



Universidad Nacional Autónoma de México
Dirección General de Cooperación e Internacionalización



UNAM Call for Applications undergraduate Student Mobility Fall 2023

APPLICANT:

1. Review the **call**.
2. If you meet the requirements, contact the Student Mobility Officer (SMO) of the Higher Education Institution (HEI) in which you are enrolled, to request your nomination.

STUDENT MOBILITY OFFICER:

3. Log in to the Incoming Student Mobility Online System (SGMEE) at <https://bit.ly/sgmeeunam>, log in with your Username and Password*; press the Convocatorias activas button and select the corresponding call.
* If you do not have these logins, you should contact the e-mail: cnavarro@global.unam.mx.
4. Review and verify that the applicant meets the requirements set out in the call. If he/she meets them, start the nomination by pressing **Añadir solicitud** button and enter the following applicant information:
 - Type of Mobility (modality)
 - Duration of the mobility
 - Full name
 - E-mail
 - Undergraduate degree currently in
 - Campus of origin
 - Current credits
 - Degree's total number of credits
 - Grade point average
 - Semester in which he/she is enrolled.
 - Degree's total number of semesters
5. Press **Generar solicitud** button. The system then sends the applicant a notification, to the registered e-mail address, with the link to continue the process.
6. In case the applicant notifies that he did not receive the link to continue, enter the application, press the button **Consultar** then go to the **Notificaciones** section, "**Notificaciones**" activate the option **Actualizar correo electrónico del aspirante** and register the new mail.

APPLICANT:

7. Receive the notification* and enter the link to continue the application registration process. It is advisable to enter through the *Google Chrome browser* and check the spam inbox.
*If you do not receive any notification, contact your SMO to verify the registered e-mail address (step 6).
8. Enter the application by pressing the corresponding button or the link.

9. Register the e-mail address with which you were registered, generate a password, and reconfirm the password.
10. Press the **Generar NIP de activación** button. The system will automatically send the **Código de activación** to your e-mail.
11. Check the activation code in your inbox or spam and enter it into the system and press the **Guardar** button.
12. Log in with your e-mail and password, and press the **Iniciar** button.
13. Go to the **Mis solicitudes** section, locate the active application, and press the **Accede a la aplicación** button.
14. Review the Mobility Application data.
15. Enter the **1 Datos personales** section and register the following information:
 - Identity data:
 - Date of birth
 - Nationality
 - Country of birth
 - Gender
 - Passport
 - Alternative e-mail
 - Indicate if you require special care or have a disability.
 - Upload a photo. You will need to upload a **recent color photo** (Passport size, the face's size must be provided) in JPG format.
16. Press **Guardar**.
17. Press **Siguiente** to continue.
18. The **2 Datos de movilidad** section will be open.
NOTE: For incoming students, subject offerings may vary, not all subjects in the curriculum could be available.
19. Select the period of mobility.
20. Select the schools and faculties you are interested in.
21. Select the undergraduate degree/s you want to study.
22. Select the subjects by degree from the catalog that will be displayed in the box of each degree.
23. Press the **Agregar asignaturas** button to confirm.
24. Press **Agregar**.
25. Press **Siguiente** to continue.

- 26.** The **3 Documentos requeridos** section will open. In this section, you must load the following:
- 1)** Proof of subject registration
 - 2)** Official transcript
 - 3)** Disclaimer and Commitment Letter
 - 4)** Valid passport (must be valid for a minimum of 6 months after the end of the mobility period)
- 27.** If you identify that the school or faculty you are applying to requests additional information, upload the documents in the **Requisitos específicos de la(s) EA(s)** section. In this section you must upload the documents or information requested., indicated in the general requirements of the call.

28. In case your HEI is not Spanish speaking, upload your Spanish language certificate.
Documents should not exceed 1MB in size. Corrupted or unreadable files will not be accepted.

29. Press **Guardar**.

30. At the end of registering the information in all sections, press **Finalizar**.

31. Accept the Terms of Participation by pressing the **Acepto** button.

The system will display a legend indicating that the application has been successfully saved; the Application status will change to “**Completado por el estudiante**” and will be sent to the HEI for review.

32. Check the application status through the system.

STUDENT MOBILITY OFFICER:

33. Log in to SGMEE, press the button **Convocatorias activas**, and select the corresponding call.

34. Identify that the applications show “**Completado por el estudiante**” status by pressing the **Consultar** button.

35. Enter **each of the sections** (Identity Data, Mobility, and Documents) to review the information. **It is necessary to open all files that the applicant uploaded.**

36. If the information is true, correct, and complete in the **Validaciones** section, you must identify that all points are in green; you must upload the **Oficio de postulación** and press the **Postular solicitud** button. A notice will appear at the top of the application with the message “**se validó y postuló la solicitud con éxito**”, and the status of the application will change to “**Validado por IES**”.

- If you detect errors or omissions in the information, go to the **Notificaciones** section and identify the information that requires correction by the applicant, pointing to the relevant information in the box and pressing the **Enviar notificación** button; the system will send the applicant an e-mail with the notification and the status of the application changes to “**En corrección**”. Go back to step 12.

Only applications validated by HEI will be reviewed by UNAM