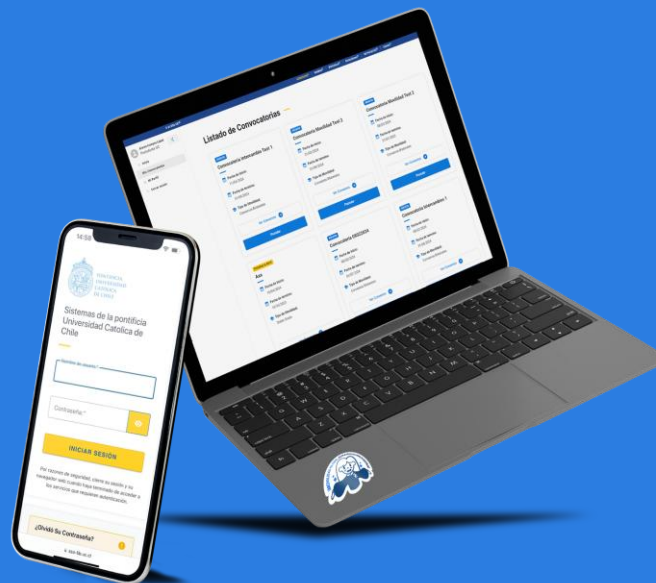


Welcome to the Online exchange application guide



**SISTEMA
INTEGRADO**

PARA LA MOVILIDAD GLOBAL / SIM



1. Create your user

**SISTEMA
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Access SIM and create your user



Access this weblink <https://sim.uc.cl/> and create a user account. You may choose the display language from this selector



Click on “External access to the UC”

External Access to the UC



Create your user at SIM



Access and click on “Register here”

Login

Email

Password

[Forgot your password?](#)

Dont have an account? [Register here](#)



Fill out the fields with the information requested



Fill out these fields using the information **exactly as it appears on your Passport.**

You will need to use your **home University's email address**

User registration

Incoming applicant

(*) Mandatory fields to be able to process your registration on the platform

Type of user *


Select an option


Name *

Last Name 1 *

Last Name 2

Email *

Password * 

Confirm Password * 

Country *

Select an option

Institution *

No information

I expressly authorize UC to process the personal data necessary for registration on the **SIM** platform, which will be shared with the UC unit responsible for its administration. The personal data will be used solely for this purpose and will be retained as required by law.

I agree that UC may process my personal data for access to the platform, and I have read and accept the [UC Privacy Policy](#).

Personal information



Fill in the information accordingly, in the field **Type of user**, please select:student

Type of user *

Select an option
Select an option
Student
Academic
Staff

Personal information



Name: write your name/s

Last name 1: your family name.

Last name 2: If you don't have a "last name 2", please leave that field blank.

Please write all your personal information in the same way it appears on the **ID page of your Passport.**

Name *

Last Name 1 *

Last Name 2

Personal information



Email: indicate your home University email.


Password: create a password following the instructions in the screenshot below and confirm it.

Confirm password: enter the same password information you have created.

DO NOT FORGET YOUR PASSWORD

Email *

Password * 

Confirm Password * 

The password must be at least 8 characters.

The password must not exceed 30 characters.

The password must contain at least one lowercase letter, one uppercase letter, one number, and one special character !@#%&^*+<>?.-

Personal information



In the field “**Country**” please select the country of your home University from the dropdown list.

In the field “**Institution**” please select the name of your home University from the dropdown list.

Country *

JAPAN

Institution *

Select an option

Personal information

To complete the registration, please read the **UC Privacy Policy** and if you agree, please select the checkbox.

I expressly authorize UC to process the personal data necessary for registration on the **SIM** platform, which will be shared with the UC unit responsible for its administration. The personal data will be used solely for this purpose and **will be retained as required by law**.

- I agree that UC may process my personal data for access to the platform, and I have read and accept the [UC Privacy Policy](#).

Register user

Do you already have an account? [Login](#)



Confirm the registration

To complete the registration, please click on “register user”

Register user



Confirm your account



Once you have created the user you will receive a message **at the same email you used to create your account**. The message will look like the image below.

VRAI Informa:

Para completar su registro y activar su cuenta, haga clic en el siguiente enlace:

[Confirmar registro](#)

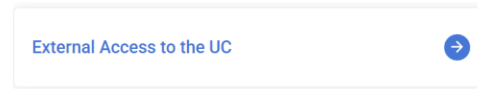
Este enlace lo llevará al formulario donde podrá finalizar el proceso de registro. Si tiene algún problema para acceder o completar el registro, por favor comuníquese con nuestro equipo de soporte.

English version below

In order to complete your registration, please click the link above (Confirmar registro), this link will take you to the form where you will be able to confirm your registration. If you have trouble to access or complete this registration, please contact us.

Confirm your account

Once your email has been confirmed, access SIM <https://sim.uc.cl/> clicking on the button “External Access to the UC”



Do not forget to write your email in this format [xxxx@xxx.xx](#) and the password you have just created. Your access has been created.



Login

Email

Password

[Forgot your password?](#)

Login

Dont have an account? [Register here](#)



Your account user has been created. Now fill out the online form like this:





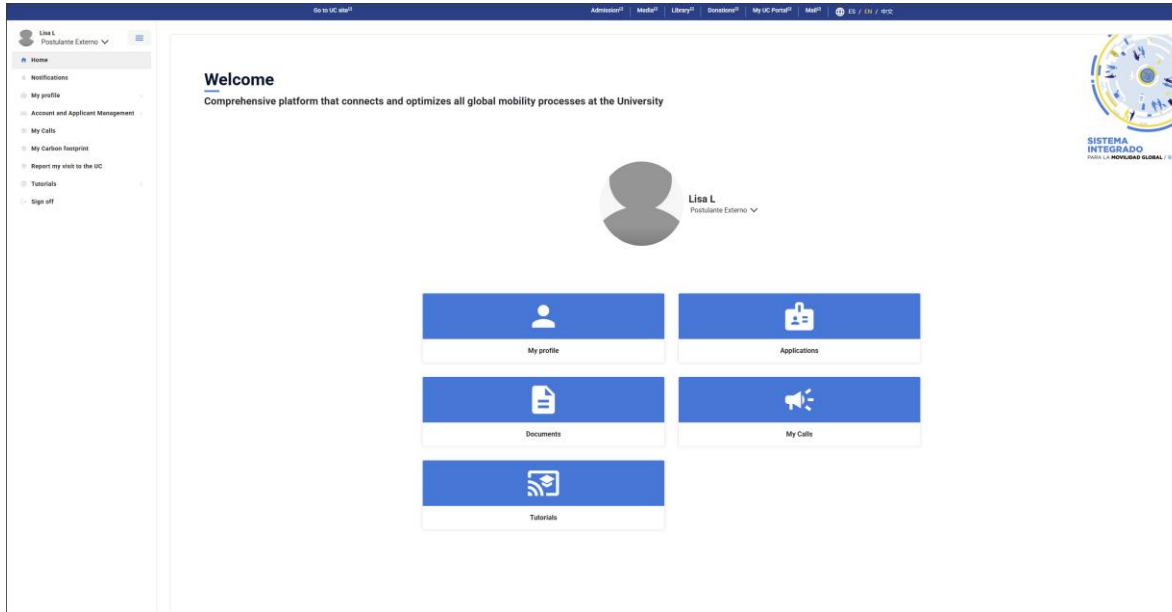
2. Get to know the Dashboard

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Online application dashboard

When you access your dashboard, you will be able to navigate through the side menu or the buttons in order to see your personal information, available calls, etc.



The screenshot displays the user interface of the online application dashboard. At the top, a navigation bar includes links for 'Admission', 'Media', 'Library', 'Downloads', 'My UC Portal', and 'Mail', along with a language selector set to 'ES / EN / SP'. The user's name, 'Lisa L. Postulante Externo', is shown in the top left corner. A side menu on the left lists various dashboard sections: Home, Notifications, My profile, Account and Applicant Management, My Calls, My Carbon Footprint, Report my visit to the UC, Tutorials, and Sign off. The main content area features a 'Welcome' message and a description: 'Comprehensive platform that connects and optimizes all global mobility processes at the University'. Below this, the user's profile is shown with a placeholder image and the name 'Lisa L. Postulante Externo'. A grid of six blue buttons provides quick access to 'My profile', 'Applications', 'Documents', 'My Calls', and 'Tutorials'. The 'SISTEMA INTEGRADO PARA LA MOVILIDAD GLOBAL / SIM' logo is visible in the top right corner of the dashboard.



3. Search the specific call

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Click on “My calls”




My Calls





You will find there all the calls available for your type of Mobility and you will need to select the right one according to your Mobility Coordinator instructions.
(this image below is just an example, names of future calls may vary).

Open

Intercambio Bilateral 2026-2 (1 Semestre)

 **Start date:**
19/03/2026

 **End date:**
01/05/2026

 **Mobility type:**
Convenios Bilaterales

Apply

In order to complete the online form, please click on the button “apply”

Apply



4. Navigating the online form

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Navigating the online form



You will find four tabs. You will be able to go “back” or “next”

INCOMING MOBILITY

 Please complete the information requested below.

MOBILITY PROGRAM

PERSONAL BACKGROUND

ACADEMIC BACKGROUND

STATEMENT

Back

Next

Navigating the online form

Application form tabs

- **Mobility Program Tab**, in this tab you will find information about the program you are applying for, the period, etc.
- **Personal Background Tab**, you will find there the personal information you've provided in the user creation and you will need to complete now the rest of the fields such as nationality, etc.
- **Academic Background Tab**, you will need to upload some documents necessary to your specific program.
- **Statement Tab**, read the declaration and if you agree, click on the “checkbox”, then send the application.



Save the form

With the “Save Application” button you will be able to save your form and continue filling it out afterwards if needed.

Save Application



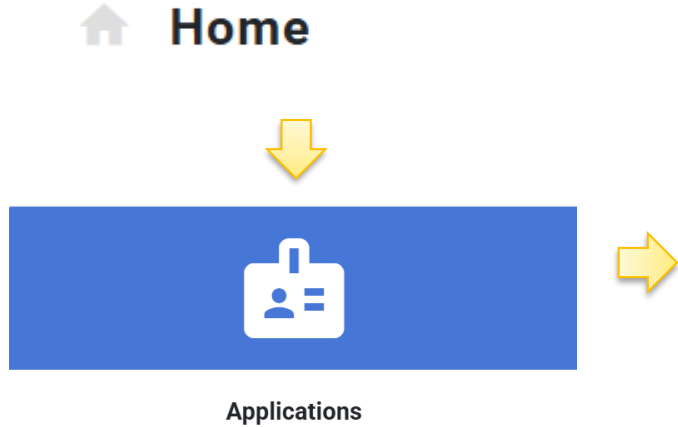
Application saved successfully. To resume it, go to "My applications".
You will be redirected to the home page.

Accept

Return to your saved form

If you saved your form and wish to continue filling it out, you will need to:

1. Go to the “Home” menu.
2. Click on “Applications”
3. On “Actions” click on “...” and “see form in progress”



The screenshot shows the "My Applications" section of the system. It includes a header with the logo "INTEGRADA PARA LA MOVILIDAD" and a title "My Applications". Below the title is a blue box with a bullet point explaining that users can track applications, update status, upload documents, and use the "Actions" menu. The main content is a table with columns for "Country of origin", "Status", "Quick registration", and "Actions".

Country of origin	Status	Quick registration	Actions
Estados Unidos	En progreso	No	See form in progress
Estados Unidos	Postulación ingresada	No	...

Send the online form

Read the statement and if you agree, accept it by clicking on the checkbox. Once you send the form **you will not be able to make any changes to it.**



* I have read and accept the statement.

Cancel Application

Send Application

Back

Send the online form



Once you send the online form, the status of the form will be **“Postulación ingresada”**. Click the “...” in the “actions” menu and you will be able to “see application” or “cancel application”, this in case you do not want to continue with the mobility program.

INTEGRAD
PARA LA MOVILIDA

My Applications

i In this section, you can track your applications, update their status, upload documents, and add relevant information to your application. You can easily manage all of this through the Actions option, which can be found in the three-dot menu displayed for each of your applications. As you progress through the mobility process, additional features and tabs will appear. Once you are accepted for mobility, the Health, Wellness, and Support tab will be enabled.

Country of origin	Status	Quick registration	Actions
Turquia	Postulación ingresada	No	...

o See application

x Cancel application



5. Fill out the form

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a) Mobility program



On the **Mobility Program Tab**, you will find your specific Mobility program information, please **verify** that it is the correct one according to the information provided by your Coordinator

INCOMING MOBILITY

Please complete the information requested below.

MOBILITY PROGRAM PERSONAL BACKGROUND ACADEMIC BACKGROUND STATEMENT

Mobility Program *
Exchange Program

Mobility Type *
Bilateral Mobility Agreements

Period *
Other: Semester 2, Year 2026

Start month * September **Start year *** 2026

End month * December **End year *** 2026

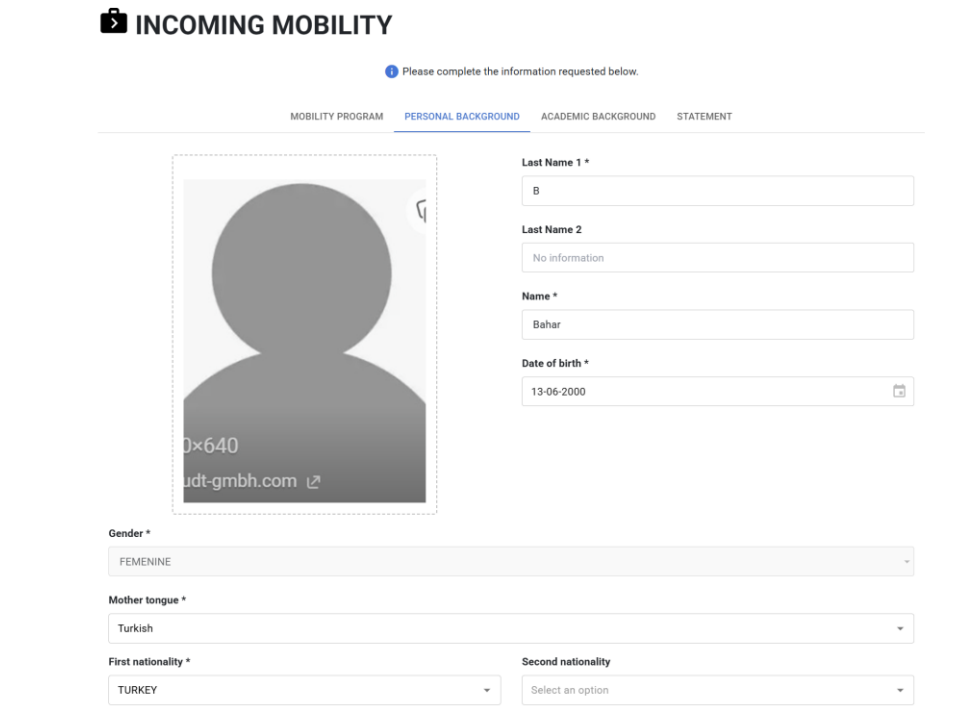
Number of months
4

Modality *
In-Person Mobility

If the **Other** period is selected, you must indicate the mobility dates specified in the call or, failing that, the dates planned for your trip.

b) Personal Background

On the **Personal Background Tab**, your name will be displayed as you've typed it when you created your user. If there is any misspelling, please let your Coordinator know.



INCOMING MOBILITY

Please complete the information requested below.

MOBILITY PROGRAM PERSONAL BACKGROUND ACADEMIC BACKGROUND STATEMENT

Last Name 1 *
B

Last Name 2
No information

Name *
Bahar

Date of birth *
13-06-2000

Gender *
FEMININE

Mother tongue *
Turkish

First nationality *
TURKEY

Second nationality
Select an option

0x640
udt-gmbh.com

b) Personal Background



On the **Personal Background Tab**, you will need to fill out the following fields “gender”, “mother tongue”, “First Nationality”, “Second nationality” (leave this field empty if you do not have a second nationality) and “Current country of residency”.

Gender *

Mother tongue *

First nationality *

Second nationality

Current country of residence *

Country of Permanent Residence *

b) Personal Background

Then select the checkbox “Do you have a Passport?”

- Passport Number: fill out the Passport Number
- Passport expiration date: fill out your Passport expiration date.
- Upload a scan of your “Passport ID page”(where your photo and personal information is found).

Do you have a passport?

Passport number ⓘ

Passport expiration date

 ⓘ

Passport id page ⓘ



b) Personal Background:Address

Virtual programs will not have the address field in their forms



- **Country:** your country of Residence.
- **City:** your city of Residence, if the name of that city is not in the dropdown, please leave that field empty.
- **Street:** the name of the Street where you live.
- **Home No.:** the Number of your address.
- **Postal Code:** Postal code of your address.
- **Telephone:** Your Mobile phone Number.
- **Institutional email:** this field is already filled, it is the one you used to create your user.
- **Personal email:** you will need to indicate your personal email.

Address

If your hometown is not listed in the menu, please leave the field empty.

Country * City *

Street * Home No. Postal Code *

Telephone

Institutional email * Personal email *

[Back](#) [Next](#)


Save Application

c) Academic Background

On the **Academic Background Tab**, the name of your home University and country of your home University will be displayed in the same way you entered it when you created your user.

In the **Area of study of interest at UC** field you will need to indicate the amount of credits you would like to register at UC.

In the **Level** field you will need to select the same level you've indicated when you created your user (undergraduate or graduate).



Please complete the information requested below.

MOBILITY PROGRAM PERSONAL BACKGROUND **ACADEMIC BACKGROUND** STATEMEN >

Country: University * **University ***

UNITED STATES Tufts University

Name of the degree at the home university *

Area of Study of Interest at UC *

Ingresar en el siguiente [enlace](#) y, en base a los cursos de tu interés, indica la(s) área(s) de estudio (equivalente a la Unidad Académica) en donde te gustaría tomar tus créditos UC. Puedes ingresar un mínimo de 10 créditos y un máximo de 60 créditos distribuidos en las distintas áreas de interés.

Level *

Select an option

c) Academic Background



“Years of studies completed to date” field, you will need to indicate the Number of years since you have started your current degree.


Transcript of records field, you may upload your official or unofficial Transcript of records

In the **Language certificate** field you will need to upload your B2 spanish certificate. If you are applying to a full English track you will need to upload a simple letter confirming this.


In the **academic accommodations** field you will need to click the one according to your specific situation. If you don't need any academic accommodations, please select that option.

Years of studies completed to date *


Transcript of records * 

Language Certificate * 

Spanish Proficiency * 

Academic Accommodations *

c) Academic Background



- In the fields name of internacional affairs **Coordinator at home University, Last name Coordinator for international Affairs at home University, Coordinating position at home University, International Affairs Coordinator at home University email, Coordinador Phone**, please indicate contact information of your home University's international mobility Coordinator.

Name of International Affairs Coordinator at home university *

Coordinating position at home university *

Coordinator Phone *

Last name coordinator for international affairs at home universty *

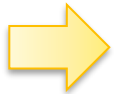
International Affairs Coordinator at home university Email *

c) Academic Background: additional documents



Applicants to Architecture, Music, Theatre or Free mover Students will need to upload the following documents

- **Architecture:** 2 page Portafolio (4 pages) PDF format.
- **Theatre:** pdf with a link of a video of the student showing a live scene and monologue in Spanish, it has to be at least one scene. Regarding the video, it has to be a one take live performance. There is no time limit.
- **Music:** pdf with a link to a video with free choice contrasting pieces/extracts . This video needs to be made on one take, no editing. You may provide separate videos. Maximum length of the video 10 minutes.
- **Free Mover:** Regular student certificate.



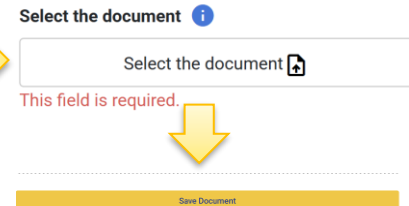
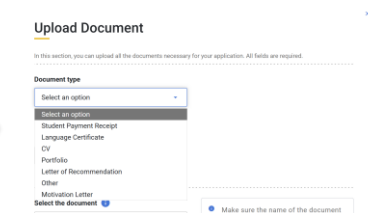
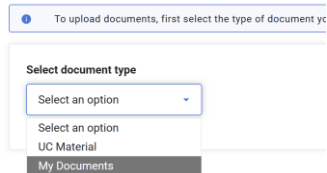
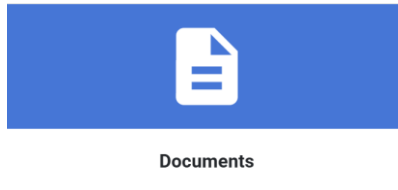
Check the following slide with details on how to upload any additional document

Upload additional documents (example)



1. Click "Home"
2. Press "Documents"
3. Select "My documents"
4. Select the document and upload it
5. Save the document

Home





6. Contact

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Contact

If you need support to create your user and/or fill out the online form, please write to Patricia Uribe at puribem@uc.cl

Thanks!



