



UNIVERSIDAD AUTONOMA DE YUCATAN GENERAL SECRETARIAT

ADMISSION PROCESS FOR SPANISH-SPEAKING FOREIGN APPLICANTS TO ENTER POSTGRADUATE STUDY PROGRAMS FOR THE 2022-2023 SCHOOL YEAR

The Autonomous University of Yucatan (UADY) invites Spanish-speaking foreign citizens interested in pursuing postgraduate studies to enroll in the selection process for the 2021-2022 school year.

To enter a postgraduate study program (PEP) at UADY, it is necessary to meet the following requirements:

1. Take the EXANI III of the CENEVAL. The score obtained will be a criterion that each program will weigh. Consult www.ingreso.uady.mx/posgrado The EXANI III is considered valid if it was submitted during 2020, 2021 or 2022. The EXANI III certificate must be submitted no later than June 17 for the first registration period and November 25 for the second registration period. If you do not have this exam, UADY offers an application date as part of the selection process (see below). The English module of EXANI III does not replace the certificate of English language requested in this admission process.
2. Present an English language certificate from the Autonomous University of Yucatan or from an authorized center for the taking of standardized English exams. The certificate must endorse:
 - a) Level A2 of the Common European Framework of Reference for Languages (CEFR) if the program is professionally oriented or,
 - b) Level B1 of the CEFR if the program is research-oriented

Equivalence with standardized English exams accepted by the UADY

| PEP Orientation | CENNI | TOEFL | | IELTS | CAMBRIDGE ESOL |
|---|-------|-------|---------|-----------|-------------------|
| | | IBT | ITP | | |
| Professional level (master's degree or specialty) | 5-7 | N/A* | 385-459 | 3.0 – 3.5 | KET |
| Research (any level) and professional doctorate. | 8-10 | 42-71 | 460-542 | 4.0-5.0 | PET |

*does not apply.

CENNI: National Language Level Certification

TOEFL: Test of English as a Foreign Language

IBT: Internet-Based TOEFL (Considered valid if it was taken in 2020, 2021 or 2022)

ITP: Institutional Test Based TOEFL TOEFL (Considered valid if it was taken in 2020, 2021 or 2022)

IELTS: International English Language Testing System TOEFL (Considered valid if it was taken in 2020, 2021 or 2022)

KET: Key English Test (no expiry date)

PET: Preliminary English Test (no expiry date)

- c) Applicants who demonstrate that they have completed their previous studies in English will not need to prove their level of English.

It is important to consult with the PEP coordinator about the orientation of the program of interest.

3. Consult the specific announcement of the program to know the additional requirements of the PEP. Each PEP of the university establishes requirements that are published in the specific announcement. These can be consulted at www.ingreso.uady.mx/posgrado. In addition, it is essential to be in contact with the



UNIVERSIDAD AUTONOMA DE YUCATAN GENERAL SECRETARIAT

coordinator of the program and keep an eye on the news and announcements that are published on the website of the program of interest.

Specific program requirements may include introductory courses, knowledge tests, project proposal writing, interviews, etc. Keep in mind that different fees apply to each UADY PEP . Check with your coordinator.

REGISTRATION PROCESS

To register for the UADY PEP selection process, the following procedure, which consists of five stages, must be followed.

Keep in mind that admission to the UADY PEPs takes place in two periods during the school year. For the 2022-2023 school year:

- the first period opens on February 21, 2022 and closes on April 29, 2022: if accepted, entry is in August, 2022
- the second period opens on August 29, 2022 and closes on September 30, 2022: if accepted, entry is in January, 2023

See www.ingreso.uady.mx/posgrado for the list of PEPs that opens each period.

SUMMARY OF STAGES

| STAGE | WHAT TO DO | FIRST PERIOD | SECOND PERIOD |
|-------|---|-------------------------------|---------------------------------|
| 1 | Online registration and payment of fees | February 21 to April 29, 2022 | August 29 to September 30, 2022 |
| 2 | Printing of registration receipt | May 30 to June 4, 2022 | November 07 to 12, 2022 |
| 3 | Taking the EXANI III | June 04, 2022 | November 12, 2022 |
| 4 | Results of the selection process | July 08, 2022 | December 16, 2022 |
| 5 | Program Enrollment | August 15 to 19, 2022 | January 16 to 20, 2023 |

STAGE 1: ONLINE REGISTRATION AND PAYMENT OF FEES

First period (entry August 2022). From February 21 to April 29, 2022

Second period (entry January 2023). From August 29 to September 30, 2022

Online registration

To register online, you must go to the Information System for the Selection Process (SIPS) by accessing the site www.ingreso.uady.mx/posgrado, select the Access to SIPS option and do the following:

- I. Generate username and password.
 - a) Select the "Generate access data" option.
 - b) Follow the indicated procedure and provide the requested information.

- II. Complete Registration.
 - a) Access the SIPS with the generated username and password.
 - b) Answer the socioeconomic survey.
 - c) Upload photo. (see tutorial on the site www.ingreso.uady.mx/posgrado)

- III. Make the payment of fees (at the bank or online).
 - a) Online payment can be made with any bank credit or debit card.
 - b) To pay at the bank, you must print the payment slip and go to any HSBC branch.



UNIVERSIDAD AUTONOMA DE YUCATAN GENERAL SECRETARIAT

FEES

| | FEE (USD) |
|----------------------------|-----------|
| Registration* | \$130.00 |
| Registration and EXANI III | \$220.00 |

* El aspirante ya cuenta con EXANI III vigente

Note:

1. **Once the payment has been made, the postgraduate program option chosen cannot be changed.**
2. Registration closes:
 - First period, on **April 29 at 6:00 p.m.** Mexico City time
 - Second period, on **September 30 at 6:00 p.m.** Mexico City time.
3. Deadlines for payment of fees:
 - First period (entry in August 2021) - Friday, **April 29, 2022**
 - Second period (entry in January 2022) - Friday, **September 30, 2022**
4. Payments made after these dates will not be validated and therefore the applicant loses registration.
5. Once the payment is made there is no refund.
6. Any false declaration in the requested data will cause the exclusion of the applicant from the selection process.

STAGE 2: PRINTING PROOF OF ADMISSION

First period (entry August 2022). From May 30 to June 04, 2022

Second period (entry January 2023). From 07 to 12 November 2022

To print the registration receipt you must:

- a) Access the **SIPS with your username and password.**
- b) Select the option "Download proof of registration".

The receipt will indicate:

- a) Place and time where the EXANI III is taken.
- b) Support materials allowed in the exam.
- c) Documents required to take the exam

The voucher can only be printed by applicants who have successfully completed stage 1 of the process and have paid the fee.

It is important to verify that all your information is correct since you will not be able to enter the exam if it does not match the identification presented.

Applicants who have a valid EXANI III must submit the result of the exam to the Program coordinator no later than June 18 for the first period and November 26 for the second period.

STAGE 3: TAKING THE EXANI III

For entry in the first period: June 04, 2022

For entry in the second period: November 12, 2022

Taking the exam:

- For entry in the first period: June 04, 2022
- For entry in the second period: November 12, 2022

To take the exam it is required to bring and present proof of registration, as well as a valid photo ID:

- Passport.
- Voter's ID.
- Professional license.
- Driver's license.



UNIVERSIDAD AUTONOMA DE YUCATAN GENERAL SECRETARIAT

- Credentials as beneficiary of public and private institutions of the health sector.
- Credentials issued by a government agency.

The results of this exam can be consulted in the [SIPS](#) from the following dates:

- For entry in the first period filed on June 4: June 20 to August 12, 2022
- For entry in the second period filed on November 12: December 6, 2021 to January 6, 2023.

STAGE 4: RESULTS OF THE SELECTION PROCESS

For entry in the first period: July 08, 2022

For entry in the second period: December 16, 2022

The lists of applicants accepted to enter the UADY graduate programs will be published at www.ingreso.uady.mx/posgrado on the dates indicated above.

As of the publication of the results, each applicant may request from the program coordinator the document with the result of the selection process, in which it must be clearly indicated whether the applicant was accepted or not, as well as the reasons for the decision. .

The results of the selection process are validated by the collegiate body (academic committee or similar) and will not be reconsidered, except if a procedural error is detected, in which case the General Postgraduate, Research and Liaison Offices must be contacted by telephone + 52(999)9300100 ext. 47115 from 8:00 a.m. to 2:00 p.m. from Monday to Friday or to the following email posgrados@correo.uady.mx

STAGE 5: REGISTRATION

For entry in the first period: From August 15 to 19, 2022

For entry in the second period: From January 16 to 20, 2023

The registration process has two phases: registration and delivery of documents. If you were admitted, you must complete your registration process on the dates established by each Faculty, within the following periods:

Phase I. Registration: from August 15 to 19, 2022

During this phase you must visit the site of the Institutional School Information and Control System (SICEI) www.sicei.uady.mx/siceiweb to:

- Fill out the first entry statistical sheet, and
- Make the payment of the registration fee online or by generating the deposit slip that will be used to make the payment at the bank. It is important that you make the payment before submitting your documents.

Phase II. Online delivery of documents: from August 15 to 19, 2022

- To submit documents online, you must follow the instructions indicated on the SICEI website www.sicei.uady.mx/siceiweb, where you can attach your registration documents in two ways, from which you must choose one: original documents in electronic version (those downloaded from official platforms) or digitized files from original paper documents (PDF format with a maximum weight of 1.5 Mb):

To be certain of the acceptance of the documents delivered online, it is the responsibility of the student to verify their status on the site www.sicei.uady.mx/siceiweb or having received a notification email from SICEI of their acceptance or rejection.

- **In the event that your documents are in a status of not accepted in the system, you must submit them all in person on August 22**, in accordance with the procedure established by the faculty where you were admitted, as long as the documents have been uploaded to the system.
- If the digitized files from your original paper documents were accepted, you must additionally submit the originals for comparison at the corresponding faculty. To do this, you must be aware of the instructions that will be provided to you.



UNIVERSIDAD AUTONOMA DE YUCATAN GENERAL SECRETARIAT

Documents to deliver:

1. Original of the certificate of completed bachelor's and/or master's studies, depending on the level of the program to be taken;
2. Original of the bachelor's degree or master's degree, depending on the level of the program to be studied;
3. Original of birth certificate;
4. Photocopy of immigration status (temporary student resident in Mexico);
5. Photocopy of the CURP (Unique Population Registry Code). This code is given to all foreign citizens residing in Mexico or when applying for their student visa.
6. Photocopy of valid passport.

Notes:

1. The titles, degrees and certificates of complete studies issued in a language other than Spanish must be freely translated into the Spanish language.
2. You must start, within a period not exceeding one month from the date of enrollment in the program, the process of revalidation or expert opinion of the certificate of completed studies of the bachelor's or master's degree, as the case may be, and present the proof of said procedure before the Department of School Control of the faculty. This procedure is carried out by the Ministry of Public Education of Mexico (<http://www.gob.mx/sep>);
3. After the document indexing process, the originals are returned by means of an official certificate from the faculty stating the delivery of the same and the signature of the interested party, and
4. In the event that the title or degree is in process, a certificate must be presented that proves that said document is in process.

ADDITIONAL INFORMATION

- Admission to any UADY PEP will be subject to strictly academic criteria and no form of discrimination will be accepted.
- Even when an applicant is accepted, the Autonomous University of Yucatan will not be responsible, nor will it have any interference in visa processes or other immigration procedures. It is the responsibility, solely and exclusively, of the accepted applicants to carry out the procedures in their country of origin for their entry into the national territory in the terms established by law. Those accepted applicants who do not appear at the facilities of the Autonomous University of Yucatan on the date indicated, will be considered as having abandoned the process and will no longer be able to enroll in the postgraduate program in which they were accepted, without this invalidating them for participating in other admission processes.
- The fee for the selection process is NOT refundable.
- It is recommended that all receipts generated through the different stages of the selection process be printed and kept by the interested parties for any clarification.
- Any modification to this admission process will be authorized by the Rector and will be announced through the General Secretariat of the Autonomous University of Yucatan.

All the information about the selection process can be consulted at www.ingreso.uady.mx/posgrado. Additionally, information and clarifications may be requested from the General Postgraduate, Research and Liaison Offices at +52 (999) 930-01-30 Ext. 74115 or 74119 from 8:00 a.m. to 3:00 p.m., Monday through Friday or via e-mail posgrados@correo.uady.mx.

This admissions process was approved by the University Council, in an extraordinary session held on January 26, 2022, in accordance with the provisions of articles 116 and 153 of the General Statute.



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