PONTIFICIA UNIVERSIDAD CATÓLICA DE CHILE

ONLINE APPLICATION GUIDELINE

INTERNATIONAL MOBILITY COORDINATION

VICERRECTORÍA DE ASUNTOS INTERNACIONALES

PONTIFICIA UNIVERSIDAD CATÓLICA DE CHILE

TABLE OF CONTENTS

Step 1 – Select Country and Home University

❖ Select Country of Origin.

COUNTRY, AGREEMENT AND EXCHANGE PROGRAM

Please indicate country and name of your Home University:

Country (*)		Search
Name of Home University (*)		Search
Exchange program (*)	Select the exchange program ⌄	
Email (*)		
Confirm email (*)		Verificar

If your Home University does not appear in the list, please conctact exchange@uc.cl.

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

Search Parameters - Google Chrome — □ ✕

🔒 www12.uc.cl/web_rai/jsp/rai_buscar_instituciones_extrj.jsp?tipolista=4...

COUNTRY

To accelerate this search, please, input the first letters of the word searched.

Argentina
Australia
Austria
Belgium
Bolivia

Ok →   Close →

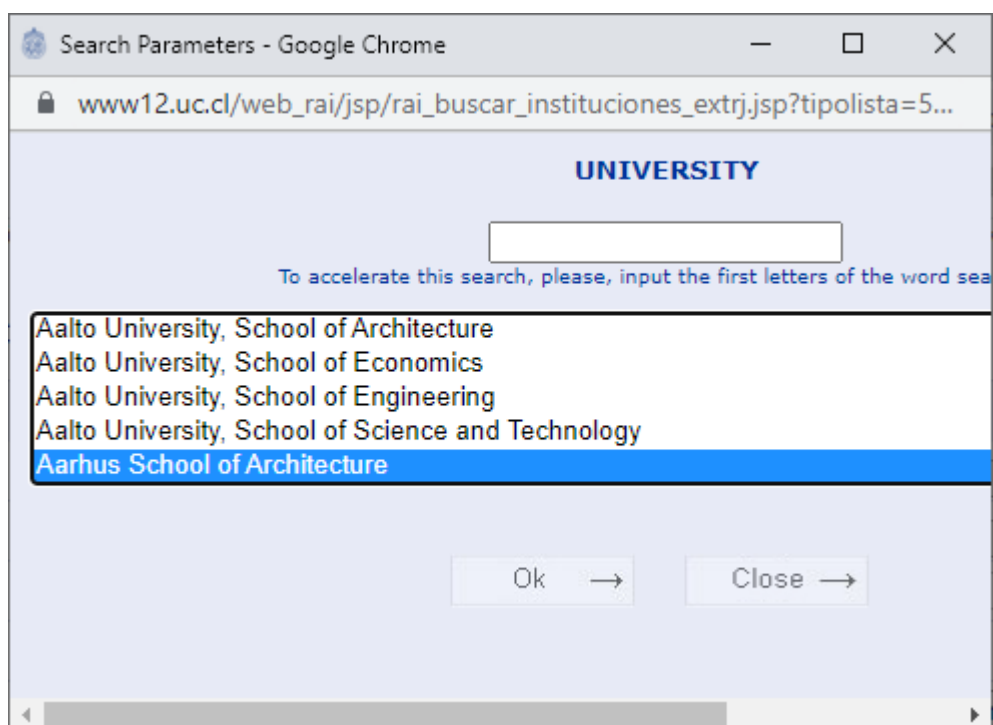❖ Select Home University

COUNTRY, AGREEMENT AND EXCHANGE PROGRAM

Please indicate country and name of your Home University:	
Country (*)	[_____] Search🔍
Name of Home University (*)	[_____] Search🔍
Exchange program (*)	Select the exchange program ⌄
Email (*)	[_____]
Confirm email (*)	[_____] Verificar

If your Home University does not appear in the list, please conctact exchange@uc.cl.

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

Search Parameters - Google Chrome   — ☐ ✕

🔒 www12.uc.cl/web_rai/jsp/rai_buscar_instituciones_extrj.jsp?tipolista=5...

UNIVERSITY

[_____]

To accelerate this search, please, input the first letters of the word sea

Aalto University, School of Architecture
Aalto University, School of Economics
Aalto University, School of Engineering
Aalto University, School of Science and Technology
Aarhus School of Architecture

Ok →   Close →

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

COUNTRY, AGREEMENT AND EXCHANGE PROGRAM

Please indicate country and name of your Home University:	
Country (*)	[ ] Search🔍
Name of Home University (*)	[ ] Search🔍
Exchange program (*)	Select the exchange program ⌄
Email (*)	[ ]
Confirm email (*)	[ ] Verificar

If your Home University does not appear in the list, please conctact exchange@uc.cl.

```
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

Please indicate country and name of your Home University:		
Country (*)		Search
Name of Home University (*)		Search
Exchange program (*)	Select the exchange program	
Email (*)		
Confirm email (*)		Verificar

If your Home University does not appear in the list, please conctact exchange@uc.cl.

The email address cannot have more 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

Indicate how many semesters you are applying to (*):

- 🔵 For 1 semester beginning march 2021
- ◯ For 2 semesters beginning march 2021
- ◯ For 1 semester beginning july 2021
- ◯ For 2 semesters beginning july 2021
- ◯ Other: select month and year of beginning and finish.

Beginning (Month) ⌄ - (Year) ⌄
Finish (Month) ⌄ - (Year) ⌄

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

PERIOD OF EXCHANGE

Indicate how many semesters you are applying to (*):

- ◯ For 1 semester beginning march 2021
- ◯ For 2 semesters beginning march 2021
- 🔵 For 1 semester beginning july 2021
- ◯ For 2 semesters beginning july 2021
- ◯ Other: select month and year of beginning and finish.

Beginning (Month) ⌄ - (Year) ⌄
Finish (Month) ⌄ - (Year) ⌄

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

PERIOD OF EXCHANGE

Indicate how many semesters you are applying to (*):

○ For 1 semester beginning march 2021	Beginning (Month) ∨ - (Year) ∨
● For 2 semesters beginning march 2021	Finish (Month) ∨ - (Year) ∨
○ For 1 semester beginning july 2021	
○ For 2 semesters beginning july 2021	
○ Other: select month and year of beginning and finish.	

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

PERIOD OF EXCHANGE

Indicate how many semesters you are applying to (*):

○ For 1 semester beginning march 2021	Beginning (Month) ∨ - (Year) ∨
○ For 2 semesters beginning march 2021	Finish (Month) ∨ - (Year) ∨
○ For 1 semester beginning july 2021	
● For 2 semesters beginning july 2021	
○ Other: select month and year of beginning and finish.	

Step 3 – Personal Information (Personal data)

❖ Fill in the following fields (please see image below)

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.
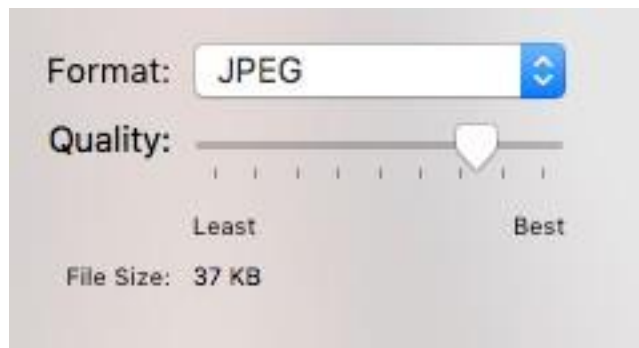
- How do I know my photograph was successfully uploaded?

  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 (*)	[photo placeholder] Upload Photos
Last Name (*)	
Name (*)	
Date of Birth (*)	dd [ ] mm [ ] yyyy [ ] Gender (*) (Gender) ▾
Passport Number (*)	
Citizenship (*)	[ ] Search
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.

Last Name (*)	Black
Name (*)	Virgilio Roberto Antonio

  - **DO NOT** use symbols or special characters (-+¡!=¿?−…~[],≠" among others).

- Permanent Address

  - It is mandatory to complete every field of this section.

Permanent Address (*)	Street			Number	
	Apartment		City		
	Country		Postal Code		
	Search				
Telephone (*)		Indicate country and city code.			

  - **DO NOT** use symbols or special characters (-+¡!=¿?−…~[],≠" amongothers)

Example of online form

PERSONAL DATA

Please, fill in the following fields:

Applicant's photo (*)	Upload Photos
Last Name (*)	Black
Name (*)	Virgilio Roberto Antonio
Date of Birth (*)	dd 10 mm 10 yyyy 2000 Gender (*) Male ∨
Passport Number (*)	759623
Citizenship (*)	Sweden Search
Native Language (*)	Italian ∨
Permanent Address (*)	Street A Street Number 46
	Apartment B City Roma
	Country Italy Postal Code 46985 Search
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)

Contacto de Coordinador Universidad de Origen:			
Nombre		Apellido	
Cargo en la Universidad			
Correo electrónico		Teléfono	

The e-mail address cannot have more than 50 characters.

❖ Fill in the Personal Emergency Contact

Contacto personal de Emergencia:			
El contacto personal de emergencia debe ser distinto del ingresado en el campo contacto de coordinador de Universidad de origen.			
Nombre		Apellido	
Correo electrónico		Teléfono	

The contact provided in this section must be different from the one provided above.

Step 5 – Academic Background

❖ Fill in the Academic Background Section

ACADEMIC BACKGROUND

Please indicate the name of the Degree Program you are currently enrolled at your Home University.		
Degree Program (*)		(*) ○ Undergraduate ○ Postgraduate
Years Attended (*)		
Main Field of Study at UC (*)	(Main field of study at UC) ⌄	Validate main field of study at UC

- Degree Program: Indicate your degree at your Home University.

- Study level: 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.

    ```
    (Main field of study at UC)
    Dental Medicine
    Faculty Of Agriculture And Forestry Engineering
    Faculty Of Biological Sciences
    Faculty Of Chemistry
    Faculty Of Communications
    Faculty Of Economics And Business Administration
    Faculty Of Education
    Faculty Of Law
    Faculty Of Letters
    Faculty Of Mathematics
    Faculty Of Theology
    Healthcare Science
    Institute Of Aesthetics
    Institute Of Astrophysics
    Institute Of Geography
    Institute Of History
    Institute Of Music
    Institute Of Philosophy
    Institute Of Physics
    ```

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

ACADEMIC BACKGROUND

Please indicate the name of the Degree Program you are currently enrolled at your Home University.		
Degree Program (*)		(*) ◯ Undergraduate ◯ Postgraduate
Years Attended (*)		
Main Field of Study at UC (*)	(Main field of study at UC) ⌄	Validate main field of study at UC

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

This is not a course registration form. You will not automatically be enrolled in any of the courses you list below. Course registration is done upon arrival, for those courses you meet the prerequisites for (if any). Though UC cannot guarantee enrollment in any course, we will do our best to satisfy your proposed study plan. Courses can be found at:

MARCH-JULY (First Semester UC) VER AQUÍ

Course Code (*)	Course name	Credits	Needed to complete your degree?
			No ⌄
			No ⌄
			No ⌄
			No ⌄
			No ⌄
			No ⌄

❖ 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.**

AUGUST-DECEMBER (Second Semester UC) VER AQUÍ

Course Code (*)	Course name	Credits	Needed to complete your degree?
			No ⌄
			No ⌄
			No ⌄
			No ⌄
			No ⌄
			No ⌄

❖ 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: Buscador de Cursos UC

▪ Example "Buscador de cursos": Course ANT210 Antropología Urbana

❖

NRC	Sigla	Permite Retiro	¿Se dicta en inglés?	Sec.	¿Requiere Aprob. Especial?	Área de FG	Formato Curso	Categoría	Nombre	Profesor	Campus	Créd.	Vacantes			Horario			Agregar al horario
													Total	Disponibles	Reservadas				
15063	ⓘ ANT210	SI	NO	1	NO		Remoto con Act.Presencial		Antropología Urbana	Murray Marjorie, Buschmann Josefina	San Joaquín	10	52	15	🔍	L:2,3	CLAS	SIN SALA	➕
																J:1	AYU	SIN SALA	

✓ 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.

This is not a course registration form. You will not automatically be enrolled in any of the courses you list below. Course registration is done upon arrival, for those courses you meet the prerequisites for (if any). Though UC cannot guarantee enrollment in any course, we will do our best to satisfy your proposed study plan. Courses can be found at:

MARCH-JULY (First Semester UC) VER AQUÍ

Course Code (*)	Course name	Credits	Needed to complete your degree?
ANT210	Antropología Urbana	10	No ▾

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 "Buscador de Cursos UC"

This is not a course registration form. You will not automatically be enrolled in any of the courses you list below. Course registration is done upon arrival, for those courses you meet the prerequisites for (if any). Though UC cannot guarantee enrollment in any course, we will do our best to satisfy your proposed study plan. Courses can be found at:

MARCH-JULY (First Semester UC) VER AQUÍ

Course Code (*)	Course name	Credits	Needed to complete your degree?
ANT210	Antropología Urbana	10	No ▾

✓ 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 ONLY FOR REFERENCE AS UC IS NOT RESPONSIBLE FOR THE CREDIT TRANSFER AT YOUR HOME UNIVERSITY.

Step 7 – Supporting Documents (required files for applying)

Required files for applying:		
Official Transcript (Updated) (*)	Seleccionar archivo	Ningún archivo seleccionado
Spanish Certificate Level B2 Required And Valid For 2 Years Maximum (According To Dele) (*)	Seleccionar archivo	Ningún archivo seleccionado
Scanned Copy Of Passport - Valid For The Entire Exchange Period (*)	Seleccionar archivo	Ningún archivo seleccionado
Digital Version Of Photograph Passport Size Jpg Format 20 To 60kb On Light Background (*)	Seleccionar archivo	Ningún archivo seleccionado
Presentation Letter Issued By The International Office Of Home University. (*)	Seleccionar archivo	Ningún archivo seleccionado

Please remember, when submitting your online application form, the documents from this list will be automatically uploaded to your application folder.

❖ Before submitting your application, you need to have the following documents at hand:

    ✓ Updated Version of the Official Transcript of Records (pdf or jpeg).

    ✓ Nomination/Authorization Letter issued by the International Office of your Home University (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). (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).

❖ 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.

Required files for applying:

Official Transcript (Updated) (*)	Seleccionar archivo	Ningún archivo seleccionado
Spanish Certificate Level B2 Required And Valid For 2 Years Maximum (According To Dele) (*)	Seleccionar archivo	Ningún archivo seleccionado
Scanned Copy Of Passport - Valid For The Entire Exchange Period (*)	Seleccionar archivo	Ningún archivo seleccionado
Digital Version Of Photograph Passport Size Jpg Format 20 To 60kb On Light Background (*)	Seleccionar archivo	Ningún archivo seleccionado
Architecture Portfolio (Maximum Size 6mb) Only For Exchange Applicants. (*)	Seleccionar archivo	Ningún archivo seleccionado
Presentation Letter Issued By The International Office Of Home University. (*)	Seleccionar archivo	Ningún archivo seleccionado

Please remember, when submitting your online application form, the documents from this list will be automatically uploaded to your application folder.

❖ 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).

Required files for applying:

Official Transcript (Updated) (*)	Seleccionar archivo	Ningún archivo seleccionado
Spanish Certificate Level B2 Required And Valid For 2 Years Maximum (According To Dele) (*)	Seleccionar archivo	Ningún archivo seleccionado
Scanned Copy Of Passport - Valid For The Entire Exchange Period (*)	Seleccionar archivo	Ningún archivo seleccionado
Digital Version Of Photograph Passport Size Jpg Format 20 To 60kb On Light Background (*)	Seleccionar archivo	Ningún archivo seleccionado
Video For Theatre Or Document With Web Link Only Exchange Applicants In The Theatre Area (*)	Seleccionar archivo	Ningún archivo seleccionado
Presentation Letter Issued By The International Office Of Home University. (*)	Seleccionar archivo	Ningún archivo seleccionado

Please remember, when submitting your online application form, the documents from this list will be automatically uploaded to your application folder.

Warning: 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.

COMMENTS

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.

Recorte rectangular

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.

I hereby authorize Pontificia Universidad Católica de Chile to request extra information to my Home University if it is necessary to support my application.

Recorte rectangular

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 "Exit without apply" if you want to leave the Application form without submitting it and you want to fill it our later.

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 |

❖ 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.

Generate PDF →   Exit →

✓ 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.