Exchange Online Application

Instructions for International Students
Exchange Online Application

• Please read this step by step manual carefully. You are encouraged to follow this guide as you are filling out your online application in order to avoid errors in your submission which may cause a delay in the outcome of your application.

Before you begin:

• You should have electronic copies of the following supporting documents in order to proceed with the online application: (Please make sure they are all PDF copies)

1) Academic Transcript (Translated into Spanish or English)
2) Copy of your Passport
3) Language proficiency evidence (At least B1)
4) Motivation Letter (in Spanish)
5) Learning Agreement (Can be downloaded on our website http://uchile.cl/u6719)
Register

• You must register on this website:
  http://movilidadinternacional.uchile.cl

• Please create only one account on the system. If you think you already have an account, please contact us to verify.

• Your user will be your email address. If you forget your password, you will be able to recover it on the website. Keep in mind that this e-mail address will be the main point for correspondence until you arrive at the University of Chile.

• Press on the button “Register Now” below Login to create your account.
Register

- The register page will direct you to this screen. Please make sure to select “NO” to the question, to register as an incoming student.

- **Attention**: if you do not pick “no”, incoming programs will not be displayed.
Fill out registration form

- You need to have a passport number to register on the system. If you have a chilean “RUT”, you can use it too.

- Please complete correctly all personal information requested.

- Once the register is completed, you will be able to log in with your password and start your application.

![Horizons registration form](image-url)
Search of Program

• Select the option “search programs” on top.

• All programs will be displayed. You have to select “Estudiantes Libres Internacionales – Programa de Movilidad Estudiantil” for Exchange students.
Search of Program

• You can use filters to find the program. (i.e. Provider: Programa de Movilidad Estudiantil)

• **Attention:** For Bilateral students coming through partner agreements, only the program “Estudiantes Libres Internacionales” should be picked. If you do not apply properly to this form, your application will not be assessed by the Student Mobility Program.
Application

- At this point, you can already apply. You can press the name of the program below “program info”, or on the button “apply for” below options, selecting the semester you are applying for.
Before you begin the form

• In order to begin filling in your application form, you must have in consideration that all documents requested must be uploaded in PDF.

• Images, screenshots and unclear documents will not be assessed by the Student Mobility Program.
Application Form: Program Selection

- On this tab, you have to select who sponsors your application to UChile. As a bilateral student, you must select “Institución de origen” and then select your Home University on the picklist below.

- Please make sure to select “Primer Semestre 2017” on the Application Term question.

- On the last question, please indicate if you finance your exchange through scholarships.
Application Form

• You can save your application and continue later at any moment selecting the option “save and finish later”.

• To continue, you must log back into the system and press on the option “my application” at the beginning of the main site. It will display all your applications.
Application form: Academic Information

• At this point, you are required to indicate your academic data.

• First, indicate your career at your home institution on the text box. It can be in Spanish or English

  i.e.: Arquitectura – Architecture

• Secondly, you have to select the areas of interest at the University of Chile, indicating the faculties or institutes you are interested to join. You can select up to 3 options.
Application form: Academic Information

• Finally on this part, you have to indicate your GPA and the scale used at your home institution.

• **Atention:** Students applying to the UChile must have achieved a cumulative GPA of 5.0 according to the Chilean Grade System.

• As support, you also need to attach your most updated transcript of records. This transcript must be attached alongside its simple translation into English or Spanish in case your home university does not provide transcripts in those languages. You can add documents on the button “add item” or scan all documents as one PDF.

• At the end, you are required to upload a motivation letter stating the reasons for you to come to the University of Chile.
Application form: Courses Preselection

• On the courses preselection, you are required to complete on the text boxes, the courses you are interested to undertake at the University of Chile. As stated on the system, this preselection must be based on our academic catalogue only.

• Courses should be written as bellow:

  Facultad de Ciencias Sociales - Idioma y Cultura Mapuche.

• You can add up to 5 courses.

• Finally, you have to attach your learning agreement supporting you courses preselection. The learning agreement must coincide with the courses indicated previously and it must be downloaded on our website: http://uchile.cl/u6719 and be filled in on-line. Then, print it for stamps and signatures and upload it here.
Application form: Language Requirements

• On this section, you have to attach your Language Certificate proving a level of B1.

• Please make sure to upload documents signed and stamped by your home institution advisors or program coordinations.
Application form: Passport Information

• On this section, you are required to provide your Passport and its expiration date, as well as the scanned identification page.

• Attention: Your passport must be written with a P before the number.
Application form: Review and Save

- Once you have completed all required fields, you can see a summary of the information provided.

- If you need to make changes, you can go back to the step you wish to modify and click on the “edit” button below. Modifications can only be made before submitting your application.

- Once you have checked all the information is correct, you have to save your application at the bottom of this page.
Submit your Application

• Once your application is saved, you must select the option “Submit your application” on step 2 on the left menu.

• Once submitted, you will receive a notification by email.

• Attention: If you do not submit your application, it will be saved as an incomplete application but it will not be assessed.
Submit Application

• Once submitted, your application will be reviewed. You can check its status by logging in.

• If your application is approved, we will notify you by e-mail.
Withdraw Application

- You can withdraw your application at any time by selecting this option on the menu “My Application”. In this case, the application will not be assessed.

- **Attention**: By selecting this option, all the information of the application will be deleted.
You will hear from us soon!

• If you are application is approved, you will need to log back into the system for filling in the post acceptance form.

• If you have any doubts regarding your application, please contact us at:
  • pme@u.uchile.cl
  • cristobal.sanchez@u.uchile.cl