

PONTIFICIA Universidad Católica De Chile

# ONLINE APPLICATION GUIDELINE

INTERNATIONAL MOBILITY COORDINATION VICERRECTORÍA DE ASUNTOS INTERNACIONALES PONTIFICIA UNIVERSIDAD CATÓLICA DE CHILE

# **TABLE OF CONTENTS**

STEP	DESCRIPTION	PAGE
Step 1	SELECT COUNTRY AND HOME UNIVERSITY	3
Step 2	SELECT EXCHANGE DURATION	7
Step 3	PERSONAL INFORMATION	9
Step 4	HOME UNIVERSITY CONTACT AND PERSONAL EMERGENCY CONTACT	13
Step 5	ACADEMIC BACKGROUND	14
Step 6	PROPOSED STUDY PLAN	16
Step 7	SUPPORTING DOCUMENTS	19
Step 8	COMMENTS	22
Step 9	SUBMIT YOUR APPLICATION	23

## <u>Step 1 – Select Country and Home University</u>

### Select Country of Origin.

### COUNTRY, AGREEMENT AND EXCHANGE PROGRAM

Please indicate country and name of your Home University:				
Country (*)	[Search]			
Name of Home University (*)	[Search]			
Exchange program (*)	Select the exchange program			
Email (*)				
Confirm email (*)	Verificar			
If your Home University does not appear in the list, please conctact exchange@uc.cl.				

 Click on "Search" button and choose your country from the drop down menu displayed. Click "Ok"

🍥 Search Parameters - G	oogle Chrome		—		$\times$
www12.uc.cl/web	_rai/jsp/rai_busca	r_instituciones_ext	trj.jsp?t	ipolista	=4
To accelerate this	COUN search, please, input		word se	arched.	
	Australia Austria Belgium Bolivia	-			
	Ok →	Close $\rightarrow$			

## Select Home University

### COUNTRY, AGREEMENT AND EXCHANGE PROGRAM

Please indicate country and name of your Home University:				
Country (*)	[Search]			
Name of Home University (*)	[Search]			
Exchange program (*)	Select the exchange program 🗸			
Email (*)				
Confirm email (*)	Verificar			
If your Home University does not appear in the list, please conctact exchange@uc.cl.				

 Click on the "Search" button and choose your home university from the drop down menu displayed.

🂿 Search Parameters - Google Chrome	- [	⊐ ×
www12.uc.cl/web_rai/jsp/rai_buscar_institucio	nes_extrj.jsp?tipo	lista=5
UNIV	/ERSITY	
To accelerate this search, please, in	put the first letters of	f the word sea
Aalto University, School of Architecture Aalto University, School of Economics Aalto University, School of Engineering Aalto University, School of Science and Technology		
Aarhus School of Architecture		
Ok →	Close —	•
▲		•

## Select the mobility program: Study Abroad (fee-paying UC)

### COUNTRY, AGREEMENT AND EXCHANGE PROGRAM

Please indicate country and name of your Home University:					
Country (*)	Search				
Name of Home University (*)	Search				
Exchange program (*)	Select the exchange program				
Enidii ( )					
Confirm email (*)	Verificar				
If your Home University does not appear in the list, please conctact exchange@uc.cl.					

Select the exchange program
Spanish Course
Special Courses
Double Degree (Graduate)
Double Degree(Undergraduate)
Visiting Research-Postgraduate
Visiting Research (Bilateral)
Visiting Research Grad Bilateral
Visiting Research
Exchange (No Fee-Paying Uc)
Study Abroad (Fee-Paying Uc)
Mba Double Degree
Mba Exchange Program
Medicine Internship
Medicine Internship (Bilateral)
Latam Studies (Fee-Paying Uc)
Mineduc Program Bvp
Ping Program

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- Enter student's e-mail address
  - The e-mail address cannot have more than 50 characters.
  - Confirm email
  - Click on "verificar" button.

### COUNTRY, AGREEMENT AND EXCHANGE PROGRAM

Please indicate country and name of your Home University:				
Country (*)	Search			
Name of Home University (*)	Search			
Exchange program (*)	Select the exchange program			
Email (*)				
Confirm email (*)	Verificar			
If your Home University does not appear in the list, please conctact exchange@uc.cl.				

The email address cannot have more than 50 characters.

## <u>Step 2 – Select Exchange Duration (Period of exchange)</u>

 If you are applying for one semester beginning in March, please select the following option:

### PERIOD OF EXCHANGE

Indicate how many semesters you are applying to (*):				
	For 1 semester beginning march 2021	Beginning	(Month)	❤ - (Year) ❤
0	For 2 semesters beginning march 2021	Finish	(Month)	❤ - (Year) ❤
0	For 1 semester beginning july 2021			
0	For 2 semesters beginning july 2021			
0	Other: select month and year of beginning and finish.			

 If you are applying for one semester beginning in July, please select the following option:

#### PERIOD OF EXCHANGE

Indicate how many semesters you are applying to (*):				
0	For 1 semester beginning march 2021	Beginning	(Month)	❤ - (Year) ❤
0	For 2 semesters beginning march 2021	Finish	(Month)	✓ - (Year) ✓
	For 1 semester beginning july 2021			
0	For 2 semesters beginning july 2021			
0	Other: select month and year of beginning and finish.			

 If you are applying for a full academic year beginning in March, please select the following option:

### PERIOD OF EXCHANGE

Indicate how many semesters you are applying to (*):				
0	For 1 semester beginning march 2021	Beginning	(Month)	❤ - (Year) ❤
	For 2 semesters beginning march 2021	Finish	(Month)	<ul> <li>✓ - (Year) ✓</li> </ul>
0	For 1 semester beginning july 2021			
0	For 2 semesters beginning july 2021			
0	Other: select month and year of beginning and finish.			

## If you are applying for a full academic year beginning in July, please select the following option:

### PERIOD OF EXCHANGE

Indicate how many semesters you are applying to (*):				
0	For 1 semester beginning march 2021	Beginning	(Month) 💙 - (Year) 🗸	
0	For 2 semesters beginning march 2021	Finish	(Month) 💙 - (Year) 🗸	
0	For 1 semester beginning july 2021			
	For 2 semesters beginning july 2021			
0	Other: select month and year of beginning and finish.			

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## <u>Step 3 – Personal Information (Personal data)</u>

## Fill in the following fields (please see image below)

PERSONAL DATA	
Please, fill in the follow	wing fields:
Applicant's photo (*)	Upload Protes
Last Name (*)	
Name (*)	
Date of Birth (*)	dd mm yyyy Gender (*) (Gender) ✓
Passport Number (*)	
Citizenship (*)	Search
Native Language (*)	(Native language) 🗸
Permanent Address (*)	Street Number
	Apartment City
	Country Search
Telephone (*)	Indicate country and city code.
	Passport- style color photograph size 20 to
	60kb in JPEG format.

## ✤ Photograph

• Correct Type of Photograph (white background) JPEG format

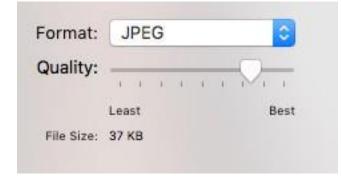






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• Check the photograph size, format and quality before uploading it.



• How do I know my photograph was successfully uploaded?

A yellow frame will appear around your photograph.

Foto del postulante (*)	
	[Subir Ford

**WARNING:** Once you submit your application, the photograph will not be displayed on the PDF version of the application form. The photograph will be uploaded to the application system, so we will have access to it when evaluating your application.

## **\*** How to fill in the fields in the personal information section.

#### PERSONAL DATA

Please, fill in the following fields:		
Applicant's photo (*)	Upfoad Proto	
Last Name (*)		
Name (*)		
Date of Birth (*)	dd mm yyyy Gender (*) (Gender) ✓	
Passport Number (*)		
Citizenship (*)	[Search	
Native Language (*)	(Native language) ✔	
Permanent Address (*)	Street Number	
	Apartment City	
	Country Bearoth Postal Code	
Telephone (*)	Indicate country and city code.	

### • Name Field

• Fill in the NAME and LAST NAME fields as shown on your passport.

Last Name (*)	White	
Name (*)	Estrella	

 If you have a middle name, include it in the field NAME along with your first name.

Last Name (*)	Black	
Name (*)	Virgilio Roberto Antonio	

DO NOT use symbols or special characters (-+i!=¿?-...~[],≠" among others).

### • Permanent Address

## • It is mandatory to complete every field of this section.

Permanent Address (*)	Street Number	
	Apartment City	
	Country Bearch Postal Code	
Telephone (*)	Indicate country and city code.	

DO NOT use symbols or special characters (-+i!=¿?-...~[],≠" amongothers)

## Example of online form

### PERSONAL DATA

Please, fill in the following fields:		
Applicant's photo (*)	UploadProte	
Last Name (*)	Black	
Name (*)	Virgilio Roberto Antonio	
Date of Birth (*)	dd 10 mm 10 yyyy 2000 Gender (*) Male 🗸	
Passport Number (*)	759623	
Citizenship (*)	Sweden Search	
Native Language (*)	Italian 🗸	
Permanent Address (*)	Street A Street Number 46	
	Apartment B City Roma	
	Country Italy Postal Code 46985	
Telephone (*)	397896523698 Indicate country and city code.	

## Step 4 – Home University Contact and Personal Emergency Contact

## Fill in the Home University Contact (Exchange coordinator/advisor)

Contacto de Coordinador Un	iversidad de Origen:	
Nombre	Apellido	
Cargo en la Universidad		The e-mail
Correo electrónico	Teléfono	address cannot
		have more than
		50 characters.

## Fill in the Personal Emergency Contact

Contacto personal d	ontacto personal de Emergencia:	
El contacto personal o de origen.	le emergencia debe ser distinto del ingresado en el campo contacto de coordinador de Universidad	The contact
Nombre	Apellido	provided in this
Correo electrónico	Teléfono	section must be
		different from the
		one provided
		above.

## Step 5 – Academic Background

### Fill in the Academic Background Section ACADEMIC BACKGROUND

Please indicate the name of the Degree Program you are currently enrolled at your Home University.		
Degree Program (*)		(*) O Undergraduate O Postgraduate
Years Attended (*)		
Main Field of Study at UC (*)	(Main field of study at UC)	Validate main field of study at UC

- <u>Degree Program</u>: Indicate your degree at your Home University.
- <u>Study level</u>: Undergraduate or Graduate.
- <u>Years attended</u>: of current degree.
- Select the Main field of Study at UC.
  - If you do not find your study field in the list, select a closely related one.

(Main field of study at UC)	*
Dental Medicine	
Faculty Of Agriculture And Forestry Engineering	
Faculty Of Biological Sciences	
Faculty Of Chemistry	
Faculty Of Communications	
Faculty Of Economics And Business Administration	
Faculty Of Education	
Faculty Of Law	
Faculty Of Letters	
Faculty Of Mathematics	
Faculty Of Theology	
Healthcare Science	
Institute Of Aesthetics	
Institute Of Astrophysics	
Institute Of Geography	
Institute Of History	
Institute Of Music	
Institute Of Philosophy	
Institute Of Physics	•

## After selecting the main area of interest at UC, click on the button "Validate main field of study at UC"

### ACADEMIC BACKGROUND

Please indicate the name of the Degree Program you are currently enrolled at your Home University.			
Degree Program (*)		(*) O Undergraduate O Postgraduate	
Years Attended (*)			
Main Field of Study at UC (*)	(Main field of study at UC)	Validate main field of study at UC	

**WARNING:** Make sure you click on the button "Validate main field of study at UC", so the supporting document section appears in the form. Otherwise, you will not be able to upload your supporting documents and your application won't be correctly saved.

## Step 6 – Proposed Study Plan

If you are applying for one semester beginning in March (academic calendar for southern hemisphere), you have to complete the "March to July" study plan (First Semester UC). Please indicate at least 3 (three) courses.

### PROPOSED STUDY PLAN

is done upon an	urse registration form. You will not automatically be enrolled in any of the courses you lis rival, for those courses you meet the prerequisites for (if any). Though UC cannot guara to our best to satisfy your proposed study plan. Courses can be found at:		
MARCH-JULY	(First Semester UC) VER AQUÍ		
Course Code (*)	Course name	Credits	Needed to complete your degree?
			No 🗸

If you are applying for one semester beginning in August (academic calendar for southern hemisphere), you have to complete the "August to December" study plan (Second Semester UC). Please indicate at least 3 (three) courses.

Course Code (*)	Course name	Credits	Needed to complete your degree?
			No 🗸

- If you are applying for the full academic year beginning in March, please complete both study plans (March-July and August-December). <u>Please indicate at least 3 (three) courses in each semester.</u>
- How do I complete the Study Plan Section?
  - You can find the courses code numbers and names on the following website: <u>Buscador de Cursos UC</u>
  - Example "Buscador de cursos": Course ANT210 Antropología Urbana

	NRC	Sigla	Permite	¿Se dicta	Sec.	¿Requiere Aprob.	Área de	Formato	Categoría	Nombre	Profesor	Campus	Crád		Vacante	s		Horario	Agregar							
	into	Jigia	Retiro	en inglés?			Especial?			Curso		outogona		Nonibre 1	Nombre	agona nombre	FIORSO	FIORSO	Campus			Disponibles	Reservadas		norano	al horaric
*	15063	ANT210	SI	NO	1	NO		Remoto con Act.Presencial		Antropología Jrbana	Murray Marjorie, Buschmann Josefina	San Joaquín	10	52	15	P	L:2,3 J:1	CLAS SIN SA AYU SA	LA 🛨							

 ✓ In the "Course code" (SIGLA) column, enter the course code composed by three (3) letters and three (3) or four (4) numbers. Example: ANT210 Antropología Urbana.

This is not a course registration form. You will not automatically be enrolled in any of the courses you list below. Course registration is done upon arrival, for those courses you meet the prerequisites for (if any). Though UC cannot guarantee enrollment in any course, we will do our best to satisfy your proposed study plan. Courses can be found at:							
MARCH-JULY	MARCH-JULY (First Semester UC) VER AQUÍ						
Course Code (*)	Course name	Credits	Needed to complete your degree?				
ANT210	Antropología Urbana	10	No 🗸				

**WARNING:** Do not enter the NRC code in the "course code" section.

✓ In the "Course Name" (NOMBRE) column, enter the course name as it appears on the website "<u>Buscador de Cursos UC</u>"

is done upon arr	This is not a course registration form. You will not automatically be enrolled in any of the courses you list below. Course registration is done upon arrival, for those courses you meet the prerequisites for (if any). Though UC cannot guarantee enrollment in any course, we will do our best to satisfy your proposed study plan. Courses can be found at:					
MARCH-JULY	(First Semester UC) VER AQUÍ					
Course Code (*)	Course name	Credits	Needed to complete your degree?			
ANT210	Antropología Urbana	10	No 🗸			

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 ✓ In the "Credits" column, enter the amount of UC credits. You have to enter the UC credits and **not** the credit equivalence to your home university grading scale. Credits information available in (CRÉD) in "<u>Buscador de</u> <u>Cursos UC</u>").

is done upon ar	This is not a course registration form. You will not automatically be enrolled in any of the courses you list below. Course registration is done upon arrival, for those courses you meet the prerequisites for (if any). Though UC cannot guarantee enrollment in any course, we will do our best to satisfy your proposed study plan. Courses can be found at:					
MARCH-JULY	(First Semester UC) VER AQUÍ					
Course Code (*)	Course name	Credits	Needed to complete your degree?			
ANT210	Antropología Urbana	(10	No 🗸			

✓ In the column "Needed to complete your degree?", you can select YES/NO.

YES, if it is mandatory for you to transfer UC credits of this specific course at your Home University.

NO, when you don't need to transfer the credits and your study plan is flexible.

THE STUDY PLAN INFORMATION IS <u>ONLY FOR REFERENCE</u> AS UC IS NOT RESPONSIBLE FOR THE CREDIT TRANSFER AT YOUR HOME UNIVERSITY.

is done upon ar	urse registration form. You will not automatically be enrolled in any of the course rival, for those courses you meet the prerequisites for (if any). Though UC cann do our best to satisfy your proposed study plan. Courses can be found at:		
MARCH-JULY	(First Semester UC) VER AQUÍ		
Course Code (*)	Course name	Credits	Needed to complete your degree?
ANT210	Antropología Urbana	[10	No V

## <u>Step 7 – Supporting Documents (required files for applying)</u>

Required files for applying:	
Official Transcript (Updated) (*)	Seleccionar archivo Ningún archivo seleccionado
Spanish Certificate Level B2 Required And Valid For 2 Years Maximum (Accordir To Dele) (*)	Seleccionar archivo Ningún archivo seleccionado
Scanned Copy Of Passport - Valid For The Entire Exchange Period (*)	Seleccionar archivo Ningún archivo seleccionado
Digital Version Of Photograph Passport Size Jpg Format 20 To 60kb On Light Background (*)	Seleccionar archivo Ningún archivo seleccionado
Presentation Letter Issued By The International Office Of Home University. (*)	Seleccionar archivo Ningún archivo seleccionado

- Before submitting your application, you need to have the following documents at hand:
  - ✓ Updated Version of the Official Transcript of Records (pdf or jpeg).
  - Nomination/Authorization Letter issued by the International Office of your Home University (pdf or jpeg).
  - ✓ Updated Spanish Proficiency Certificate (level B2 according to CEFR). (This is required ONLY IF YOU ARE NOT A NATIVE SPEAKER OF SPANISH). (pdf or jpeg)
  - ✓ Scanned copy of ID page of passport valid for the entire exchange period. (pdf or jpeg)
  - ✓ Passport-style color photograph size of 20 a 60kb in JPEG format (the same one you've uploaded or a similar one). (jpeg)

If you are applying to take courses at UC Chile Architecture School and selected as main area of study "Architecture" you will also have to upload the following document:

✓ 2 letter-size pages (4 sides) Portfolio.

Required files for applying:				
Official Transcript (Updated) (*)	Seleccionar archivo Ningún archivo seleccionado			
Spanish Certificate Level B2 Required And Valid For 2 Years Maximum (According To Dele) (*)	Seleccionar archivo Ningún archivo seleccionado			
Scanned Copy Of Passport - Valid For The Entire Exchange Period (*)	Seleccionar archivo Ningún archivo seleccionado			
Digital Version Of Photograph Passport Size Jpg Format 20 To 60kb On Light Background (*)	Seleccionar archivo Ningún archivo seleccionado			
Architecture Portfolio (Maximum Size 6mb) Only For Exchange Applicants. (*)	Seleccionar archivo Ningún archivo seleccionado			
Presentation Letter Issued By The International Office Of Home University. (*)	Seleccionar archivo Ningún archivo seleccionado			
Please remember, when submitting your online application form, the documents from this list will be automatically uploaded to your application fol				

If you are applying to take Theatre courses at UC Chile and selected as main area of study "Theatre", you will also have to upload the following document:

> ✓ A Video of a Scene and Monologue in Spanish (you can also upload a document indicating the website link where this video can be found (youtube, vimeo, etc.) link).

Required files for applying:	
Official Transcript (Updated) (*)	Seleccionar archivo Ningún archivo seleccionado
Spanish Certificate Level B2 Required And Valid For 2 Years Maximum (According To Dele) (*)	Seleccionar archivo Ningún archivo seleccionado
Scanned Copy Of Passport - Valid For The Entire Exchange Period (*)	Seleccionar archivo Ningún archivo seleccionado
Digital Version Of Photograph Passport Size Jpg Format 20 To 60kb On Light Background (*)	Seleccionar archivo Ningún archivo seleccionado
Video For Theatre Or Document With Web Link Only Exchange Applicants In The Theatre Area. (*)	Seleccionar archivo Ningún archivo seleccionado
Presentation Letter Issued By The International Office Of Home University. (*)	Seleccionar archivo Ningún archivo seleccionado

Please remember, when submitting your online application form, the documents from this list will be automatically uploaded to your application folder.

<u>Warning:</u> If the uploading supporting document section does not appear on your application form, make sure to go back to Step 5 to see if you clicked on the button **"Validate main field of Study at UC"**.

## Step 8 – Comments

 If you want to leave any comments related to your application, please fill in this field; otherwise, leave it empty. Comments cannot be longer than 100 characters.

### COMMENTS

If you have any comments about your application, please write it below (up to 100 characters):

## Step 9 – Submit your Application

 Click on the button "Send Application" if you have completed all fields and uploaded the corresponding documents.

#### DECLARATION

I hereby declare that all the information on this application form is true and complete. I understand that Pontificia Universidad Católica de Chile may vary or change any decision regarding my admission or enrollment made on the basis of incorrect or incomplete information provided by me.

I hereby authorize Pontificia Universidad Católica de Chile to request extra information to my Home University if it is necessary to support my application.

If you have correctly filled in all required fields (marked with \*), click the "Submit" button to send your information. If not, click the "Reset" button to fill in the form again or click the "Quit" button to leave the application without submitting your information.

Send Application

Clean Form

**Exit without Apply** 

 Click on the button "Clean Form" if you want to erase the information from all fields and start your application again.

#### DECLARATION

I hereby declare that all the information on this application form is true and complete. I understand that Pontificia Universidad Católica de Chile may vary or change any decision regarding my admission or enrollment made on the basis of incorrect or incomplete information provided by me.

I hereby authorize Pontificia Universidad Católica de Chile to request extra information to my Home University if it is necessary to support my application.

If you have correctly filled in all required fields (marked with \*), click the "Submit" button to send your information. If not, click the "Reset" button to fill in the form again or click the "Quit" button to leave the application without submitting your information.

Send Application

Clean Form

**Exit without Apply** 

 Click on the button "Exit without apply" if you want to leave the Application form without submitting it and you want to fill it our later.

#### DECLARATION

I hereby declare that all the information on this application form is true and complete. I understand that Pontificia Universidad Católica de Chile may vary or change any decision regarding my admission or enrollment made on the basis of incorrect or incomplete information provided by me.

I hereby authorize Pontificia Universidad Católica de Chile to request extra information to my Home University if it is necessary to support my application.

If you have correctly filled in all required fields (marked with \*), click the "Submit" button to send your information. If not, click the "Reset" button to fill in the form again or click the "Quit" button to leave the application without submitting your information.

Send Application

Clean Form

Exit without Apply

## If you click on the button "Send Application", this message will be displayed on your screen:

Application Code: 0038106

#### Congratulations!

Your information was successfully saved in our system. To generate a PDF version of your application form, click the "Generate PDF" button and save the file into your computer. Click on "Exit" to leave the system. You WILL NOT BE ABLE to retrieve the PDF form later.

In case your application required uploading documents, you will have access to a Dropbox folder to check the documents uploaded correctly.

A) Bilateral Exchange Students (from UC partner universities): The information submitted online will be validated automatically with the documents you uploaded on your online application. Now your application will be assessed and, if accepted, UC will send an acceptance letter two months before the semester starts at UC to apply for a student visa at the respective Chilean consulate. In case you have any questions about the status of your application, please contact your home university's exchange coordinator.

B) Study Abroad students (fee-paying students from partner or non -partner universities): . The information submitted online will be validated automatically with the documents you uploaded on your online application. Now your application will be assessed and, if accepted, UC will send an acceptance letter to the e-mail address you provided on your application to apply for a student visa at the respective Chilean consulate. This will be sent at least two months before the beginning of the UC academic semester to which you applied. In case you have any questions about the status of your application, please contact exchange@uc.cl.

UC may reject incomplete applications or those not meeting the necessary academic and language requirements.



- Take note of the application code shown on the upper-left corner (example:application code 0038106)
- Click on the button "Generate PDF" and save the PDF of the online application form. You can save the PDF only once.
- Once you have sent the online form you won't be able to retrieve it or modify it.