

ONLINE APPLICATION GUIDELINE

INTERNATIONAL MOBILITY COORDINATION

VICERRECTORÍA DE ASUNTOS INTERNACIONALES
PONTIFICIA UNIVERSIDAD CATÓLICA DE CHILE

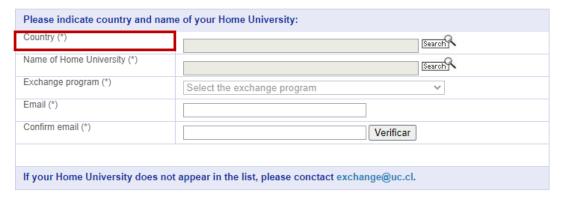
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Step 1 – Select Country and Home University

Select Country of Origin.

COUNTRY, AGREEMENT AND EXCHANGE PROGRAM



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

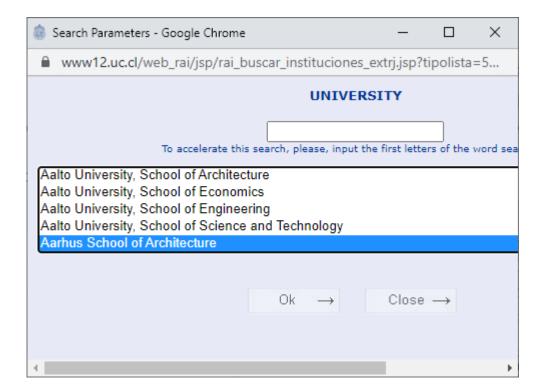


Select Home University

COUNTRY, AGREEMENT AND EXCHANGE PROGRAM

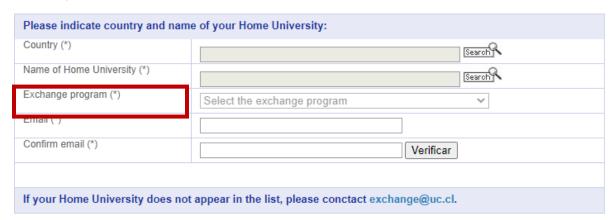


Click on the "Search" button and choose your home university from the drop down menu displayed.



Select the mobility program: Exchange (no fee-paying at UC)

COUNTRY, AGREEMENT AND EXCHANGE PROGRAM

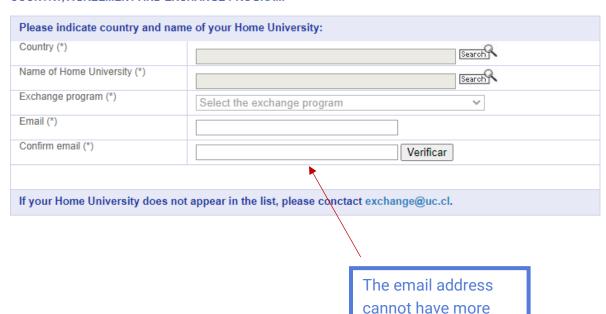


Select the exchange program
Visiting Research-Postgraduate
Visiting Research (Bilateral)
Visiting Research Grad Bilateral
Visiting Research
Exchange (No Fee-Paying Uc)
Study Abroad (Fee-Paying Uc)

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



than 50 characters.

Step 2 - Select Exchange Duration (Period of exchange)

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

PERIOD OF EXCHANGE



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

PERIOD OF EXCHANGE



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

PERIOD OF EXCHANGE



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

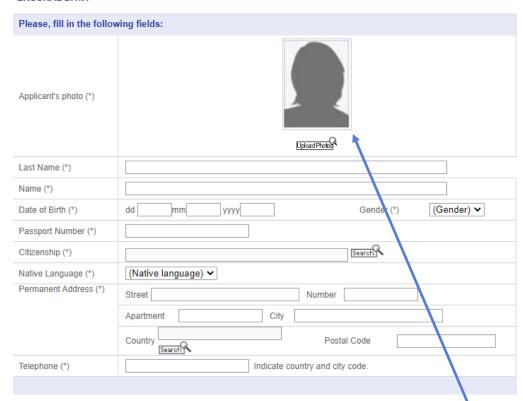
PERIOD OF EXCHANGE



Step 3 - Personal Information (Personal data)

Fill in the following fields (please see image below)

PERSONAL DATA



Passport- style color photograph size 20 to 60kb in JPEG format.

❖ Photograph

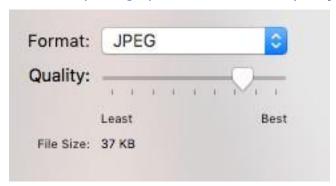
• Correct Type of Photograph (white background) JPEG format







• 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.



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 (*) Upload Photo				
Last Name (*)				
Name (*)				
Date of Birth (*)	dd mm yyyy Gender (*) (Gender) ✓			
Passport Number (*)				
Citizenship (*)	[Search P			
Native Language (*) (Native language) ▼				
Permanent Address (*)	Street Number			
	Apartment City			
	Country Search 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	

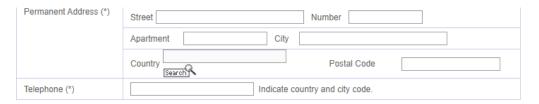
• If you have a middle name, include it in the field NAME along with your first name.



■ **DO NOT** use symbols or special characters $(-+_i!=\dot{\epsilon}?-...\sim[], \neq^n$ among others).

Permanent Address

It is mandatory to complete every field of this section.



- DO NOT use symbols or special characters (-+¡!=¿?-...~[],≠" amongothers)
- **Passport**: Please indicate a valid passport number. If you have dual citizenship you will need to submit only one citizenship passport number for the whole process. You won't be able to change your citizenship passport number afterwards.

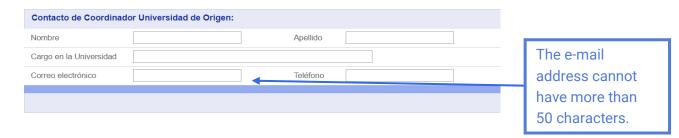
Example of online form

PERSONAL DATA

Please, fill in the following fields:				
Applicant's photo (*)	Upload Physics 4			
Last Name (*)	Black			
Name (*)	Virgilio Roberto Antonio			
Date of Birth (*)	dd 10 mm 10 yyyy 2000 Gender (*) Male ✓			
Passport Number (*)	759623			
Citizenship (*)	Sweden Search R			
Native Language (*)	ltalian ✓			
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)



Fill in the Personal Emergency Contact

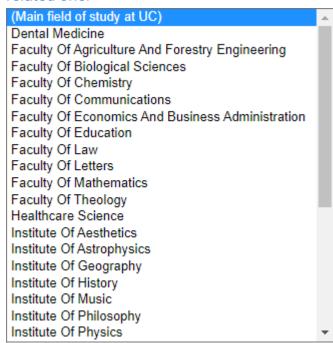


Step 5 - Academic Background

❖ Fill in the Academic Background Section ACADEMIC BACKGROUND



- <u>Degree Program</u>: Indicate your degree at your Home University.
- <u>Study level</u>: Undergraduate or Graduate.
- Years attended: 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.



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

ACADEMIC BACKGROUND

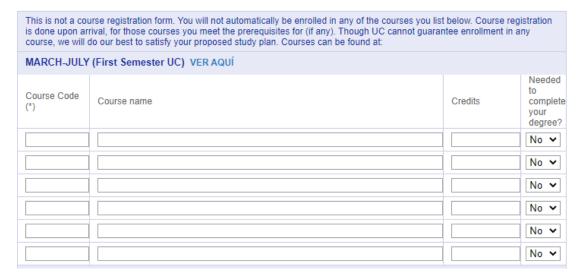


WARNING: Make sure you click on the button "Validate main field of study at UC", so the supporting document section appears in the form. Otherwise, you will not be able to upload your supporting documents and your application won't be correctly saved.

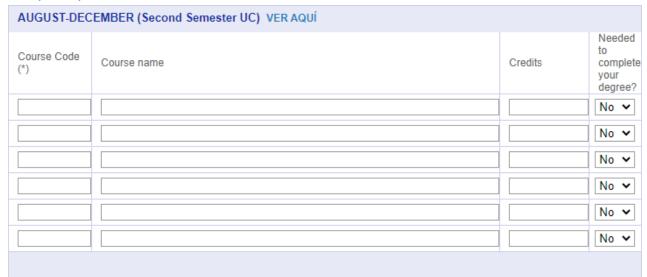
Step 6 - Proposed Study Plan

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.

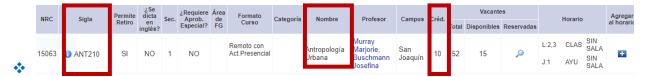
PROPOSED STUDY PLAN



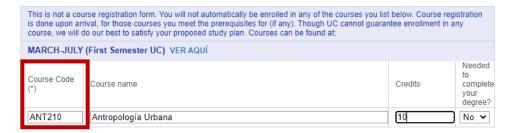
If you are applying for one semester beginning in August (academic calendar for southern hemisphere), you have to complete the "August to December" study plan (Second Semester UC). Please indicate at least 3 (three) courses.



- If you are applying for the full academic year beginning in March, please complete both study plans (March-July and August-December). Please indicate at least 3 (three) courses in each semester.
- 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 "<u>Buscador de cursos</u>": Course ANT210 Antropología Urbana

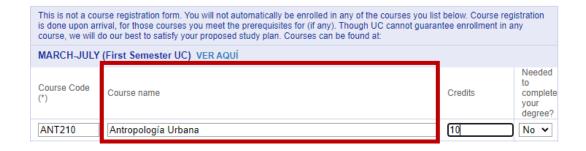


✓ In the "Course code" (SIGLA) column, enter the course code composed by three (3) letters and three (3) or four (4) numbers. Example: **ANT210** Antropología Urbana.

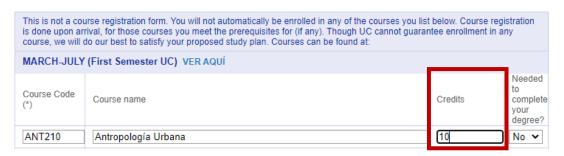


WARNING: Do not enter the NRC code in the "course code" section.

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



✓ 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 "Buscador de Cursos UC").

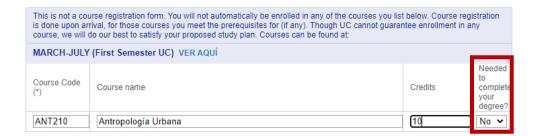


✓ In the column "Needed to complete your degree?", you can select YES/NO.

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.



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



- Before submitting your application, you need to have the following documents at hand:
 - ✓ Updated Version of the Official Transcript of Records (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). If you are native Spanish speaker, please upload a pdf or jpeg document with a paragraph indicating this in the language field. (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)
 - ✓ Nomination letter UC format signed and sealed by your exchange coordinator at your home university and also signed by yourself. (pdf).
 - ✓ Form "Formulario de solicitud de adecuaciones académicas" (pdf)

- ❖ 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.



- 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).



<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.

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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.

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Send Application Clean Form Exit	without Apply
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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

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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.