

GENERAL COORDINATION
OF POSTGRADUATE
STUDIES

INTERNATIONALIZATION
COORDINATION

MASTER AND DOCTORAL
STUDENTS EXCHANGE

Informational Sheet

Research Stays

2024 - 2025



General Information

Internationalization Coordination (Postal address)

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

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

Institutional contacts

Student mobility

- Guillermo Meneses Carmona
Head of the Student Mobility
Department
E-mail:
gmcarmona@posgrado.unam.mx
Phone: +52 55 56230222
extension: 80256

Exchange Students

- Vicente Pineda Diaz
Student exchange assistant
E-mail:
vpineda@posgrado.unam.mx
Phone: +52 55 56230222
extension: 80205

Academic information

Academic calendar:

Semester 2025-1: August-December 2024

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

Orientation and in-person course registration: 30/07/2024

Semester 2025-2: February-June 2025

- Start date: 27/01/2025
- End date: 06/06/2025

Orientation and in-person course registration: 22/01/2025

Academic calendar available at:

www.dgae.unam.mx

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:

hwww.posgrado.unam.mx

Important dates

Stages	Semester 2025-1 (february to june 2025)	Semester 2025-2 (august to december 2025)
Nominations (Home University)	From August 12 to September 20, 2024	From February 4 to March 29, 2025
Applications (by the student, after nomination)	From August 12 to October 11, 2024	From February 4 to April 11, 2025
Review of documents and graduate Program Applications	October and November 2024	April and May 2025
Results period	From December 2, 2024	From June 5, 2025

Requirements of the incoming graduate mobility program

Academic activity - Research stay

- Have a current registration in a master's or doctoral study plan from a higher education institution (university).
- Start at the beginning of the UNAM academic semester (www.dgae.unam.mx).
- Have a research project.
- The duration must be a minimum of 3 and maximum of 12 months.
- In case of require taking master's courses, it must be mentioned in the nomination letter sent by the home institution. The subjects can only be from the same postgraduate program in which the tutor is enrolled and must adjust to the semester academic calendar.
- It is not possible to carry out activities during academic holiday periods since the UNAM facilities are closed.

Search for a tutor

- The student must contact an academic member of the list of tutors of the posgraduate program of interest, and raise the intention of carrying out a research stay under his or her supervision.
- If the tutor accepts, the student must request an invitation letter, which mentions the tutor's postgraduate program and the start and end dates of the stay.
- To establish contact with a tutor, you must consult the list of tutors of the posgraduate program of interest, entering the website: www.posgrado.unam.mx.

Nomination process

The International Relations Office or its equivalent at the student's home university must send the student's nomination letter to the e-mail address movilidad@posgrado.unam.mx with a copy 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: Research stay
- Indicate the start and end dates of the research stay at UNAM (dd/mm/yyyy).

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. To complete the online form the student must attach the following documents in PDF and a photograph 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 university
- Resume, 2 pages max.
- Copy of the title/diploma of the last grade (bachelor or master)
- For students of foreign nationality, copy of passport (valid), with a validity that covers the mobility stay

- For students of Mexican nationality, copy of INE and CURP
- Invitation letter from an accredited tutor from UNAM, indicating the exact dates of start and end of the research stay, as well as the name of the posgraduate program of assignment of the tutor
- Work plan (3 pages max.) where the schedule of activities to be developed is included
- Commitment letter: www.posgrado.unam.mx

Note: the start and end dates of the research stay must coincide in all the documents that include them.

Once the student's complete file is received, it will be presented to the Posgraduate Programs for validation.

The Posgraduate Programs will issue a result on the acceptance or rejection of the application.

Once the response is received, the **result will be notified**, and if applicable, the acceptance letter will be issued via email movilidad@posgrado.unam.mx to the student and the home university.

Observations and considerations

- Once the student has the invitation letter, it must be send the application to the Internationalization Coordination.
- Once the letter has been issued no changes of programs, dates and addition of other activities can be made.
- Sending the documentation does not guarantee an immediate response or approval of the activity. The management processes of the Internationalization Coordination are independent of any process of calls external to UNAM, so response times are not conditioned.

Required language

Spanish language certificate, level B2, according to the Common European Framework of Reference for Languages (for those students who came from a country with an different official language to spanish). Some postgraduate programs, such as Letras, require a C1 level.

Migratory procedures

Visa requirements for entry into Mexico depend on the nationality of origin and the length of stay.

Obtaining visa:

www.gob.mx

It is the student's responsibility to obtain the visa or migratory documents if necessary.

Arrival in Mexico and at UNAM

- Students must arrive in Mexico days before the start of the research stay, or in case of takings courses, one week before the start of the courses, in order to receive orientation and register academic activities. in order to receive orientation and register academic activities.
- Students must find and hire own accommodation, preferably before arriving in Mexico. UNAM does not have a student residence.
- For information on accommodation options 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 accomodation nor medical insurance for students.

Bachelor's Degree Exchange*

Carlos Navarro Rojas: cnavarro@global.unam.mx

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