



Universidad Nacional Autónoma de México Dirección General de Cooperación e Internacionalización

These are the latest browser versions for optimum results o our online Application System:
Google Chrome 104.0, Firefox 104.0 Safari 14, Microsoft Edge 104.0 Safari 15.2; desk or mobile versions.

Undergraduate Student Mobility Online Application System-Incoming System Guidelines for student registration International Higher Education Institutions

1. Request your username and password account to access our Student Mobility Online Application System-Incoming (SGMEE). Fill in an **User Format** available at the following link: <https://bit.ly/3Cq8Ped> and send it to: nvillanueva@global.unam.mx
2. To Access the system: https://sicai.unaminternacional.unam.mx//movilidad_entrante/ Start session with your username and password.
3. Start student Pre-registration: click on **PRE-REGISTRATIONS** module.
4. Click on **ADD A PRE-REGISTRATION** and type student's information:

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

Type of mobility (to choose)	Academic period (to undertake)
Student Mobility	Undergraduate courses
Research Stay / Thesis Project	Thesis Project / Research Stay
Professional Experience	Academic Practices (Veterinary Medicine)
Clinical Rotations at Hospital	Clinical Electives Rotations (Medicine)

The student will receive an e-mail notification to fill in application online.

5. Your University (international office) will receive an e-mail notification once that the student has completed his/her information online and has uploaded the required documents.

6. Access online System SGMEE https://sicai.unaminternacional.unam.mx//movilidad_entrante/ and click on Applications.

7. Review your students' applications by selecting **Review** option under **Action** column. You will need to open the files and verify each one.

8. If the information is correct and complete, click on **Save**.

PRE-REGISTROS

SEGUIMIENTO DE SOLICITUDES

SALIR

Seguimiento de solicitudes

Listado de solicitudes

Primer Apellido	Segundo Apellido	Nombre(s)	Correo Electrónico	Estado	Año:	Semestre:	Acción
BURGER		LONA MARIE LAURIDSEN	lonamarie.lb@gmail.com	Registro	2013	Otoño	Seleccione una opción
BURGER		LONA MARIE LAURIDSEN	lonamarie.lb@gmail.com	Registro	2014	Primavera	Seleccione una opción
HERNANDEZ		ADRIANA	adriana.hernandez@gmail.com	Registro	2013	Primavera	Revisar
ESTEBAN	DUTU	SARA	mrodriguez@gmail.com	Cancelada	2013	Primavera	Imprimir
ESTRUEL	JIMENEZ	NOEMI	pamela.suarez@gmail.com	Cancelada	2013	Primavera	Eliminar
RAMIREZ		MARIANA	mariana.ramirez@gmail.com	Cancelada	2013	Primavera	Seleccione una opción
BLANCO	RÍOS	MOISES	ssalazarrambaut@gmail.com	Cancelada	2013	Primavera	Seleccione una opción

Mostrando desde 1 hasta 7 de 7 registros

Página 1 de 1

If you need to do any modifications, select **Modify**, make changes and **save**. Go back to step 7.

Personal data
 Academic data
 Mobility
 Files
 Review

Results of the review

Reviewed. Meets the requirements

Save

Cancel

You will see the following information on the screen.

La solicitud ha sido revisada.

Imprimir

Validar

Regresar al listado

9. Click on **Validate** to continue the process.

Validate request

Enter the digital version of the nomination letter to validate the application. Once the file is chosen, press the submit button to save and validate the application. The cancel button will return you to the previous application list.

Name(s): ADRIANA

Family Name: HERNANDEZ

Second Family Name (if applicable):

Nomination Letter * No se eligió archivo
in English or Spanish (PDF Format)

Fields marked with * are mandatory.

10. Upload your **Nomination Letter**, PDF format, with a maximum size of 2MB, then click on **Accept**.

11. **Print or Return** to Applications List.

The System will send to UNAM an e-mail notification informing that the application was sent successfully. UNAM will only evaluate the applications which have been previously validated by the international office of the sending institution.

Updated: August, 2022