Tecnológico de Monterrey

APPLICATION PROCESS MANUAL EXCHANGE AND INDEPENDENT

STUDY IN MEXICO | STUDENT

INTRODUCTION

The following document is a guide that will show you how to apply to study at Tecnológico de Monterrey.

The application process could start in two different ways, if you apply directly through the webpage Study un Mexico(creating your account, capturing your general information, uploading your required documents and if your program requires it, paying an application fee) or the second one, being nominated by your Home Institution (receiving the confirmation, creating your account, capturing the missing information, uploading your required documents and if your program requires it, paying an application fee), we are going to review both processes in this manual.

Also we are going to explain every button's function and the information you need to capture in each field.

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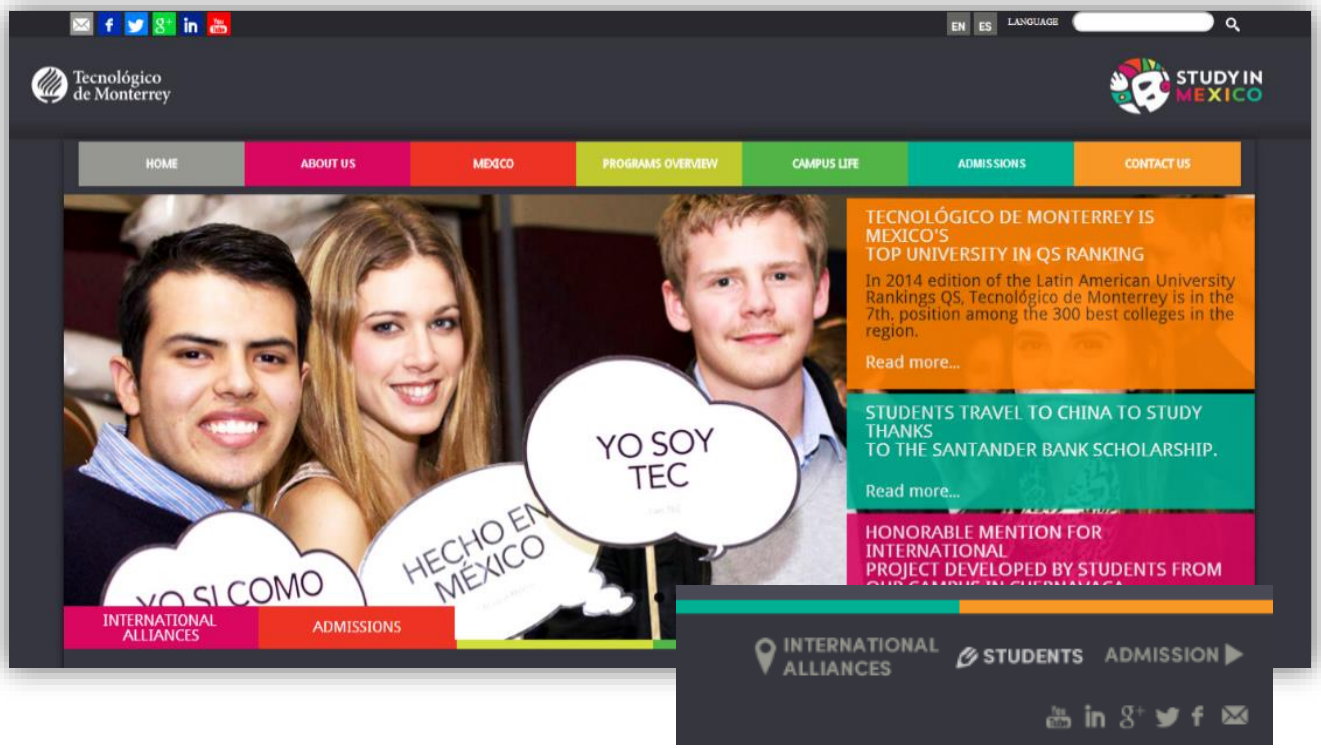
IF THE STUDENT STARTS THE APPLICATION

How to enter to the Application form

1. Enter to Study in Mexico's website www.studyinmexico.com.mx

2. Go to the section called "Students" (bottom right-hand corner).

You can also enter through the section called "Admissions" and then click on "Apply Now" or clicking the button of the same name located at the bottom left-hand corner of the main picture.



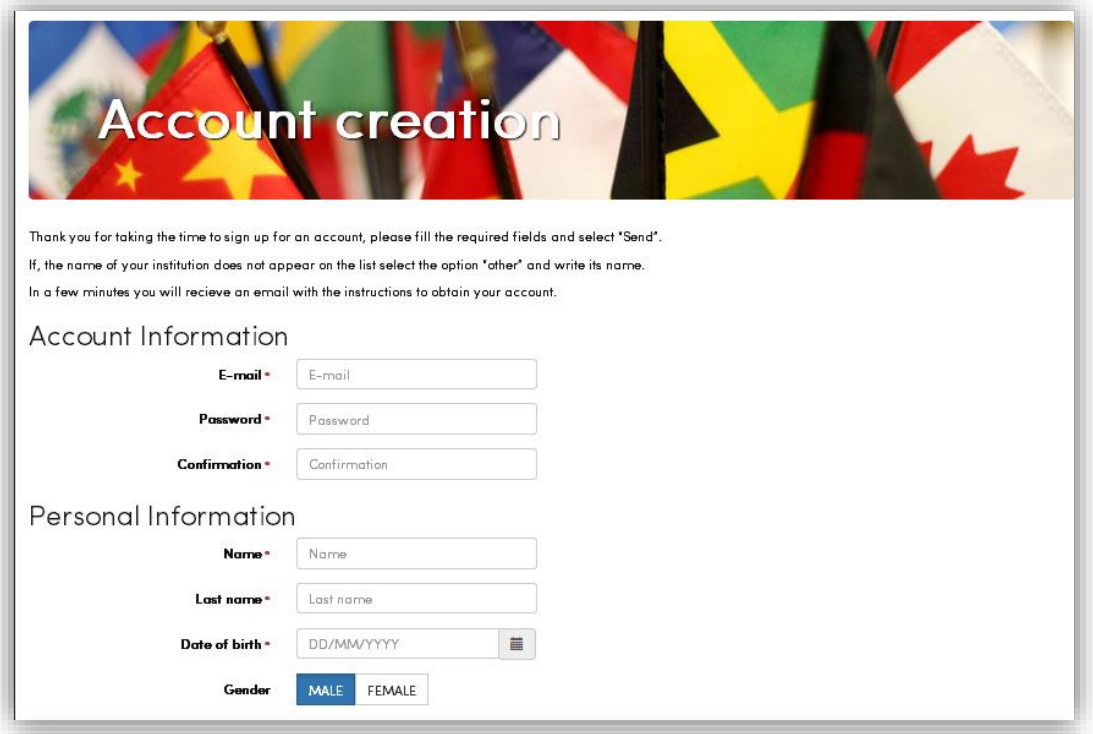
Create and active your account

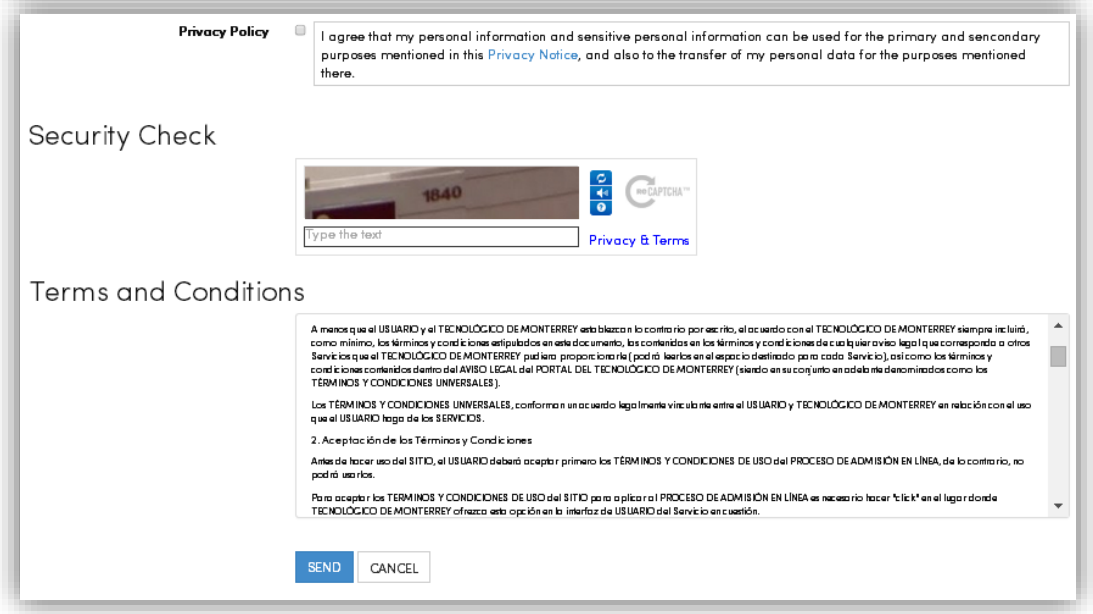
If it's the first time you enter to the application you need to create an account by clicking the link named "Sign up".

It's necessary to fill in the required fields: email, password, personal information, privacy policy, capture a security check, terms and conditions. Note: the fields with (*) are required.

Once you have completed this section click on **"Send".**

As soon as your information is send, you will receive an email to active your account, by clicking the link we are going to confirm your account activation and you will be able to access to the application with your email and password.



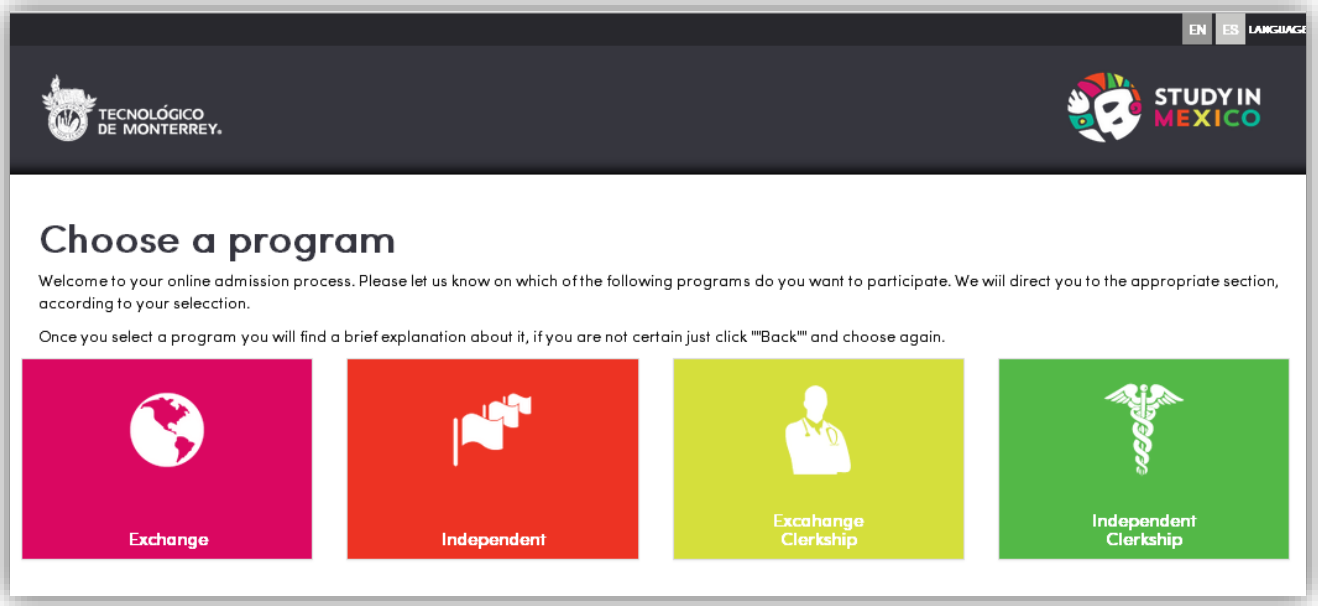


Choose a Program

In this section you will find the different programs indicate which you can participate. You need to choose one according to your needs.

- **Exchange:** you will be applying through an existing exchange agreement between your home institution and Tecnológico de Monterrey. In order to complete your admission process you must be nominated by your exchange program officer or similar. In most of the cases, you will pay tuition directly to your home institution.

- **Independent:** you are applying directly to Tecnológico de Monterrey, non-exchange agreement between Tecnológico de Monterrey and your home institution is needed. You are required to pay tuition and services directly to Tecnológico de Monterrey.



A clerkship can only be taken by students enrolled in medical school, and it refers to the practice of medicine in one of our hospitals.

- **Exchange Clerkship:** you will be applying through an existing exchange agreement between your home institution and Tecnológico de Monterrey. In order to complete your admission process you must be nominated by your exchange program officer or similar. In most of the cases, you will pay tuition directly to your home institution.

- **Independent Clerkship:** you are applying directly to Tecnológico de Monterrey, non-exchange agreement between Tecnológico de Monterrey and your home institution is needed. You are required to pay tuition and services directly to Tecnológico de Monterrey.

EXCHANGE PROGRAM

Exchange - Status

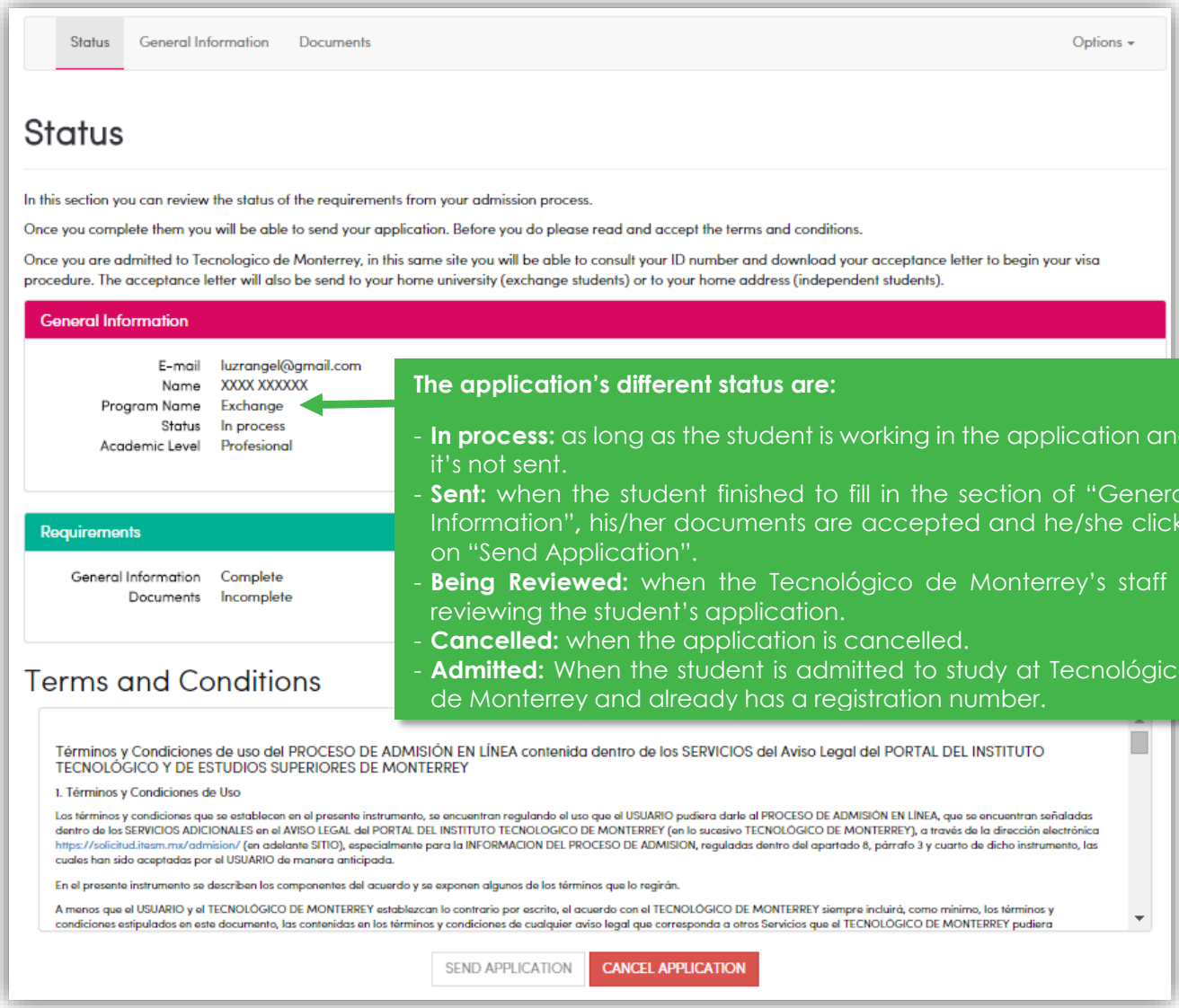
Exchange Program: you will be applying through an existing exchange agreement between your home institution and Tecnológico de Monterrey. In order to complete your admission process you must be nominated by your exchange program officer or similar. In most of the cases, you will pay tuition directly to your home institution.

In this screen you will find three sections: Status, General Information and Documents.

In the "Options" menu you can send the application, cancel it or sign out.

Status: is a summary of your application progress, this section consists it three parts:

- **General Information:** includes your email, name, program in which you are applying (exchange), the status of your application, and your academic level.
- **Requirements:** once you complete your "General Information" section and your "Documents" are approved, you will be able to send your application.



The application's different status are:

- **In process:** as long as the student is working in the application and it's not sent.
- **Sent:** when the student finished to fill in the section of "General Information", his/her documents are accepted and he/she clicks on "Send Application".
- **Being Reviewed:** when the Tecnológico de Monterrey's staff is reviewing the student's application.
- **Cancelled:** when the application is cancelled.
- **Admitted:** When the student is admitted to study at Tecnológico de Monterrey and already has a registration number.

- **Terms and conditions:** they talk about the online application's uses.

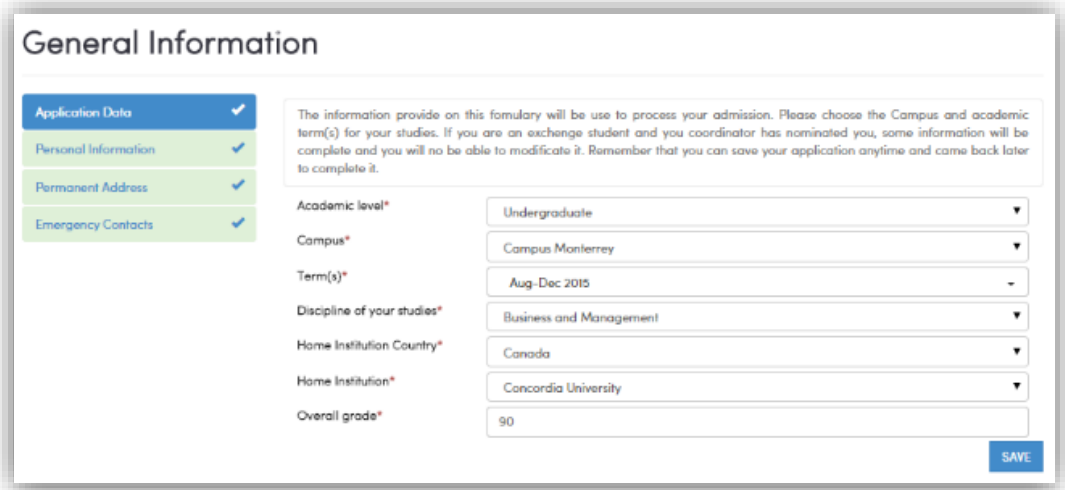
- **Buttons:** as soon as your general information and documents are marked as completed you will be able to click the button named **"Send Application".** If you want to delete your application click on **"Cancel Application"**.

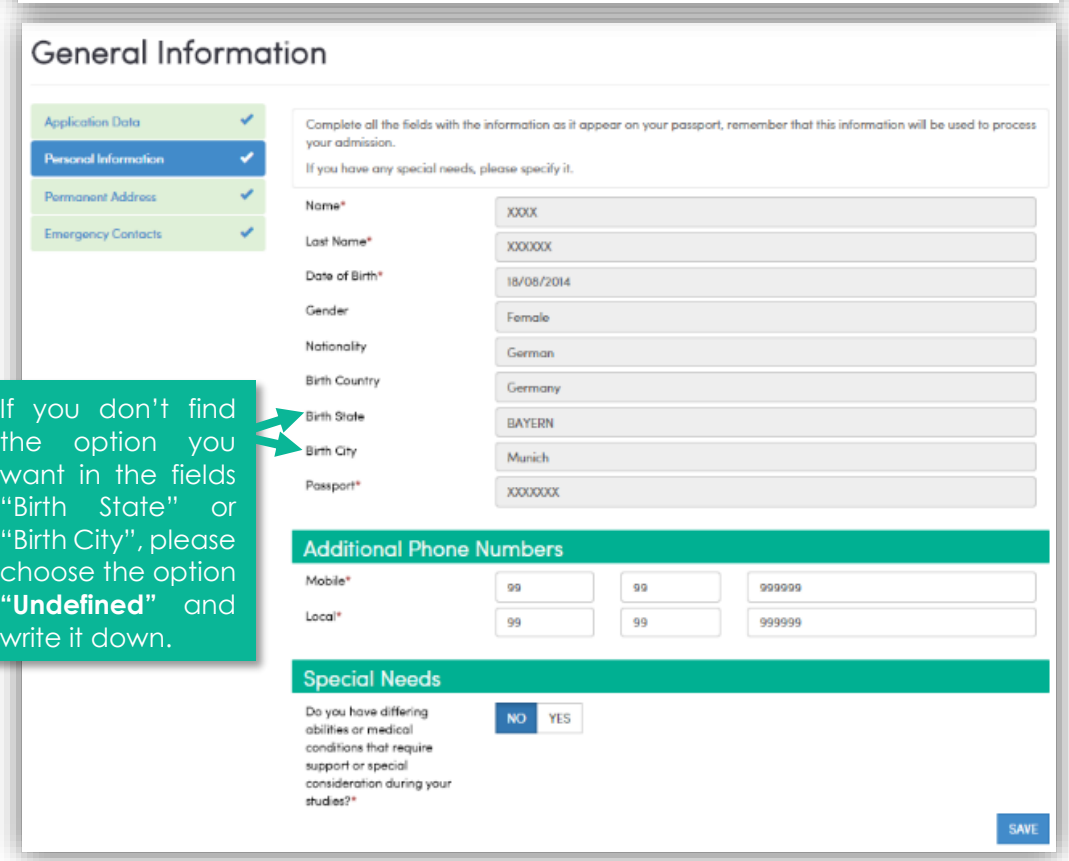
Exchange – General Information

You have to fill out four sections:

- **Application data:** you have to choose your academic level, campus of Tecnológico de Monterrey in which you want to study, term(s) you want to apply if it's more than one term, you have to choose them, discipline of your studies, your home institution's and the country in which is located and your overall grade. When you had already filled out all the fields, click on **"Save".**

- **General Information:** you have to complete this section according to your passport's information. Includes: name, last name, date of birth, gender, nationality, birth country, birth state and city, Passport, mobile number, local phone number (in both cases please include international dialing code, country code and phone number) Also it's important to specify if you have differing abilities or medical conditions that require support or special consideration during your studies. When you had already filled out all the fields, click on **"Save".**



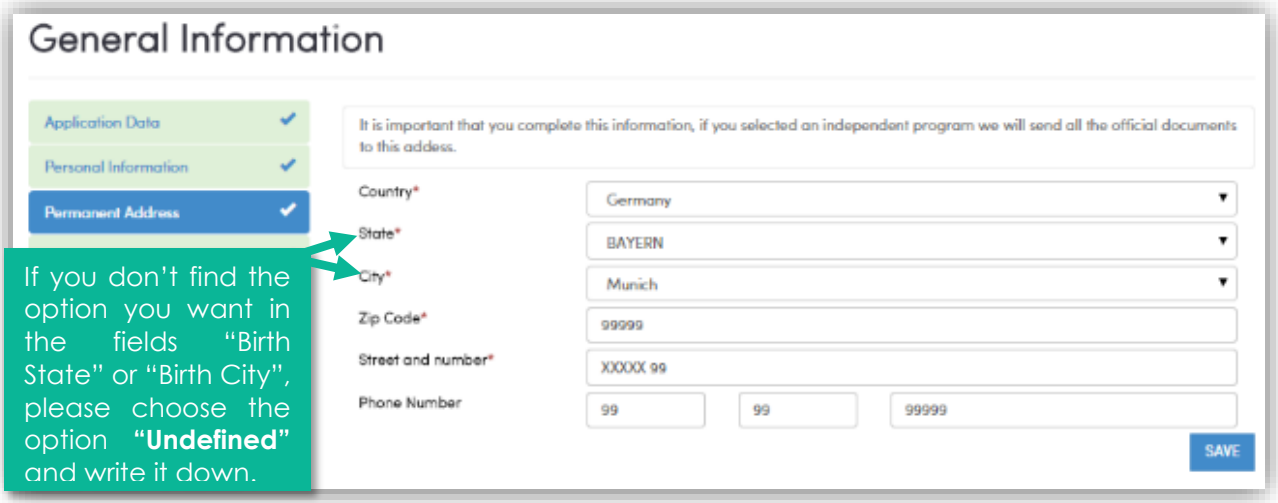


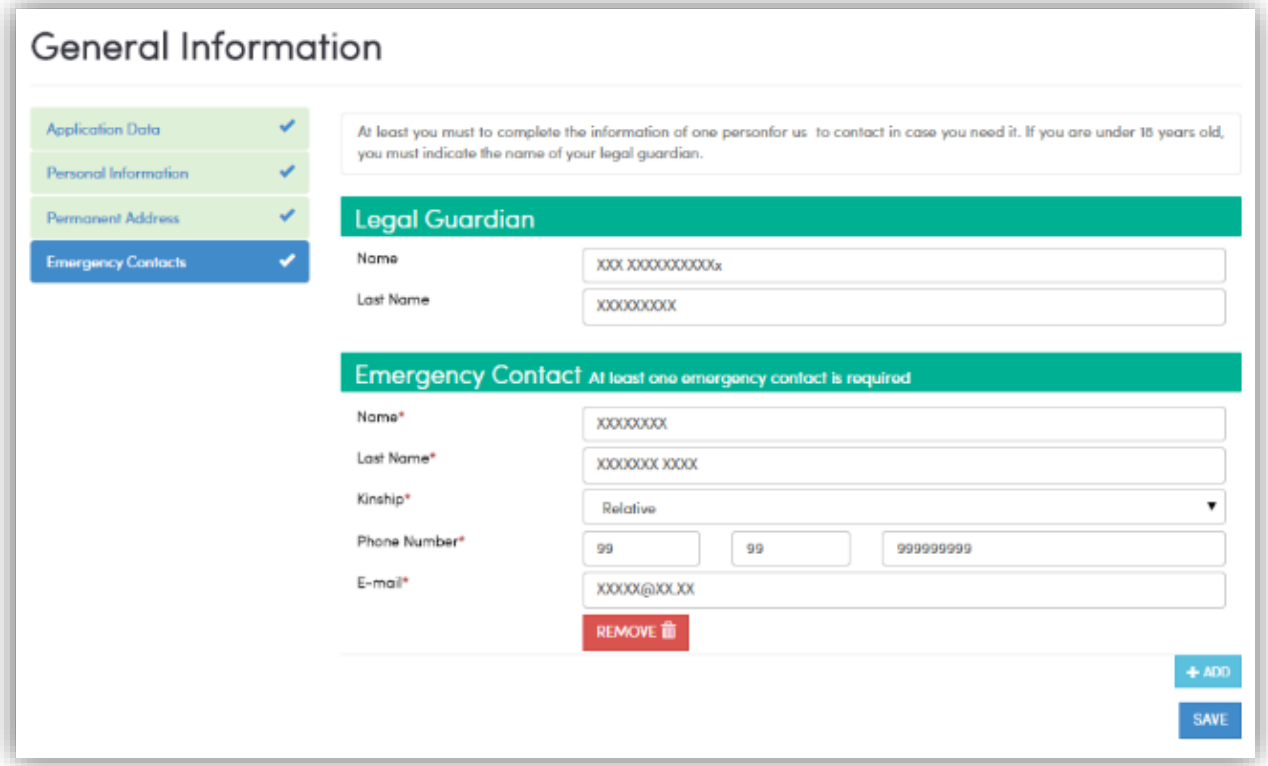
If you don't find the option you want in the fields "Birth State" or "Birth City", please choose the option **"Undefined"** and write it down.

Exchange – General Information

- **Permanent Address:** It is important that you complete this information, if you selected an independent program we will send all the official documents to this address. You have to specify country, state, city, zip code, street and number, phone number (please include international dialing code, country code and phone number).

- **Emergency Contacts:** at least you must to complete the information of one person that can be contacted in case you need it. If you are under 18 years old, you must indicate the name of your legal guardian, please include his/her name, last name and in the emergency contact, please include: name, last name, kinship, phone number (including international dialing code, country code and phone number) and mail.





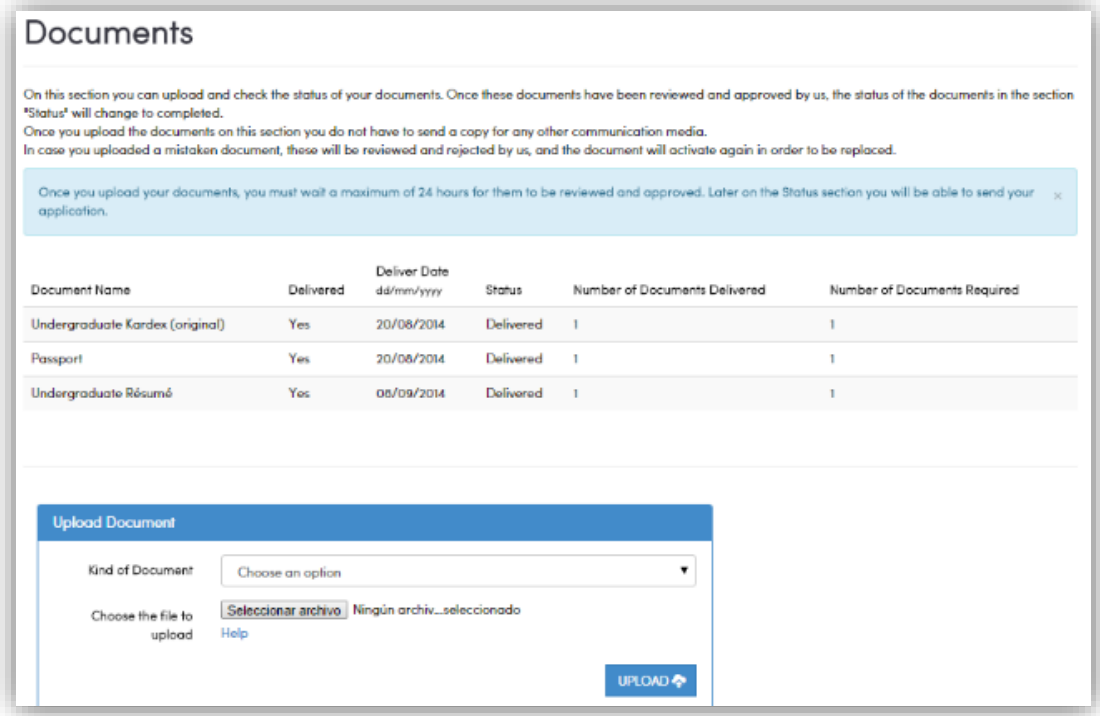
Exchange – Documents

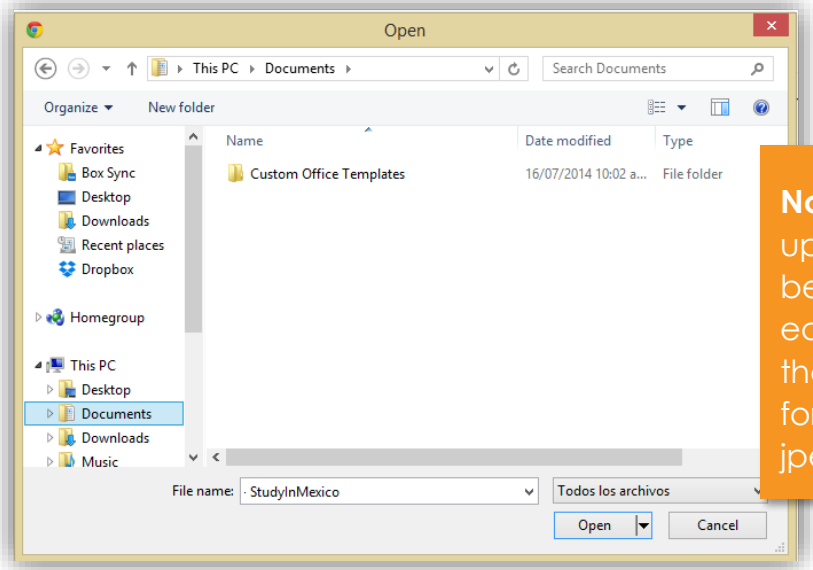
In this section you can upload and check the status of your documents. Once these documents have been reviewed and approved by us, the status of the documents in the section "Status" will change to completed. Once you upload the documents on this section you do not have to send a copy for any other communication media

You will find a table with the documents listed, if they are delivered, deliver date, status, number of documents delivered and number the documents required.

Required documents: in the Exchange program you must upload your passport.

When the documents are uploaded, the status change to "Delivered", you only have to wait 24 hours to know if they were approved or not. . If you uploaded a mistaken document, these will be reviewed and rejected by us, and the document will be activated again in order to be replaced.

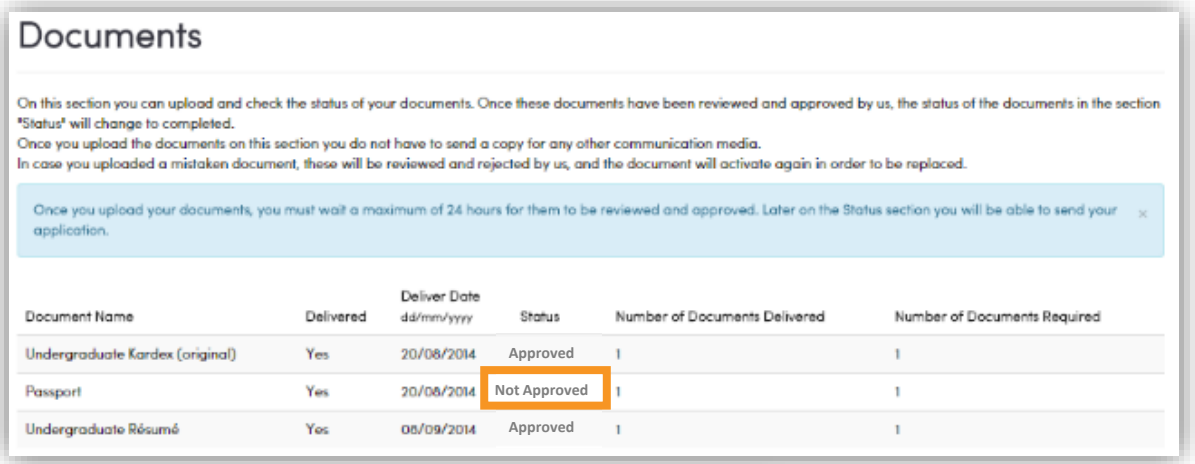


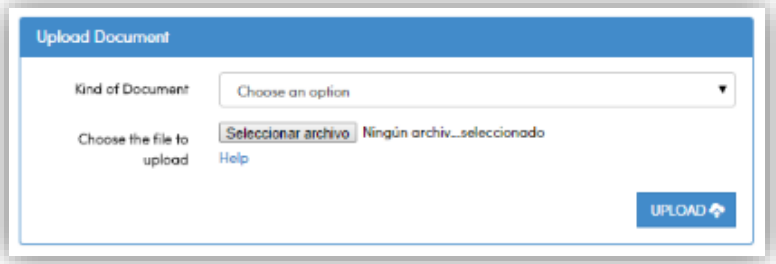


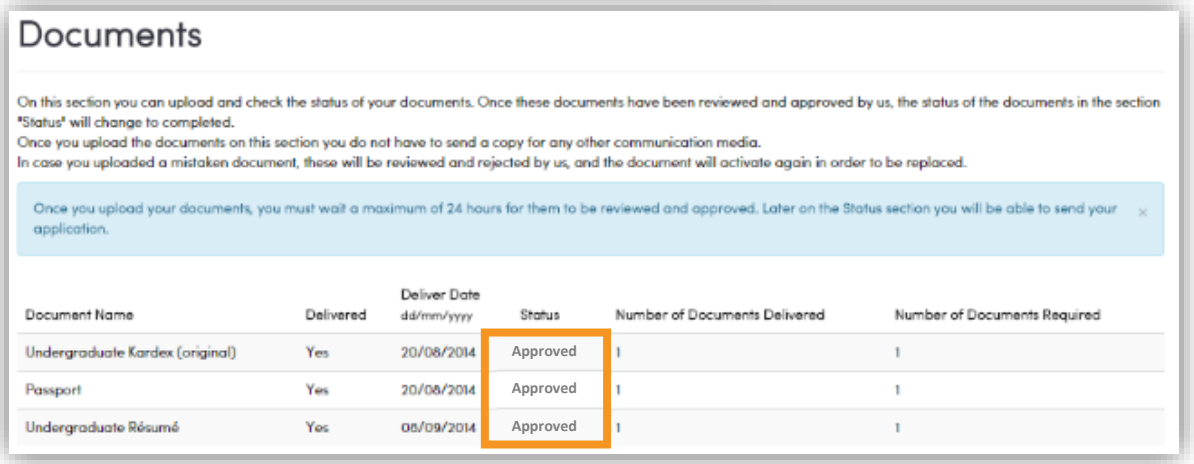
Note: the files uploaded must be less than 1 Mb each one and the allowed formats are: jpg, jpeg, tiff, pdf.

Exchange – Documents

- **Not Approved:** if any of your documents is not correct or is not visible, you will receive an email with the reasons of this rejection. Also in the document's section you will find the status **"Not Approved"** and the document will be activated again in order to be replaced. You have to wait another 24 hours for a new revision.
- **Approved:** when your documents are correct, you will find each one **"Approved".** Once these documents have been reviewed and approved by us, the status of the documents in the section "Status" will change to completed and you will be able to send your application.





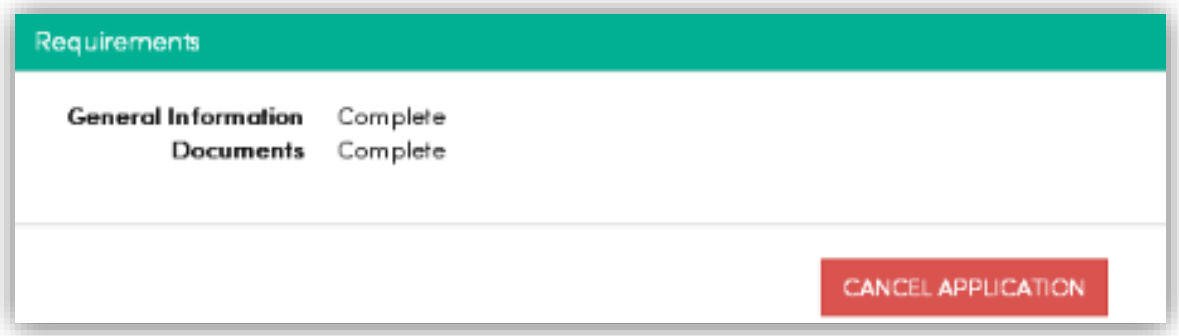


Exchange – Sending the application

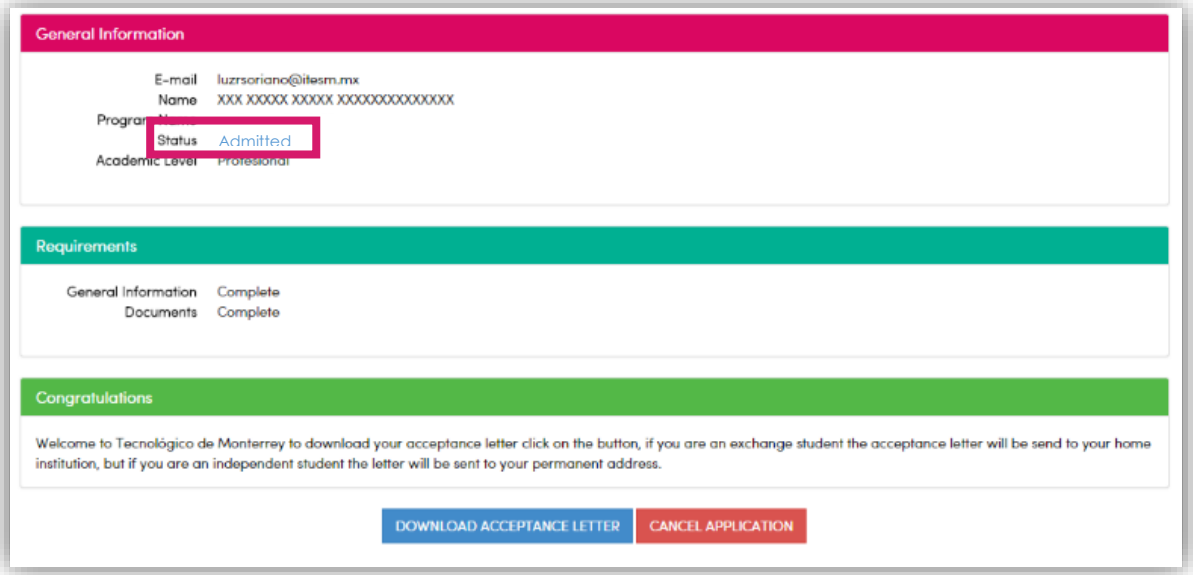
Once you complete your "General Information" and your documents are approved, you will be able to send your application.

While your application is being reviewed the status changes from "Sent" to "Being Reviewed".

You only have to wait until your application is approved and when that happens, the status screen will change from **"Being Reviewed"** to **"Admitted"**, you will receive a welcome mail confirming that you are part of Tecnológico de Monterrey and you also will be able to consult your ID number and download your acceptance letter.



Important: Don't forget that if you applied to the Exchange Program, it's necessary that your Home Institution confirms your nomination.



INDEPENDENT PROGRAM

Independent- Status

Independent Program: you are applying directly to Tecnológico de Monterrey, non-exchange agreement between Tecnológico de Monterrey and your home institution is needed. You are required to pay tuition and services directly to Tecnológico de Monterrey.

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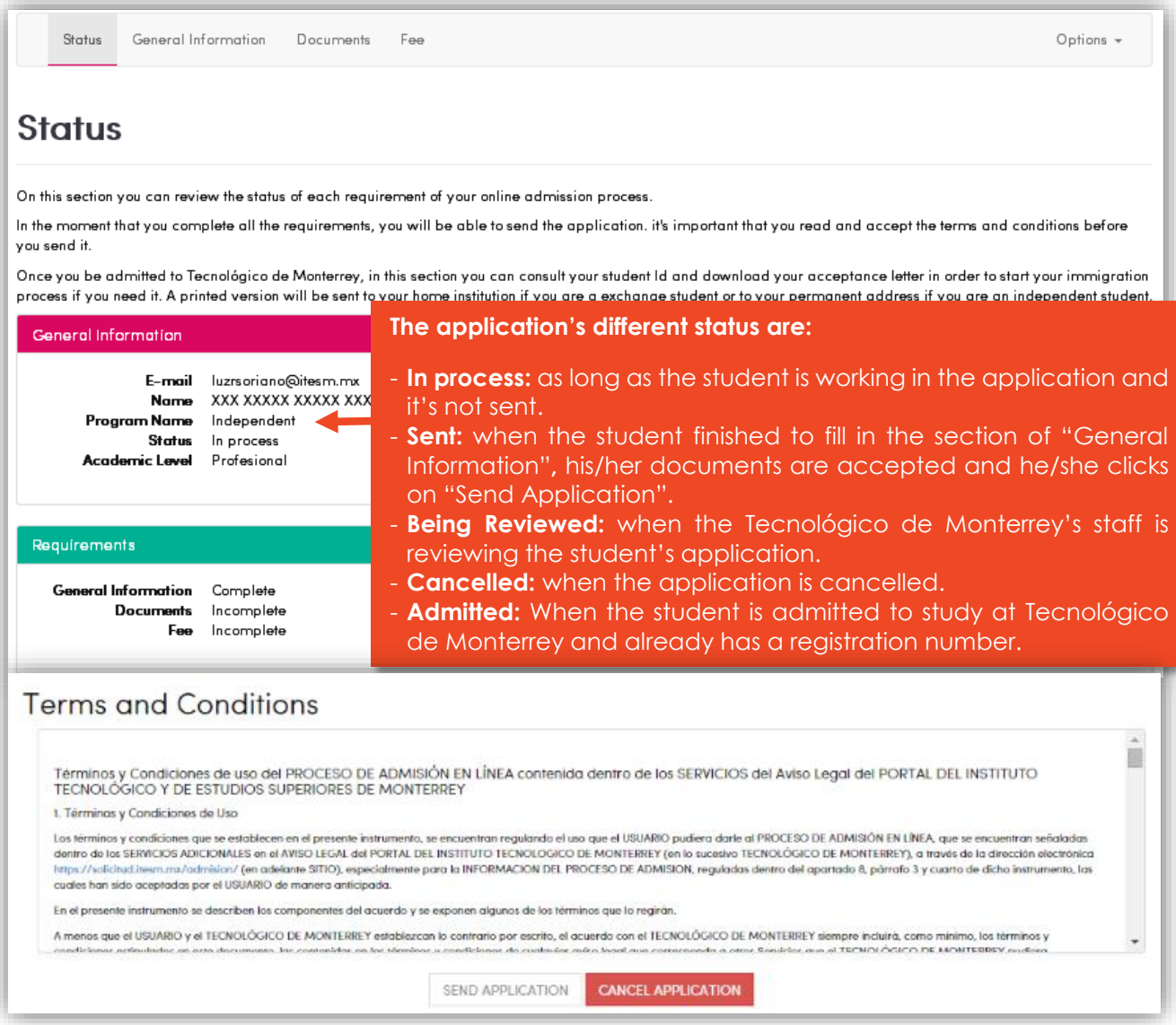

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- **Buttons:** as soon as your general information and documents are marked as completed you will be able to click the button named **"Send Application".** If you want to delete your application click on **"Cancel Application"**.

Independent – General Information

You have to fill out four sections:

- **Application data:** you have to choose your academic level, campus of Tecnológico de Monterrey in which you want to study, term(s) you want to apply if it's more than one term, you have to choose them, discipline of your studies, your home institution's and the country in which is located and your overall grade. When you had already filled out all the fields, click on **"Save".**

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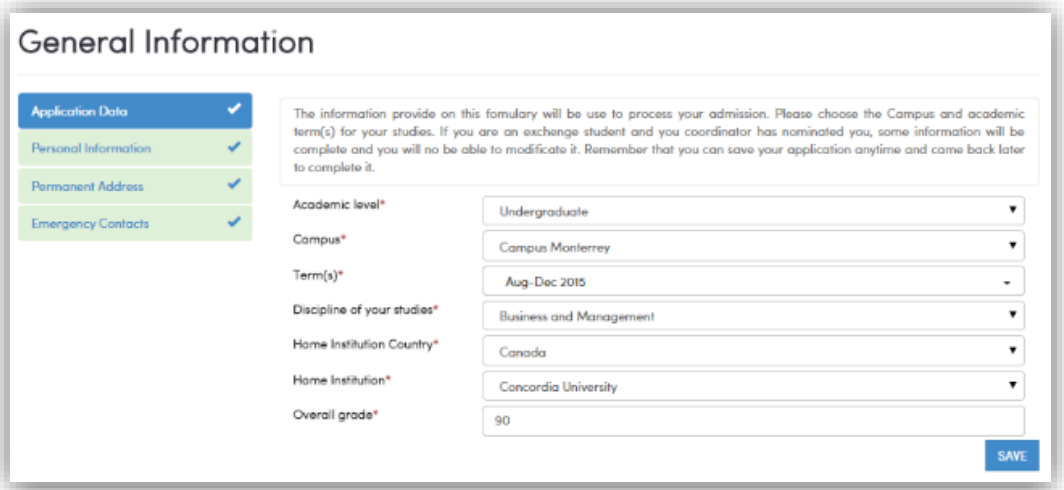

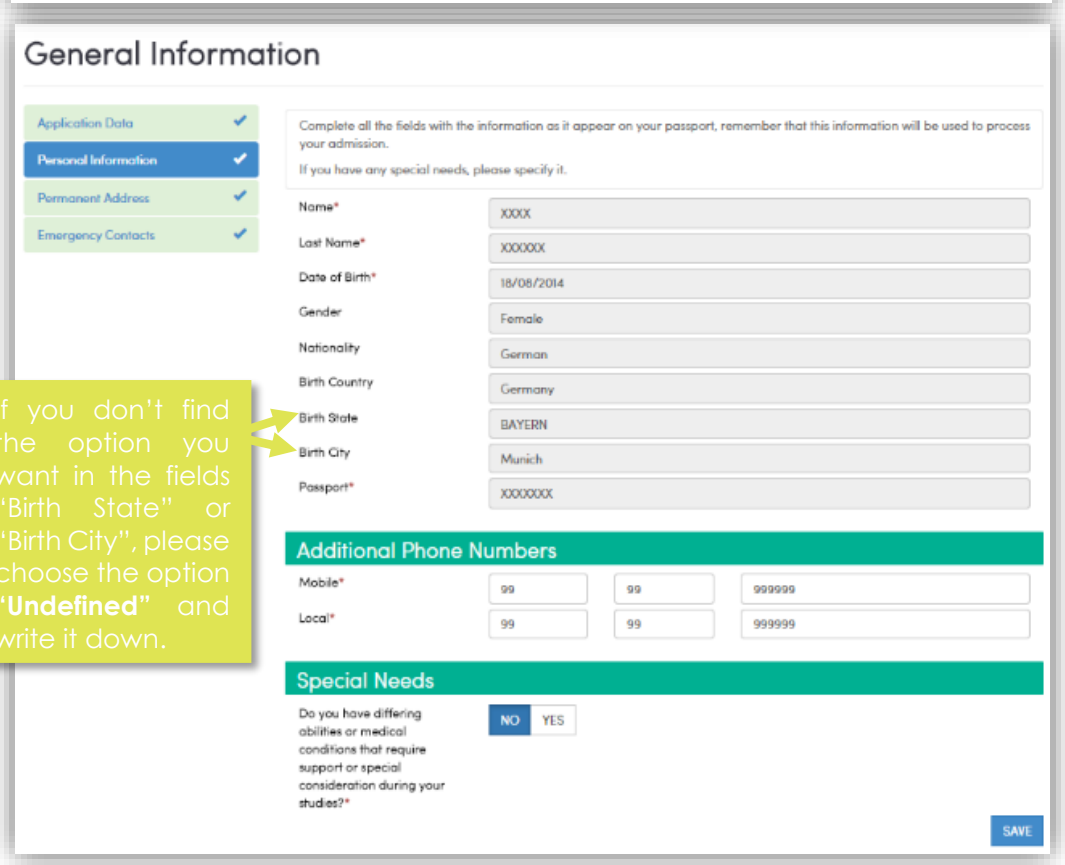

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Independent – General Information

- **Permanent Address:** It is important that you complete this information, if you selected an independent program we will send all the official documents to this address. You have to specify country, state, city, zip code, street and number, phone number (please include international dialing code, country code and phone number).

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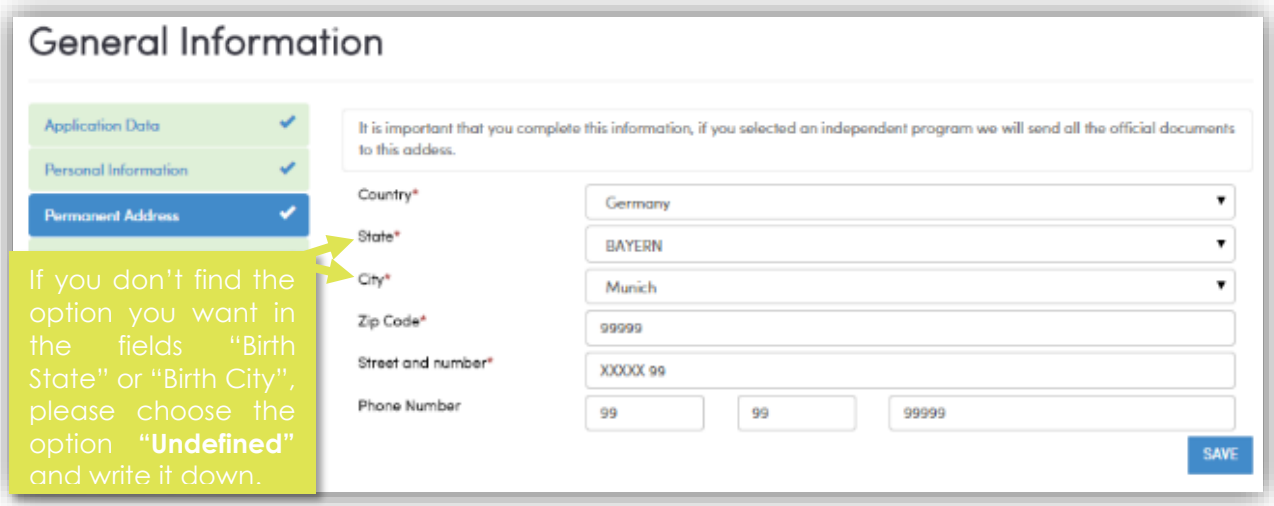

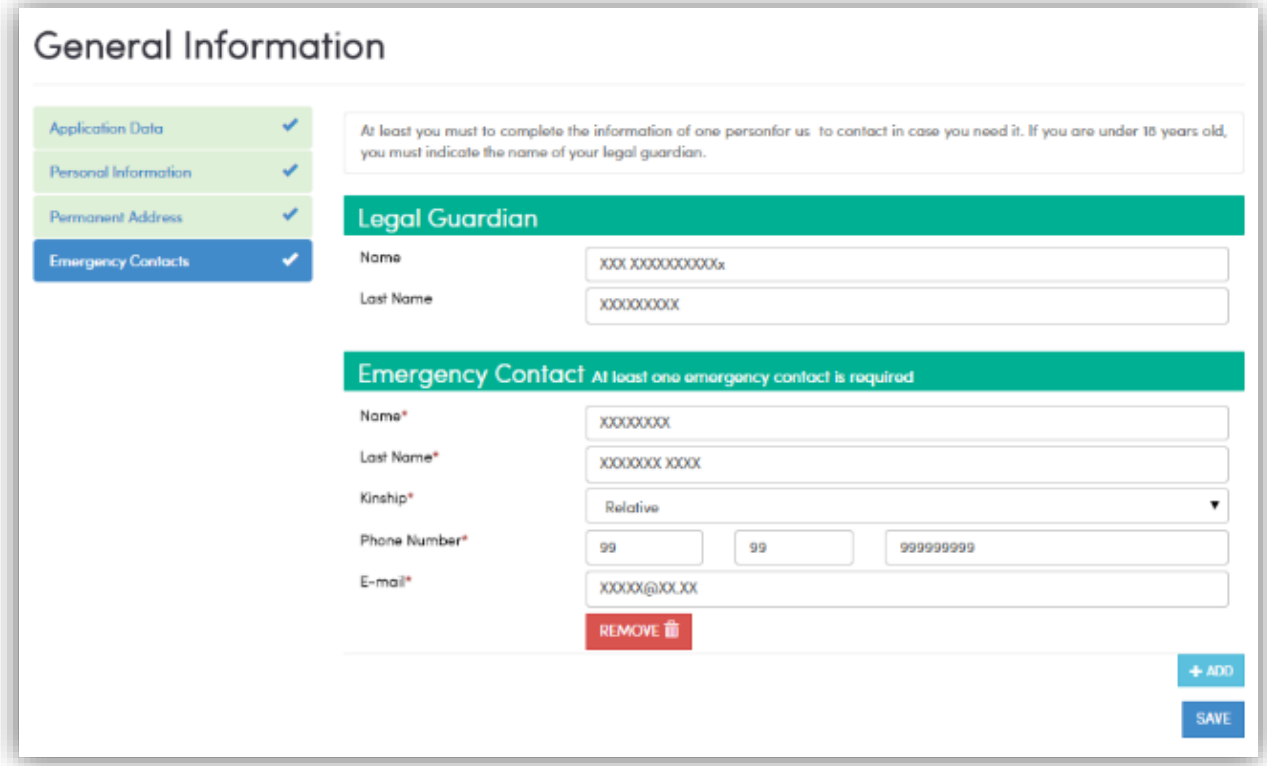

Independent - Documents

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You will find a table with the documents listed, if they are delivered, deliver date, status, number of documents delivered and number the documents required.

Required documents: in the Independent program your passport is required, original transcript and a recommendation letter in English or Spanish (original document including the writer's information and if it's given by an organization, it must be in headed notepaper.

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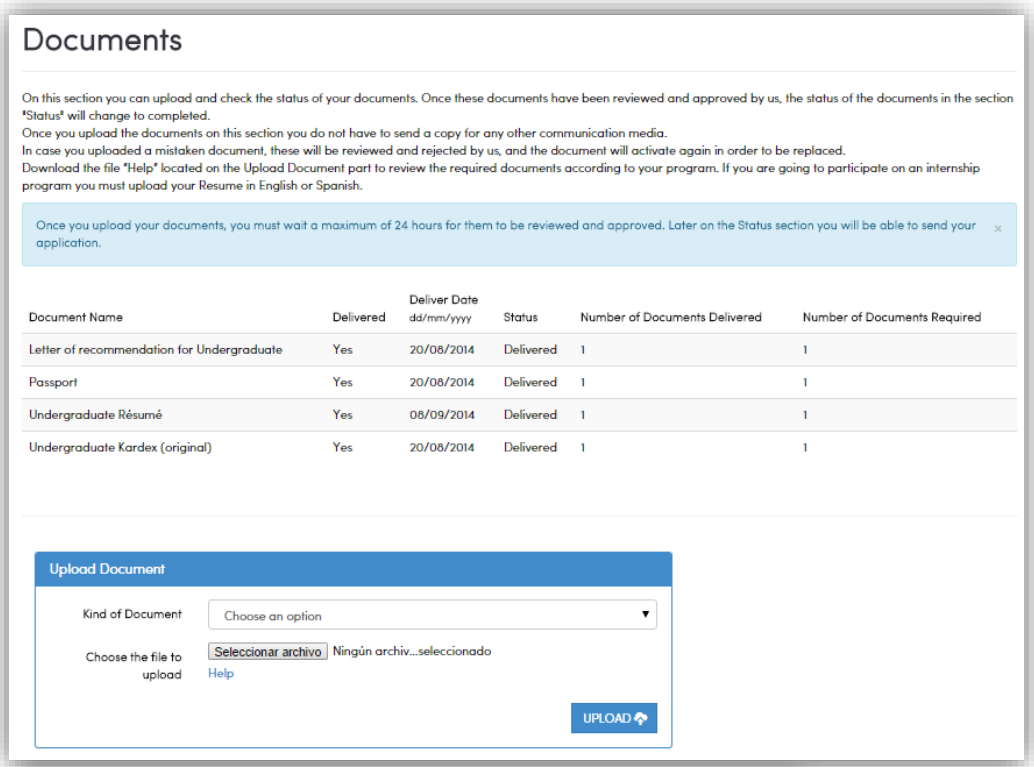

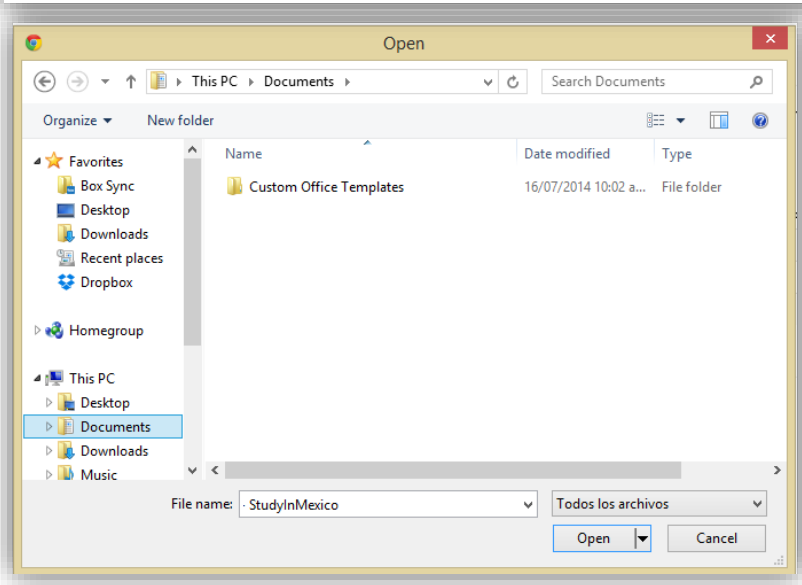

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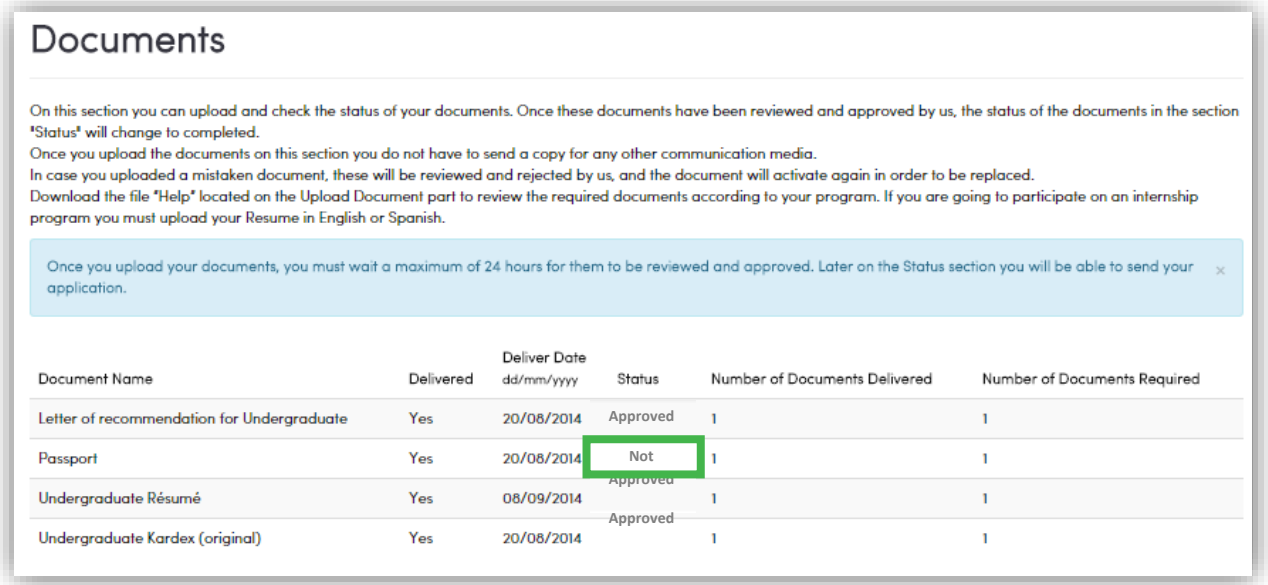
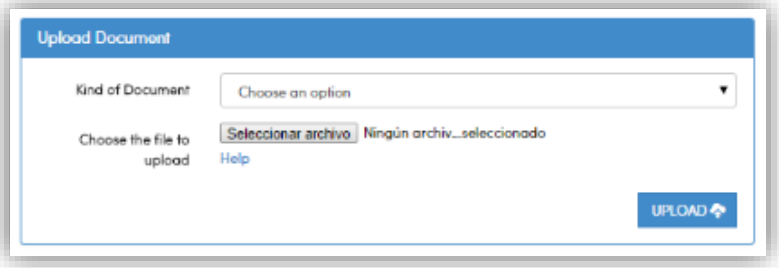
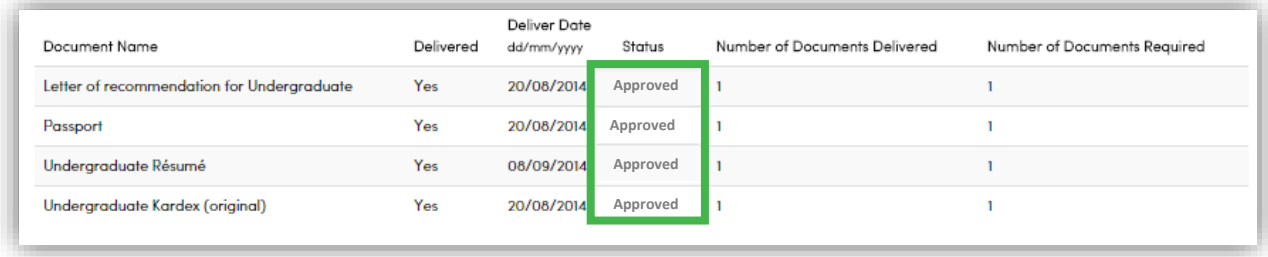






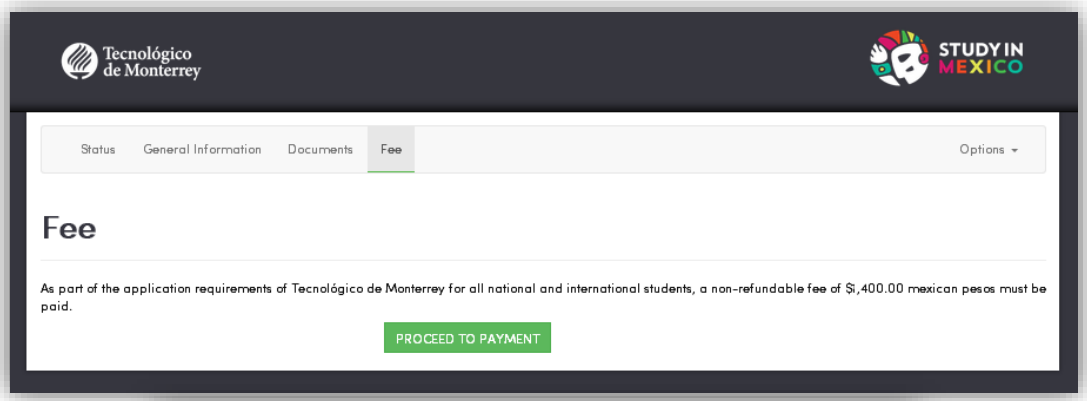
Independent – Fee

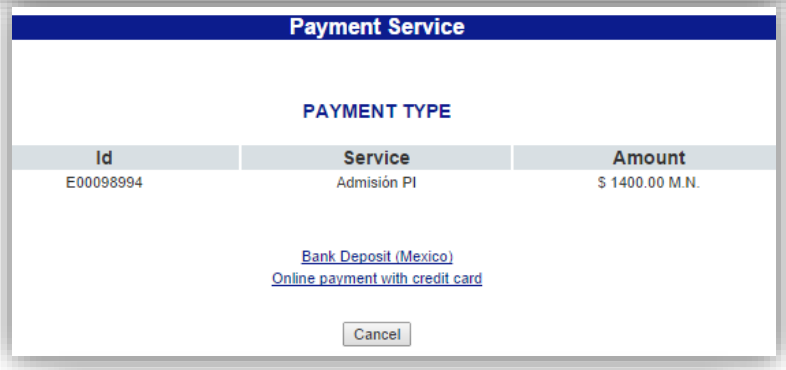
When you apply to the Independet program it's necessary to pay a fee to complete your admission process.

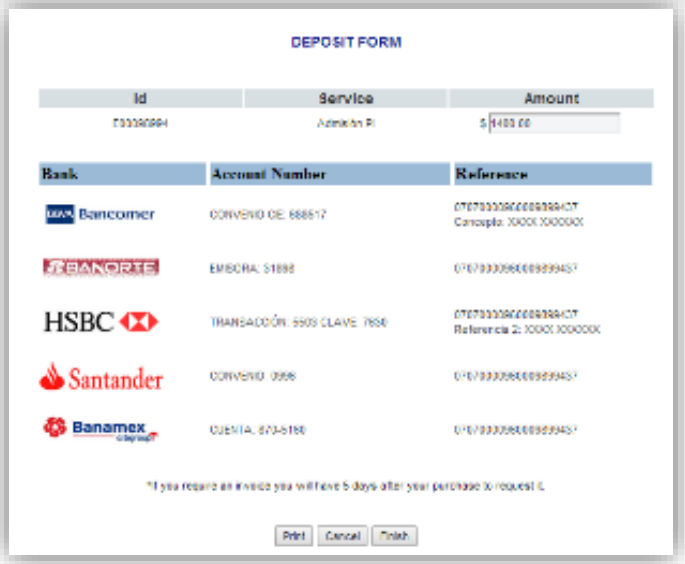
In the section named "Fee" you will be able to pay that admission fee you only have to click on "Proceed to Payment".

You can pay the fee through a bank deposit or by an online payment with credit card.

Bank Deposit: this payment method only applies for Mexico. When you click on the link "Bank Deposit (Mexico)" it's necessary to print the deposit form and pay at the bank. As soon as the payment is done, scan the deposit forma and send it at studyinmexico@servicios.itesm.mx with your information.



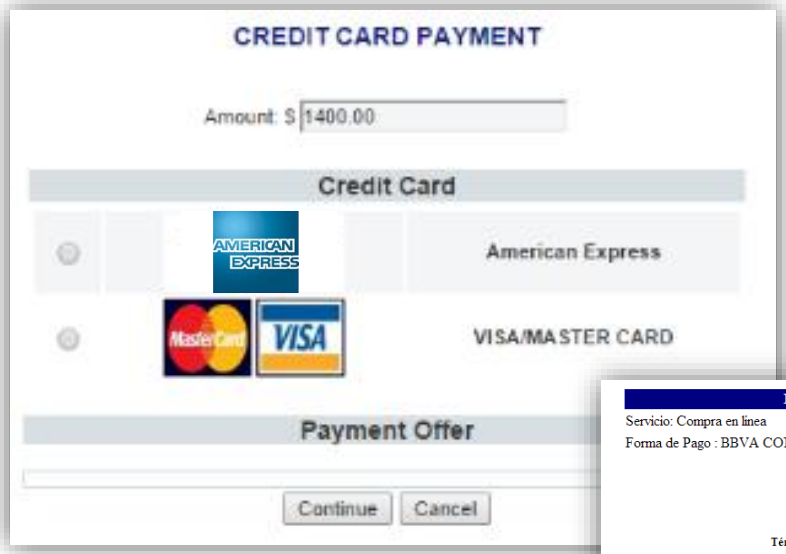


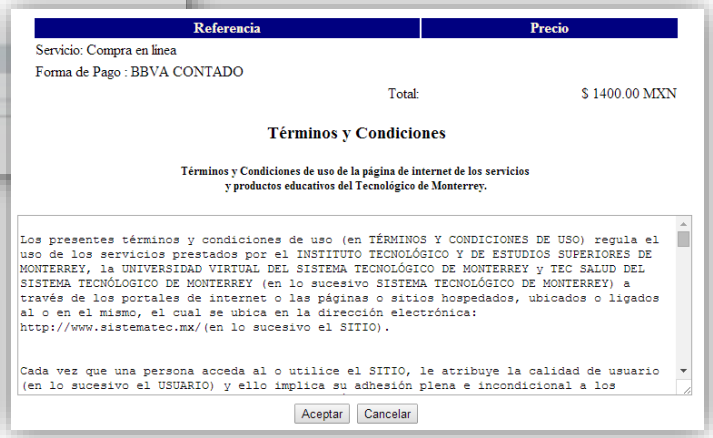


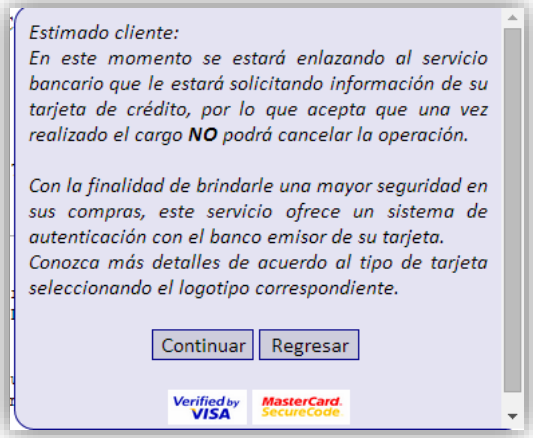
Independent – Fee

Credit Card Payment: if you prefer to pay with credit card, choose the type and in the section of payment offer, select "Venta Regular", click on "Continue" and confirm your payment. The following is a confirmation screen that includes the reference, amount and terms and conditions that need to be accepted, so click on "Aceptar" and then "Continuar".

Finally capture your credit card information and click on "Aceptar".





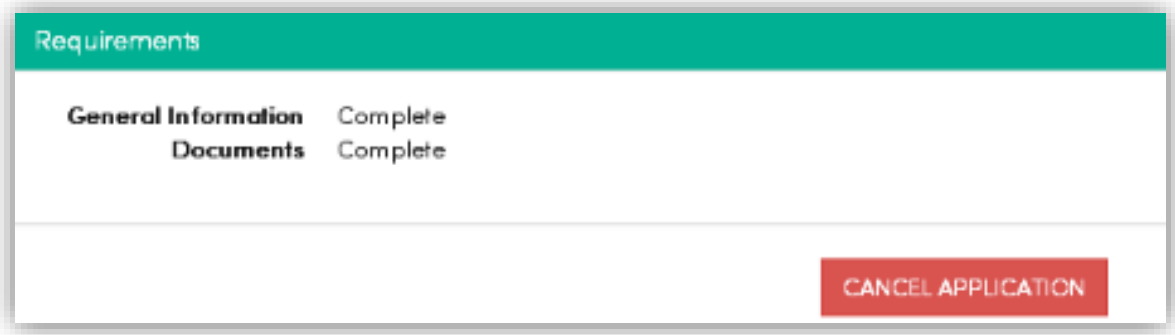


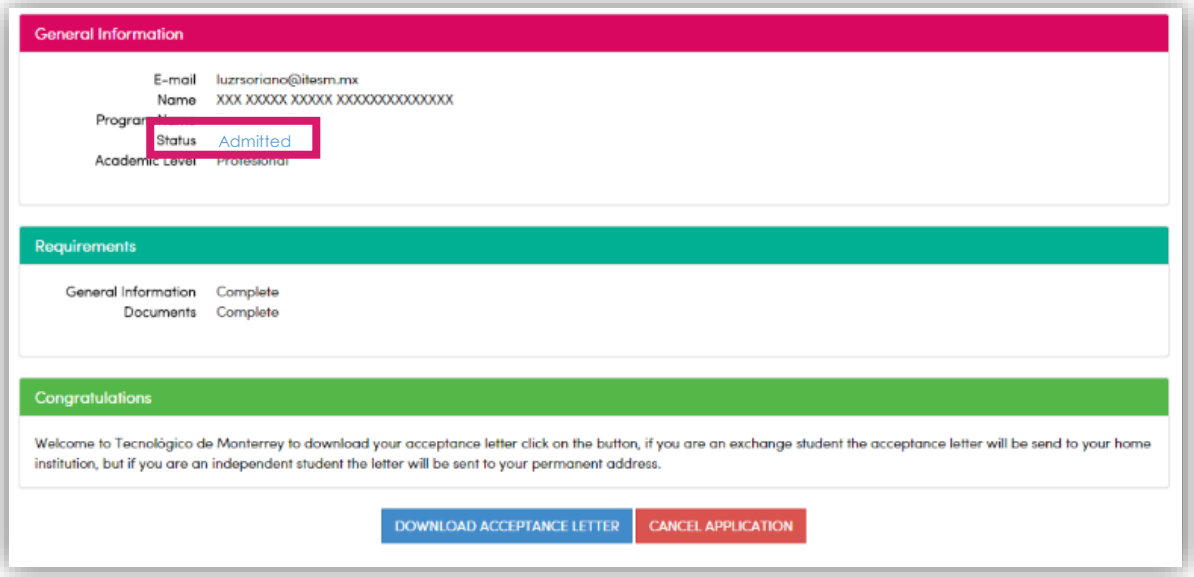
Independent – Sending the application

Once you complete your "General Information" and your documents are approved, you will be able to send your application.

While your application is being reviewed the status changes from "Sent" to "Being Reviewed".

You only have to wait until your application is approved and when that happens, the status screen will change from "Being Reviewed" to "Admitted", you will receive a welcome mail confirming that you are part of Tecnológico de Monterrey and you also will be able to consult your ID number and download your acceptance letter.





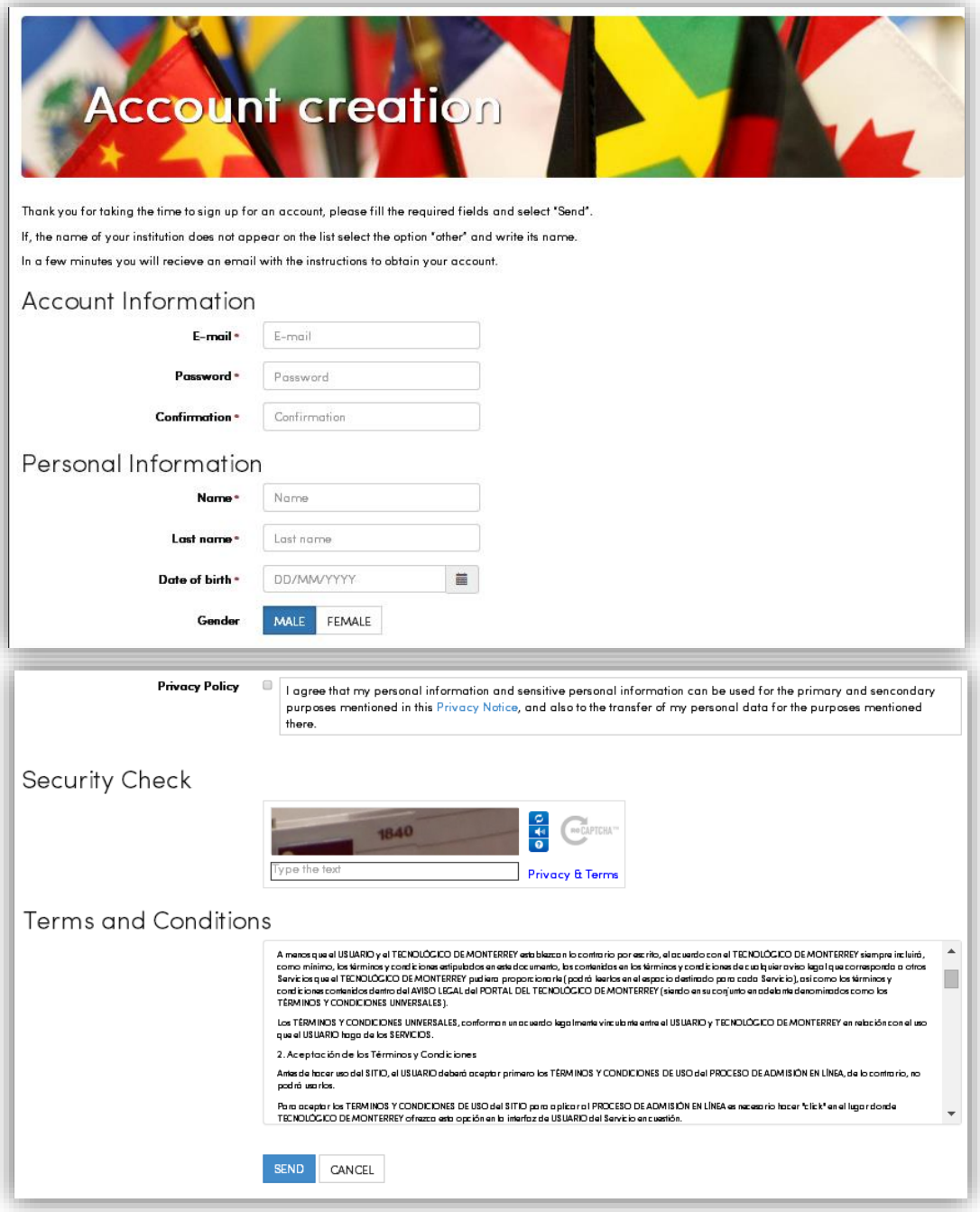
IF YOUR NOMINATION WAS DONE BY YOUR HOME INSTITUTION

Nominated by your Home Institution

In this case your Home Institution has to do your "General Information" registry and give advice to Tecnológico de Monterrey that you are being nominated to study a certain term in one of their campus and you will receive an email with an access link in which you have to create an account using the same email provided by your Home Institution.

You have to provide the following information: email, password, some personal information, fill a security check, accept the terms and conditions. As soon as you finish providing the information, click on "Send".

As soon as your information is complete, you will receive an email with an activation link and after the confirmation you will be able to access with your email and password.



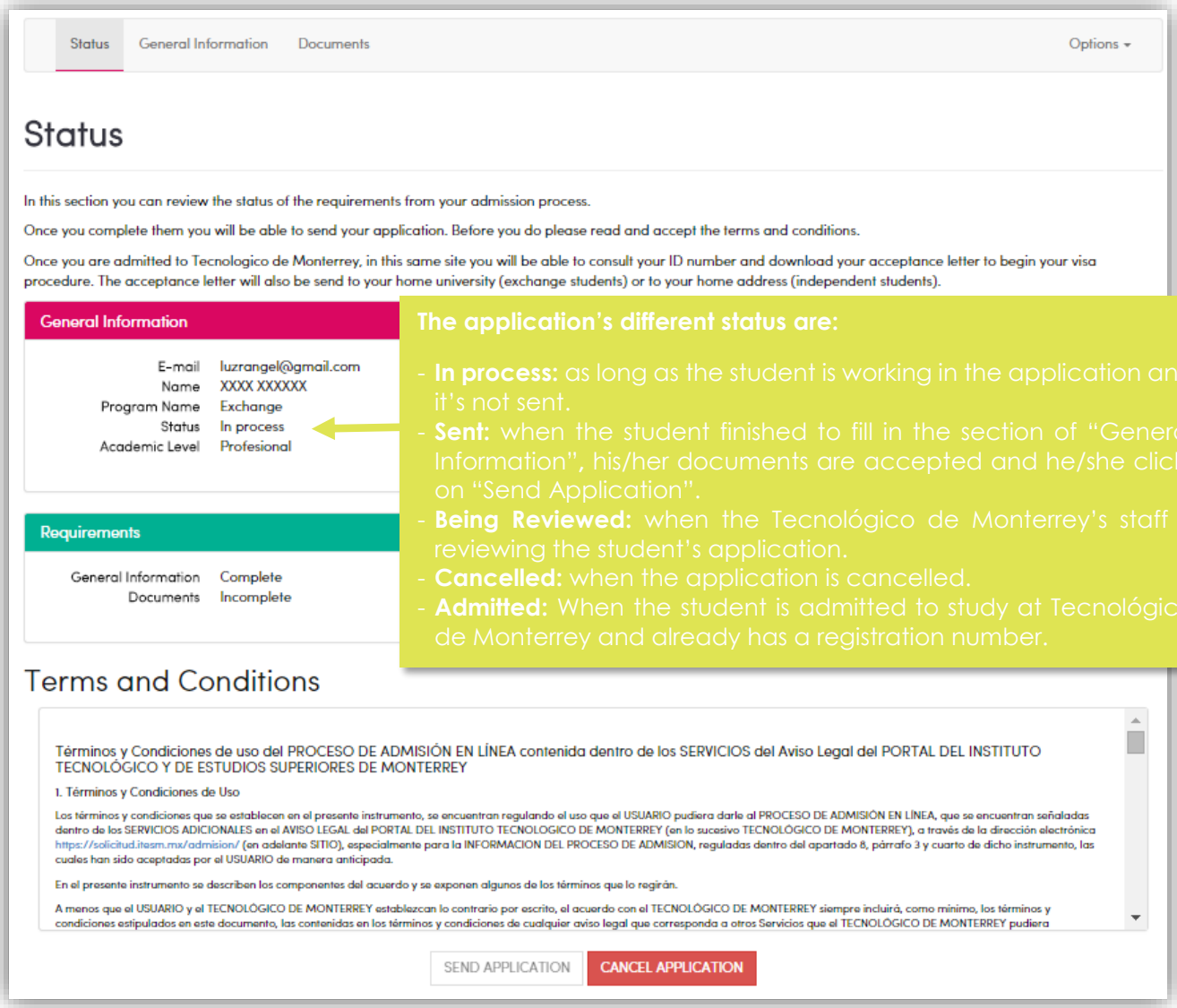
Nominated by your Home Institution

In this screen you will find three sections: Status, General Information and Documents.

In the "Options" menu you can send the application, cancel it or sign out.

Status: is a summary of your application progress, this section consists it three parts:

- **General Information:** includes your email, name, program in which you are applying (exchange), the status of your application, and your academic level.
- **Requirements:** once you complete your "General Information" section and your "Documents" are approved, you will be able to send your application.
- **Terms and conditions:** they talk about the online application's uses.
- **Buttons:** as soon as your general information and documents are marked as completed you will be able to click the button named **"Send Application".** If you want to delete your application click on **"Cancel Application"**.



The application's different status are:

- **In process:** as long as the student is working in the application and it's not sent.
- **Sent:** when the student finished to fill in the section of "General Information", his/her documents are accepted and he/she clicks on "Send Application".
- **Being Reviewed:** when the Tecnológico de Monterrey's staff is reviewing the student's application.
- **Cancelled:** when the application is cancelled.
- **Admitted:** When the student is admitted to study at Tecnológico de Monterrey and already has a registration number.

General Information and Documents

The next step is to fill out your general information and upload the documents needed for your admission process.

In the "General Information's" section some fields are already filled because is the information captured by your Home Institution, those fields couldn't be modified, you only have to complete the missing ones.

To complete the sections of "General Information" and "Documents" you can follow the instructions from page 8 to 14.

Don't forget to review the requirements of each program, the nomination and application deadlines in the website´s admission section.

If you have any question contact us at: studyinmexico@servicios.itesm.mx