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. <u>Ensure that you have selected the correct **TYPE OF MOBILITY**</u>: **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.





PRE-REGISTROS	SEGUIMIENTO DE SOLICITUDES					SALIR
			Nuevo pre-regis		6.4	ĥ
						נך
	Nomt	bre(s) *:				
	Primer ap	pellido*:				
	Segundo a	apellido:				
	Correo electr	rónico*:				
¿Existe c	convenio vigente de movilidad estudianti licenciatura entre su institución y la UN		© Sí ⊙ No			
	Moda	lalidad *:	Movilidad estudiantil	•		
		L	Seleccione una opción Movilidad estudianti Estancia de investigación Proyecto de tesis Experiencia profesional Rotación médica en hospital	elar 15		

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**:

	TYPE OF MOBILITY			
General documents required by UNAM	<u>Student</u> <u>Mobility</u> Studying undergraduate courses or subjects	<u>Research Stay</u> Research or Thesis Project Research	Professional Experience	<u>Hospital</u> <u>Medical</u> Rotation
Degree Transcript up to date	•	٠	•	•
Letter of Intention or Personal Statement in Spanish	•			
One academic reference letter in Spanish, English or French	٠			
Course Work - In Progress Sheet (courses registered in current period, previous to mobility)	٠			
Copy of valid Passport (page of personal data & photograph)	٠	٠	٠	•
Spanish Language Level Certificate equivalent to <b>B2</b> of Common European Framework of Reference for Languages (applicable only for students whose native language/instruction language is not Spanish).	٠	•	٠	•
Research Protocol / Research Project (4 pages maximum)		•		
Schedule/timeline of activities		•	•	
UNAM's Tutor/Professor Invitation Letter		٠		

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.

- 414		Applications				The Cart	
List Family name(s)	Second family name	Given name(s)	Email addres	Status	Year	Semester	Actions
BURGER		LONA MARIE LAURIDSEN	lonamarie.lb@g	Reviewed by University	2013	Fall	Choose One 🔻
BURGER		LONA MARIE LAURIDSEN	lonamarie.lb@g	Reviewed by University	2014	Spring	
HERNANDEZ		ADRIANA	adriana.hernan	Registration	2013	Spring	Choose One
ESTEBAN	DUTU	SARA	mrodriguez@gl	Cancelled	2013	Spring	Choose One
ESTRUEL	JIMENEZ	NOEMI	pamela.suarez@	Cancelled	2013	Spring	Modify application Review application
RAMIREZ		MARIANA	mariana.ramire	Cancelled	2013	Spring	Print application
BLANCO	RIOS	MOISES	ssalazarrambau	Cancelled	2013	Spring	Delete application

#### Modify application

6. Select a student and choose an option **REVIEW** Print application 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 <u>correct</u>, then click on

and mark the square. Then

click on 
 Reviewed. Meets the requirements and click on Save .

The following confirmation screen is displayed:

Personal data	Academic data	Mobility	Files	Review	
Results of the	review				
		Reviewed.	Meets the requireme	ents	
					Save Cancel

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.

The applica	ition has been rev	viewed.
Print application	Validate application	Back to list

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.** 

S.S.	Validate request	The Laster
Enter the digital version of the nominati app	on letter to validate the application. Once the file is chosen, press the submit butto ication. The cancel button will return you to the previous application list.	on to save and validate the
Name(s):	ADRIANA	
Family Name:	HERNANDEZ	
Second Family Name (if applicable):		
Nomination Letter *: in English or Spanish (PDF Format)	Seleccionar archivo No se eligió archivo	
	Fields marked with * are mandatory.	



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).

Organizar 🔹 Compartir c	on 🔻 Grabar Nueva carpeta
嵀 Favoritos 😻 Dropbox	Biblioteca Documentos 00000-APPL Otoño 2015
<ul> <li>Escritorio</li> <li>Sitios de SharePoint</li> <li>Sitios recientes</li> <li>Descargas</li> </ul>	Nombre CORIAT Ariane-Carta Nominacion (2).pdf Cortes Karen Scarlet_passport.pdf Cortes Nathalie 2nd Ref Letter.pdf
Bibliotecas Documentos S Imágenes	Cortes Nathalie-Ref Letter.pdf CUPL China-cartaPostulacion-1.pdf Dallheimer Joahannes_Historial Académico.pdf

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?"

La página en www.	.sicai.unam	.mx dice: ×
Once application has l changes can be made,		
	Aceptar	Cancelar

14. Select Acceptar (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.

#### The application has been sent to DGECI-UNAM

Print application	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 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 <u>nvillanueva@global.unam.mx</u> (North America, Africa, Asia-Pacific and Middle East)
- Javier Enciso jenciso@global.unam.mx (South America, Central America and The Caribbean)
- Carlos Navarro <u>cnavarro@global.unam.mx</u> (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 (<u>www.unaminternacional.unam.mx</u>) for any news, regarding the possiblity of undertaking or not, face to face mobility.

Updated: February, 2021



