



Universidad Nacional Autónoma de México
Dirección General de Cooperación e Internacionalización



Registration instructions for international applicants **UNAM Call for Applications undergraduate Student Mobility** **Fall 2024**

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 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 don't 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 the **Añadir solicitud** button and enter the following applicant information:
 - Type of modality (semestral – cursar asignaturas (undergraduate degree subjects), de investigación (research stay) o de experiencia profesional (professional experience)
 - Duration of Mobility (half-yearly or annual)
 - Full name (as it named in the passport)
 - E-mail
 - Name of bachelor's degree currently in
 - Campus of origin
 - Current credits
 - Degree's total number of credits
 - Grade point average, GPA of 8/10 or equivalent on the UNAM scale, we suggest reviewing the grade scale reference table available at: https://bit.ly/Movilidad_Entrante
 - 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 the **Notificaciones** section, "Notifications" activate the option **Actualizar correo electrónico del aspirante** and registers 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 notification, contact your SMO to verify the 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 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 solicitud”** button.
14. Review the Mobility Application data.
15. Enter the **“Datos personales”** section and register the following information:
 - Identify data:
 - Date of birth
 - Nationality
 - Country of birth
 - Gender
 - Passport
 - Alternate 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 **“Datos de movilidad”** section will be open.
NOTE: For incoming students, subject offerings may vary, not all subjects in the curriculum are available, please check the information on specific UNAM's school or faculty requirements
19. Select the period of mobility.
20. Select the schools and faculties you are interested in.
21. Select the degree/s you want to Study.
22. Selects 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 **Documentos** section will open. In this section, you must load the following

- 1) Proof of subject registration
- 2) Official Transcript or Kardex
- 3) Commitment Letter, available on: <https://cutt.ly/cwBKZKlk>
- 4) Valid Passport (must be valid for a minimum of 6 months after the end of the mobility period)
- 5) Official letter of application (you must request from your university). It must have the following elements:
 - Applicant's name
 - Name of the degree you are studying
 - Overall average at nomination
 - Progress of credits obtained, semesters o years completed
 - Period when you want to do mobility (Spring 2024)
 - Modality selected
 - UNAM's school o faculties you want to apply
 - Name and e-mail of the University Mobility Officer applying

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: https://bit.ly/r_especificos

28. In case your HEI is not Spanish speaking, upload your Spanish language certificate. Only SIELE (global) or DELE certificates with level B2 in accordance with the Common European Framework of Reference for Languages will be accepted; other proofs of language will not be accepted.

Documents shouldn't exceed 1MB in size, corrupted or unreadable files will not be accepted.

29. Press **Guardar**.

30. At the end of recording 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 request has been successfully saved and will be sent to the DGECl for review.

Only applications validated by HEI will be reviewed by UNAM

Check the status of the application through the system and the **"Notificaciones"** section to immediately identify and address any corrections that are requested.