam.mx/alumnos/apoyo_alumnos/alumnos_extranjeros.php

Face to face mobility for Spring 2022 period is subject to the evolution of health contingency regarding Covid-19. We will be updating about the situation by e-mail and you can always consult our web page (www.unaminternacional.unam.mx) for any news, regarding the possiblity of undertaking or not, face to face mobility.

Updated: February, 2021