



Student Exchange Information Sheet Master and Doctoral Students 2024

International Office



GENERAL COORDINATION
OF POSTGRADUATE
STUDIES

UNAM
POSGRADO



General Information

International Office (Postal address)

Unidad de Posgrado, Circuito de los Posgrados S/N, Building J, Third Floor, Offices J310 - J311, Ciudad Universitaria, Alc. Coyoacán, C.P. 04510, Mexico City, Mexico.

Web page: <https://www.posgrado.unam.mx>

Institutional Contacts

International programs and collaboration agreements

- Nidia Pantaleón Colín

Head of the Department of International Programs

E-mail:

nidia.pantaleon@posgrado.unam.mx

Telephone: +52 55 56230222

ext.: 80212

Exchange Students

- Guillermo Meneses Carmona

Head of the Student Exchange Department

E-mail:

gmcarmona@posgrado.unam.mx

Phone: +52 55 56230222

ext.: 80256

Incoming Students

- Vicente Pineda Diaz

Student exchange assistant

E-mail:

vpineda@posgrado.unam.mx

Phone: +52 55 56230222

ext.: 80205

Academic information

Academic calendar:

Spring semester: February to June 2024 (2024-2).

- Start date: 30/01/2024
- End date: 09/06/2024

Exchange induction and in-person registration of courses: 23/01/2024

Fall semester: August-December 2024 (2025-1)

- Start date: 05/08/2024
- End date: 06/12/2024

Exchange induction and in-person registration of courses: 30/07/2024

Academic calendar available at:

https://www.dgae.unam.mx/calendarios_escolares.html

Academic offer:

42 postgraduate programs grouped in four areas of knowledge:

- Physics, Mathematics and Engineering
- Biological, Chemical and Health Sciences
- Social Sciences
- Humanities and Arts

More information at:

<https://www.posgrado.unam.mx/oferta/>

Nomination and application dates

Nomination (by the student's home university):

- For the spring semester (February to June 2024) from August 15 to September 30, 2023.
- For the fall semester (August to December 2024) from January 30 to April 5, 2024.

Application (by student, after nomination):

- For the spring semester (February to June 2024) from August 15 to October 13, 2023.
- For the fall semester (August to December 2024) from January 30 to April 19, 2024.

Date of delivery of results for the semester from August to December 2024: from June 10, 2024.

Nomination Process

The International Relations Office or equivalent at the student's home university should send the student's nomination letter to movilidad@posgrado.unam.mx with copy (CC) to the student's email address. The nomination letter must include:

- Student's full name
- Master's or doctoral program being studied at the home university.
- Student's e-mail address
- Grade Point Average (GPA)
- Name(s) of the UNAM Postgraduate Program(s) where acceptance for the exchange is requested.
- Academic activity to be performed: Taking courses
- Indicate the semester the student request to study at UNAM (August-December and/or February-June).

Application Process

Once the nomination letter has been received, the student will receive an e-mail from movilidad@posgrado.unam.mx with instructions on how to complete an online form, in which the student must attach the following documents in PDF format, except for the photograph, which must be in JPG format:

- ID photograph with white background (JPG format).
- Copy of the enrollment certificate in a master's or doctoral program from the home university.
- Academic transcript of records or grade transcripts from the home institution
- Copy of the title/diploma of the last grade (bachelor or master)
- Spanish language certificate, minimum level B2, for non-Spanish speaking students.
- Curriculum Vitae (resume), 2 pages max.
- For students of Mexican nationality, copy of INE and CURP
- For students of foreign nationality, copy of passport
- Commitment letter signed and sealed by the student and the person in charge at the home university, available at: <https://www.posgrado.unam.mx/wp-content/uploads/2024/02/Carta-compromiso-2025-1.pdf>

Late or incomplete applications will not be processed.

Enrollment and tuition fees

Students from universities that have an agreement in force with UNAM will receive an exemption in the registration fee and per subject.

Students from universities that do not have an agreement or that do not have an agreement in force, must pay the following fees:

- \$250.00 USD registration fee per semester.
- \$320.00 USD for each course or subject.

Remarks and considerations

Before starting the application process, we suggest you consider the following information:

Academic activities - courses

- Students must carefully review UNAM's academic offer at the master's and doctoral level before applying for an exchange (<https://www.posgrado.unam.mx/oferta-academica/>).
- Acceptances for mobility are by Postgraduate Program.
- Students may request to take courses in a second Postgraduate Program, which must be indicated in the nomination letter from the home university and in the application form. Students must specify the main and secondary program in the application.
- The postgraduate exchange program only considers master's degree courses. Students cannot enroll bachelor's degree, specialization, language, residencies or medical rotations courses.
- The student should consider that the course load with the highest number of courses should be the main program with respect to the secondary program.

Required language

- The courses are taught in Spanish. Students must demonstrate proficiency in Spanish, level B2, according to the Common European Framework of Reference for Languages (non-Spanish speaking students).
- Some postgraduate programs, such as Letras, require a C1 level.
- The Spanish language certificate or proof of Spanish language proficiency may be emitted by the school/department/faculty of languages of the home university.
- Grades or certificates of bachelor's degree will not be considered.
- Exchange or visiting students who wish to take Spanish courses can take them at the Teaching Center for Foreigners (Centro de Enseñanza para Extranjeros, CEPE). They must apply for admission directly to CEPE and pay the corresponding fees. This academic activity is not considered part of the postgraduate student exchange program.

Before starting the application process, we suggest you take into account the following information:

Acceptance

- Once the exchange has been authorized and the acceptance letter has been issued, no changes of any kind can be made. If the student needs to modify the conditions of acceptance, the application will be cancelled and the process must be started again for the upcoming period.
- Once the student receives the acceptance letter, it is suggested to schedule their transfer and accommodation in Mexico. Students must arrive in Mexico one week before the beginning of the semester, the dates will be indicated in the acceptance letter.
- Once accepted at UNAM, students must respect the current regulations and norms applicable during their stay in Mexico.

Migratory procedures

- Visa requirements for entry into Mexico depend on the nationality of origin and the length of stay. For more information, please consult: <http://www.gob.mx/sre/acciones-y-programas/visa-de-residente-temporal-estudiante>
- It is the student's responsibility to obtain the visa or migratory documents if necessary.

Remarks and considerations

Arrival in Mexico and at UNAM

- Students must arrive in Mexico one week before the start of the courses, in order to receive orientation and register academic activities (courses).
- Students must find and hire their own accommodation, preferably before arriving in Mexico. UNAM does not have a student residence.
- For information on private housing options, please consult:
<https://alojamiento.cepe.unam.mx/login.php>
- Students from a foreign university must have a medical and accident insurance policy with medical care, hospitalization, medication and repatriation of remains with coverage in Mexico prior to their arrival.
- The student from a national university must provide a copy of the medical card of IMSS, ISSSTE or a major medical insurance policy.
- UNAM does not arrange or provide medical insurance for students.

Academic - administrative procedures

- The registration of the courses is personal and in-person, in case of not showing up on the indicated date, the mobility will be automatically cancelled.
- For those students who need to obtain a signature and seal from UNAM to obtain academic and financing procedures from their universities and countries of origin, they may request it once they have completed their in-person registration at the UNAM.

Any questions or clarifications should be made through the mobility office of the home university.

Credits and grading scale

- The only official document for recognition of the grades/notes at the home institution is the one issued by the UNAM's Postgraduate International Office.
- Grades are sent electronically to the home university in February and August after the end of the previous semester.
- At the end of the exchange semester, students can download a preliminary transcript of records from UNAM's records system.

Credits:

- UNAM has its own Credit System that is expressed in whole numbers.
- For theoretical activities, one credit is equivalent to 8 hours. For practical activities, one credit is equivalent to 16 hours.

Grading scale at UNAM:

- 0-5.9 Not approved
- 6 Sufficient performance, fulfills minimum criteria
- 7 Satisfactory-Regular, work with significant deficiencies.
- 8 Good. Good enough work with some notable errors
- 9 Very good. Above average performance with some errors
- 10 Excellent. Outstanding results with minor errors

Bachelor's Degree Exchange

Carlos Navarro Rojas: cnavarro@global.unam.mx

The application process and requirements for bachelor's and postgraduate programs are different.