



## INSTRUCTIONS FOR UDEG EXCHANGE PROGRAM APPLICATION “SOLICITUD PIME ENTRANTE<sup>1</sup>”

For the academic semesters 2014 B and 2015 A, the international office of the Universidad de Guadalajara (UdeG) will only receive online applications for the Exchange Program and the same for any international student as independent applicant.

The steps involved in the submission of a new online application are as follows:<sup>2</sup>

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<sup>1</sup> Institutional name of the UdeG Mobility Program for inbound students.

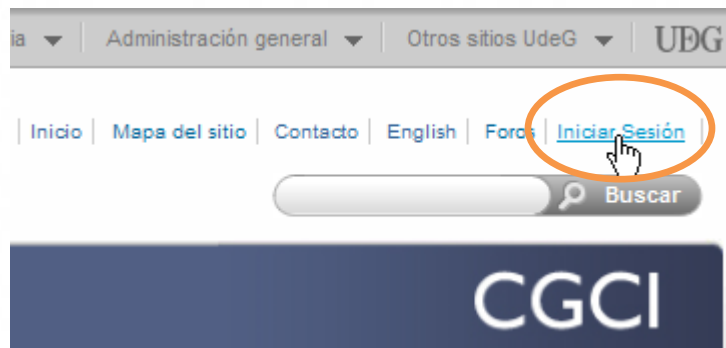
<sup>2</sup> You will need to have the following software installed on your computer – Adobe Reader 8.0 or higher with JavaScript enabled. If you are experiencing technical difficulties with Internet Explorer, it is highly recommended that you try using an alternate browser such as Mozilla Firefox or Google Chrome.



## REGISTRATION

### 1 – Register as a user

- Visit the UdeG international office website: [www.cgci.udg.mx](http://www.cgci.udg.mx)
- Click on the link "*Iniciar sesión* (Log in)" at the top right of the website (above the search engine button):



- Click on the tab "*Crear nueva cuenta* (Create New Account)":

A screenshot of the registration form on the website. At the top, there are three tabs: 'Crear nueva cuenta', 'Iniciar sesión', and 'Solicitar una nueva contraseña'. The 'Crear nueva cuenta' tab is highlighted with an orange circle. Below the tabs is the section 'Información de la cuenta'. It contains four input fields with labels and asterisks: 'Usuario: \*', 'Dirección de correo electrónico: \*', 'Contraseña: \*', and 'Confirmar contraseña: \*'. Each field has a small text description below it. The 'Usuario' field description says 'Se permite la utilización de espacios; los signos de puntuación no están permitidos a excepción de pi'. The 'Dirección de correo electrónico' field description says 'Una dirección de correo electrónico válida. Todos los correos del sistema se enviarán a esta dirección el envío de ciertas noticias y notificaciones.' The 'Confirmar contraseña' field description says 'Proporcione una contraseña para la cuenta nueva en ambos campos.'



#### Información personal

Nombre: \*

Puesto: \*

Fecha de nacimiento: \*


  

**NOTE:** In the field "Puesto" type "exchange student (by agreement)" or "independent student (without agreement)", as applicable.

- Once all the information is completed, you must press the button "Crear nueva cuenta (Create new account)."

**Crear nueva cuenta**

- If your account is successfully created the following message will be displayed:

 **Se ha registrado correctamente. Ahora está identificado y conectado como usuario.**

#### Note:

- o You will receive an e-mail with the user and password information, please keep it safe for further reference.
- All applicants should upload their photos when doing the first log-in:

Imagen



Eliminar imagen

Marque esta casilla para borrar su imagen actual.

Subir imagen:

Ningún archivo seleccionado

Su cara virtual o su imagen. Las dimensiones máximas son 80x120 y el tamaño máximo son 200 kB.



## What to do if you forget your password?

In case you forget your username and/or password:

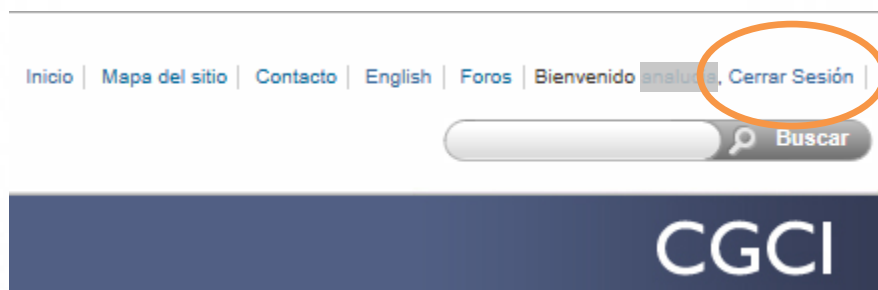
- Click on the tab "*Solicitar una nueva contraseña* (request new password)".  
The following screen will be displayed:

- Type your user name or e-mail address associated with your account.
- Press the button "*Nueva contraseña por correo-e* (new password by e-mail)". Your username and a new password will be sent to the email address associated with your user account within the system.

## Log out

Remember that it is **important to log out** before leaving the website, to prevent others from taking actions on your behalf, especially if you are using a public computer.

Click on the link "*Cerrar Sesión* (Logout)" at the top right of the page (above the search button).

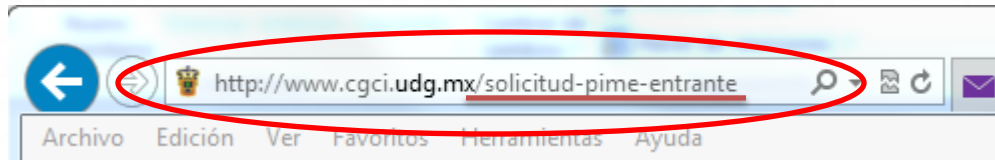




## 2 – Supporting documents

Once you have successfully logged in, you can navigate directly to the online application form:

- Please copy the following link into the address bar of your Internet browser <http://www.cgci.udg.mx/solicitud-pime-entrante>



- You must have the following documents<sup>3</sup> as electronic files before continuing with the registration process:

1. **Official transcript\*** including your grades of the last academic term at home institution.
2. **Transcript translated into Spanish\*** by the student and with the stamp of the international office or signed by the exchange coordinator at your home institution.
3. Fill out, print and scan the **Evaluation Form of the Spanish proficiency\***, if Spanish is not your native language: <http://www.cgci.udg.mx/sites/default/files/evaluacion-competencia-lengua-espanola.pdf>.
4. Other Language Proficiency Test/Proof (different from Spanish or native language).
5. **Statement of Purpose\*** (free style letter written in Spanish), this document must explain the purpose(s) of your study at the Universidad of Guadalajara.
6. **Curriculum Vitae\*** written in Spanish, maximum 2 pages.
7. Official ID (as applicable)
8. **Passport\***, the passport should be valid for at least 6 months after the end of the study period in UdeG.

## 3 – Validity of the agreement

- Select the type of student mobility program (by agreement, mobility network or independent). The student can review if his/her home institution has a valid agreement with the UdeG at the following link: <http://www.cgci.udg.mx/convenios/instituciones-socias-estudiantes>

Tipo de movilidad / Type of Mobility: \*

- Por convenio / By bilateral agreement
- Independiente (sin convenio) / Independent (without agreement)
- Por red de movilidad / By mobility network

The first option is only for exchange students.

<sup>3</sup> Documents marked with an asterisk are required to finish the application.



#### 4 – Information requested on the application form

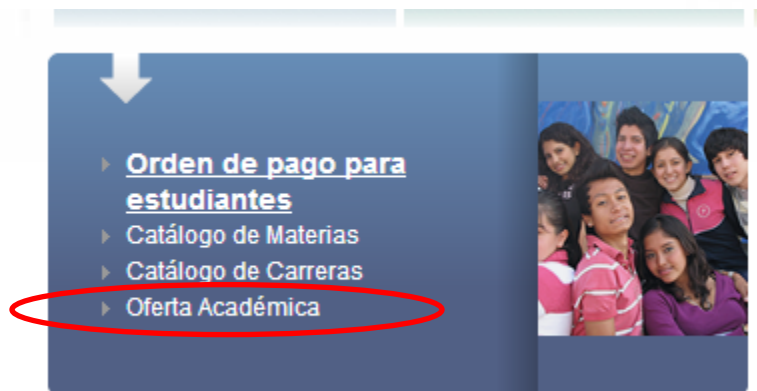
The application form has four sections:

- **SECTION 1.** Personal Information.
- **SECTION 2.** Emergency Contact.  
It is really important to specify an e-mail and a phone number.
- **SECTION 3.** Academic Information.
- **SECTION 4.** Mobility Program Information.

In this section, the student must select the subjects/courses that they wish to be enrolled in during their academic stay. UdeG academic offerings are available at:

[www.siiu.udg.mx](http://www.siiu.udg.mx)

**SIIAU (Sistema Integral de Información y Administración Universitaria)**



The student may select up to 12 courses at one or more University Centers (campus) which shall be subject to the approval of the UdeG department/faculty (however, the final class schedule can be confirmed only upon arrival and registration):

**NOTE:** For example, if academic offerings for Semester 2015 A are not yet available, students can review and select courses from the Semester 2014 A academic offerings, because some courses are offered on an annual basis.



## 5 – Submit support documents for the application

- The student will have to upload, one at a time, all documents required (topic 2 of the registration section in this manual) according to the size restrictions and file supported formats specified below each section (if a file does not meet size and file format requirements, the user will not be allowed to move forward in the application process).

**Example:**

**Récord académico actualizado / Academic Record - Transcript: \***

Examinar...

Kárdex o certificado oficial de calificaciones en su idioma original.

Tamaño máximo del archivo: 800KB. Formato permitido: pdf.

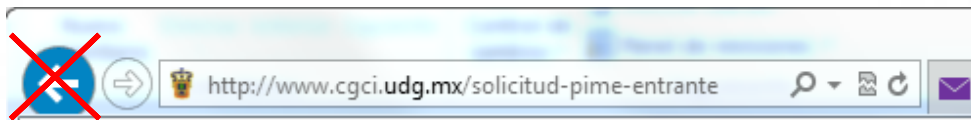
Official Transcript including the grades of the last academic term at home institution.

Maximum file size: 800KB Supported file format: pdf.

CLICK ON THE BUTTON **Siguiente / Next** AFTER UPLOADING EACH DOCUMENT.

IF YOU NEED TO MOVE BACKWARD, CLICK ON THE BUTTON **Anterior / Previous**

**NOT** IN THE BACK BUTTON OF YOUR BROWSER TO PREVENT DATA LOSS:



- After uploading the last document (passport), do not forget to click the button **Enviar** in order to save the application and obtain a folio number.

## 6 – Folio number

Once the application is successfully submitted, the student will receive a confirmation message according to the following:

*Su Solicitud de Movilidad Estudiantil ha sido enviada con el número de folio XXXXX , después de su revisión recibirá una respuesta (carta de aceptación o rechazo). También se han enviado dos copias del registro: una a la cuenta de correo electrónico que proporcionó y otra a la persona encargada de movilidad estudiantil de su institución de origen (cuando aplique). Para cualquier consulta o aclaración, favor de hacer referencia al número de folio. Gracias.*

Your application has been successfully sent to UdeG international office. You will receive confirmation of admission after a profile assessment by the academic departments. If you are an exchange student, a copy of this submission has been sent to the person in charge of the student mobility program at your home institution.

**Folio: XXXXX**

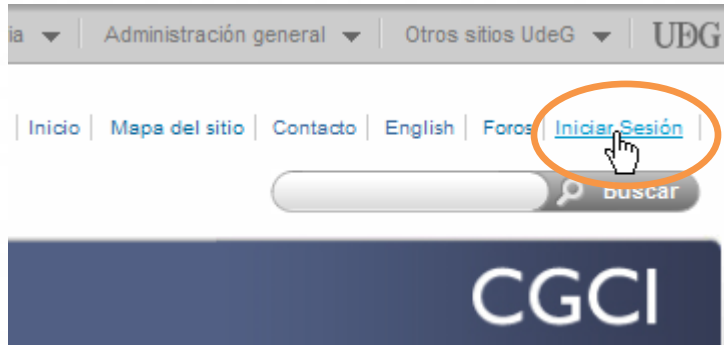
It is highly recommended that you print this message for future reference.



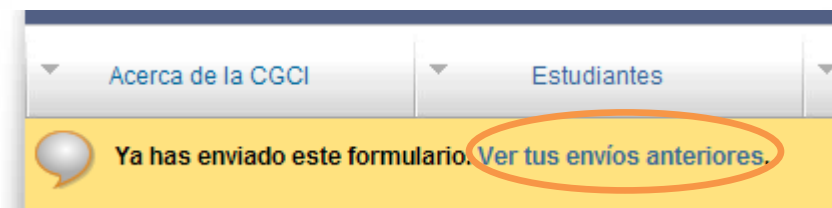
## ANNEX: How to add or change documents in the online application

Once the letter of acceptance is received, the student must complete the online registration process following steps below:

- Log into the CGCI website ( [www.cgci.udg.mx](http://www.cgci.udg.mx) ) with your username and password.



- Copy the following link into the URL bar of your Internet browser <http://www.cgci.udg.mx/solicitud-pime-entrante>
- A message will be displayed at the top of the page indicating that your application was previously submitted:



- Click on the link "*Ver tus envíos anteriores* (View your previous submissions)" and then on the button "*Editar* (Edit)"

### Envíos de “nombre de usuario”

Mostrando todos los resultados.

| n°   | Enviado     | Vista | Operaciones |
|------|-------------|-------|-------------|
| 3302 | 06 Nov 2012 | Vista | Editar      |

[Volver atrás al formulario](#)

- Click through to the end of the form by clicking on the button below, until you reach the last document (Official ID as applicable by your country of origin) uploaded during the registration stage.





- Now, you can upload the following document in order to complete your file:  
**International medical insurance coverage with repatriation of bodily remains.**

Una vez que haya sido aceptado / Once you have been accepted

**Comprobante de seguro médico / Health Insurance Policy:**

Examinar...

Presentar una vez que se obtenga la aceptación por parte de la Universidad de Guadalajara:  
**Estudiante Nacional:** Comprobante de seguro médico (IMSS, ISSSTE u otro).  
**Estudiante Internacional:** Seguro médico internacional con cobertura de repatriación de restos.  
Tamaño máximo del archivo: 800KB. Formato permitido: pdf.  
**Please submit this document once you have the acceptance letter from the Universidad de Guadalajara:**  
**National Student:** Proof of insurance (IMSS, ISSSTE or other).  
**International Student:** International medical insurance coverage with repatriation of bodily remains.  
Maximum file size: 800KB. Supported file formats: pdf.

- Prior to clicking on the "Enviar (Send)" button the following fields will be displayed:

Información de la revisión

Crear nueva revisión →

Mensaje de registro:

Una explicación de las adiciones o actualizaciones que se han.../aciones.

*This option should be selected only when you have uploaded all the new documents, because notifications e-mails will be sent to the academic coordinators.*

Enviar

**IMPORTANT NOTES:**

Fill the field "Mensaje de registro (Log Message)" indicating what documents were uploaded or modified for review.

- Click on the button "Enviar (Send)" to submit the changes in your application.



## QUESTIONS, TIPS AND SUGGESTIONS

For questions regarding the online application system, please contact the person in charge of the student exchange program at the UdeG international office:

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