STEP 1:
You are going to receive an email from DGECI asking to complete the “Solicitud de movilidad estudiantil” online.

In the meantime, we highly recommend you review the courses offered at UNAM so you will have a preliminary list of courses when it comes time to complete your UNAM Online Application.

To search for UNAM courses online, go to https://www.dgae.unam.mx/planes/licenciatura.html. You will see four areas to click on. Click on the areas you would like to view courses in. A chart of courses will appear.

- “Nombre” column – you will see the various licenciaturas or degrees
- “Plantel” column – you will see the Facultad where courses are offered in the corresponding licenciatura (FES locations are not open to UCEAP students).
- “Sistema” column – only choose courses from “Escolarizado”
- “Plan de estudios” – click on “Consulta” to find more information about the courses offered in each licenciatura

The Facultades are located at various UNAM campuses, which are located great distances from each other. Focus on finding courses in Facultades located at the Ciudad Universitaria campus:

- Facultad de Filosofía y Letras
- Facultad de Ciencias
- Facultad de Derecho
- Facultad de Ingeniería
- Facultad de Arquitectura
- Facultad de Contaduría y Administración

These two are also options outside the Ciudad Universitaria campus:

- Escuela Nacional de Artes Plásticas
- Escuela Nacional de Música

Think about what courses you want to take at UNAM and carefully plan your course list so that you include courses from all Facultades and licenciaturas in which you wish to take courses.

If you plan to take courses in multiple Facultades, list at least one course in each Facultad (try to limit yourself to 1-3 Facultades).

If you plan to take courses in the Facultad de Filosofía y Letras, you also need to list at least one course within each licenciaturas that you want to take courses from. This applies only to the Facultad de Filosofía y Letras.

Example: If you want to take courses in History, Latin American Studies, and Spanish Language & Literature, you need to list at least one course in each of those three licenciaturas so you will be able to select courses from all three of those licenciaturas when you arrive in Mexico. If you only list courses from History, you will only be able to take courses offered in the licenciatura en Historia.

---

UNAM Application 2014-2015
Courses are divided into semesters: primer semestre, segundo, etc. through octavo. Odd semesters correspond to the fall semester, and even semesters correspond to the spring.

You will need to list at least 5 courses per semester in your application.

If you wish to take courses in CELE (Centro de Lenguas Extranjeras), do not enter those courses in this online application. There will be a separate registration day for you to register in CELE courses upon arrival in Mexico.

**UNAM’s site can be very difficult to navigate. If you are having trouble finding courses or answering questions in the application, you can contact UCEAP Staff.**

For questions related to filling out the UNAM Online Application:
Email the UCEAP Operations Specialist: Monica Reynolds (mreynolds@eap.ucop.edu) and the Program Coordinator in Mexico, Veronica Tellez (vte@unam.mx).

For questions related to finding courses on the UNAM website or academic questions:
Email the UCEAP Academic Specialist, Monica Rocha (mrocha@eap.ucop.edu).
For a list of courses that UCEAP students have taken in the past, view the MyEAP course catalog.

After you have created your preliminary course list, you will be ready to start the UNAM Online Application when you receive the email from DGECI.

**STEP 2:**
Completing the UNAM Online Application:

You need to complete 4 sections online: *Please review the instructions carefully before completing each required item.*

- Personal data
- Academic data
- Mobility details: In this section you have to select the courses you want to take at UNAM.

For each course in your application you will:
- Select the appropriate *Facultad* in the “Entidad Academica” field
- Select the appropriate “Nombre” or *licenciatura* in the “Licenciatura” field
- Enter the course title in the “Materia” field
- Enter the course number or *clave* (“CL” found in the Plan de Estudios) in the “Clave” field

- Files to be uploaded to the system:
  1) Photograph (.jpg format) – this does not need to be a passport type photo, but needs to be a clear photo of you – head shots are best.
  2) Official transcript
  3) Transcript Translation - include the courses that are currently in progress (see example on page 3).
  4) Statement of Purpose – This is the same statement you provided with your UCEAP application.
  5) Two letters or recommendation – You turned these letters in with your UCEAP application. If you do not have copies of these letters to upload, contact the Program Coordinator in Mexico - Veronica Tellez (vte@unam.mx) - to have the letters uploaded to your UNAM online application. You will need to include the link to your UNAM online application in your email to Veronica.
  6) Passport copy
  7) Spanish Language Status Report. Please complete and scan the form on page 4, utilizing any and all past university-level transcripts.
  8) Commitment letter – Please complete and scan the letter on page 5.
  9) If asked about a payment, ignore it. Your fees are paid through UCEAP.
Some other fields in the UNAM Online Application can be confusing. Please take a look at these helpful tips:

- “Numero de matricula”: Input your student ID number
- “Numero de semester actual”: List which term you are currently in. For instance, if you are currently in the first semester of your senior year, you would be in your 7th semester.
- “Numero total de semestres en la Carrera”: List the total number of terms for your degree, so if you will earn your degree in 4 years, the total will be 8 semesters.
- “Promedio actual”: Input your current GPA
- “Numero total de creditos de la Carrera”: List the total number of units required for your degree. For instance, if you will have a total of 190 units when you have completed all of your requirements to graduate, you will list 190 here.
- “Numero de creditos cursados a la fecha”: List the total number of units that you have completed towards the total of your degree. Ex: if you’ve completed 175 of that 190 total, you will list 175 here.

Transcript Translation

UNAM officials require a Spanish translation of your transcript so they can review your academic record. Please follow the example listed below and copy the format exactly as it appears here:

Nombre: John Smith
Universidad: UCSB
Carrera(s): Historia

<table>
<thead>
<tr>
<th>Historia Académica</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primavera 2009</strong></td>
</tr>
<tr>
<td><strong>Materia</strong></td>
</tr>
<tr>
<td>Historia 4A</td>
</tr>
<tr>
<td>Español 25</td>
</tr>
<tr>
<td>Música 6</td>
</tr>
</tbody>
</table>

**Créditos:** 10.0
**Medio:** 3.50

*After entering each semester/quarter, indicate the following at the end of your translation:

**Unidades:** Total units accumulated
**Medio:** Overall GPA
LANGUAGE STATUS REPORT

Name (Last, First): __________________________________________

UNAM Program Option (circle one): FALL YEAR SPRING

All UNAM programs require a minimum of two years of university-level Spanish.

By departure, I will have the following language preparation: (Check all that apply)

☐ List all courses in Spanish that you’ve taken or are taking at UC or other college/university:

<table>
<thead>
<tr>
<th>College/University</th>
<th>Course Number and Title</th>
<th>Units</th>
<th>Grade</th>
<th>Sem/Qtr Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Vista Community Coll.</td>
<td>Spanish 1- Intro. Spanish</td>
<td>5</td>
<td>A-</td>
<td>Fall 2011</td>
</tr>
</tbody>
</table>

☐ Advanced Placement (AP) language exam score and year taken:

☐ International Baccalaureate – year awarded:

☐ Other (ex: lived abroad, spoke language at home, took it in high school, attended Saturday language school, etc.). Please explain thoroughly yet concisely:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
México, D.F., ________ de _______________ del 2014

Ing. Armando Lodigiani Rodríguez
Director General
Dirección General de Cooperación e Internacionalización
UNAM
PRESENTE

Estimado Ing. Lodigiani:

Yo, [name of the Student] como estudiante de intercambio de la Universidad de California, Campus ____________, confirmo que cuento con un seguro médico de gastos mayores internacional.

La aseguradora ACE American Insurance Company con el número de póliza ADD NM04834823 bajo la forma #AH-15090, me cubre totalmente 14 días antes de que inicie el Programa de Intercambio hasta 31 días después de haber terminado mi periodo de estancia en la UNAM.

Agradezco su amable atención.

Atentamente,

________________________
[Name and signature of the student]