

# REQUIRED PAPERWORK FOR INTERNATIONAL STUDENTS SEEKING A DOUBLE DEGREE AT TECNOLÓGICO DE MONTERREY

## SECTION 1. FOR STUDENTS WHO WILL OBTAIN A BACHELOR DEGREE

### 1.1 For students who will obtain a Bachelor degree with “Academic Purposes Only”:

Applies to students from the following double degree partner universities:

FH Pforzheim	ESCEM		
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Documents to be send prior your arrival to Tec:

- Fulfill the admission requirements as stated in:  
<http://www.mty.itesm.mx/rectoria/pi/internationalstudents/admission.html>
- Nomination letter from the International Program coordinator at your home university
- Once you have been admitted to ITESM, take the Tec’s Spanish as a foreign language placement test online. Shall your program be instructed in Spanish, you must obtain an advanced level in this language test.

Documents to bring and hand in during your stay at Tec:

- Tecnológico de Monterrey Undergraduate Programs Application Form  
[http://www.mty.itesm.mx/cmportal/admision/solicitud\\_otras\\_prepas.pdf](http://www.mty.itesm.mx/cmportal/admision/solicitud_otras_prepas.pdf)
  - A minimum score of 550 in the TOEFL (institutional TOEFL or IBT)
  - Birth certificate (Legalized). Shall you submit an international version of your birth certificate (check appendix), you won’t be required to legalize this document.
  - Copy of the “High School” diploma (Legalized)
  - Copy of the transcript of “High School” studies or equivalent ( all courses must be shown) (Legalized)
  - 3 black and white photos (6 x 9cm) oval size in “mate” type of paper. Mate means no shine. Formal appearance and without glasses. These photos are taken at Tec during specific dates as part of the graduation procedures.
  - Pay the graduation fees. The fees change every semester; the figure for December 2010 is 6,490 pesos (About 500 USD).
- Submit to the International Programs Office a photocopy of the student’s “Registered/Student Visa” this must be done during the first semester of the stay. The student must maintain a valid Visa for the complete time of the program; if the expiration of the Visa is before the end of the program, the student must complete the Visa extension process. The Tecnologico de Monterrey – International Programs Office offers complete orientation regarding this matter. **(Important: the Mexican Government requires a valid student visa for the entire time of the program, missing this requisite avoid universities to issue any academic document of the student).**

Documents to be send after your departure from Tec and/or when you complete your bachelor degree at home:

- Final transcript of latest bachelor studies (this only when the program has been completed at the home university) (Legalized)
- Copy of the “University Diploma” or a letter from the school saying that the student has completed the bachelor degree. The letter must be in English or Spanish and must have the seals of the home university.

Notes:

- Legalization: all documents issued abroad must be legalized either by authenticated or apostille depending on the country of origin. Please read the procedures on this regard on Section 3 of this document.
- Legalized documents that are originally in a different language other than Spanish or English must be translated (to Spanish or English).

**1.2 For students who will obtain a Bachelor degree with “No Restrictions”:**

Applies to students from the following double degree partner universities:

University of Detroit Mercy / University of Windsor			
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Documents to be send prior your arrival to Tec:

- Fulfill the admission requirements as stated in:  
(<http://www.mty.itesm.mx/rectoria/pi/internationalstudents/admission.html>)
- Once you have been admitted to ITESM, take the Tec's Spanish as a foreign language placement test online. Shall your program be instructed in Spanish, you must obtain an advanced level in this language test.
- Fulfill these requirements:
  - Have a 2.8 GPA from your students at UDM and/or Windsor
  - To have 2.0 in each of the classes taken at UDM/Windsor, this includes the Mexican Law Coures. If a student gets below 2.0 in a class, he would be required to take the class again and get a minimum of 2.0

Documents to bring and hand in during your stay at Tec:

- Tecnológico de Monterrey Undergraduate Programs Application Form  
([http://www.mty.itesm.mx/cmportal/admision/solicitud\\_otras\\_prepas.pdf](http://www.mty.itesm.mx/cmportal/admision/solicitud_otras_prepas.pdf))
  - A minimum score of 550 in the TOEFL (institutional TOEFL or IBT)
  - Translated birth certificate (Legalized) (\*)
  - Translated Original Transcript (or a certified copy) of “Junior High”(7<sup>th</sup>,8<sup>th</sup>, 9<sup>th</sup> grade) (Legalized) (\*)
  - Copy of the translated transcript of “High School” studies or equivalent ( all courses must be shown) (Legalized) (\*)
  - Copy of the translated “High School” diploma (Legalized) (\*)
  - 3 black and white photos (6 x 9cm) oval size in “mate” type of paper. Mate means no shine. Formal appearance and without glasses. These photos are taken at Tec during specific dates as part of the graduation procedures.
- Copy of a registered and valid FM3 student visa.

- Accreditation Fee, the fee for January 2010 is \$1,580 pesos (approximately 120 USD)
- Pay the graduation fees. The fees change every semester; the figure for December 2010 is 6,490 pesos (about 500 USD).
- Submit to the International Programs Office a photocopy of the student's "Registered/Student Visa" this must be done during the first semester of the stay. The student must maintain a valid Visa for the complete time of the program; if the expiration of the Visa is before the end of the program, the student must complete the Visa extension process. Students interested to obtain a "Cédula Profesional" (official document to work in Mexico after graduation), must have a valid Visa while the time of this procedure. The Tecnológico de Monterrey – International Programs Office offers complete orientation regarding this matter. **(Important: the Mexican Government requires a valid student visa for the entire time of the program, missing this requisite avoid universities to issue any academic document of the student).**
- Fulfill the following requirements:
  - Accomplish 480 hours of "Social Work" according to the rules and procedures established by Tecnológico de Monterrey
  - Take the CENEVAL exam
- Documents to be send after your departure from Tec and/or when you complete your bachelor degree at home:
  - Final transcript of latest bachelor studies (this only when the program has been completed at the home university) ( Translated and Legalized).
  - Copy of the "University Diploma" or a letter from the school saying that the student has completed the bachelor degree. The letter must be in English or Spanish and must have the seals of the home university.

Notes:

- Translations must be to Spanish and must be legalized.
- Legalization: all documents issued abroad must be legalized either by authenticated or apostille depending on the country of origin. Please read the procedures on this regard on Section 3 of this document.
- (\*) Tecnológico de Monterrey offers the service of translating these documents from English to Spanish for an additional cost. The cost in March 2010 is approximately 100 USD). The translation of these documents takes some time and therefore students interested in requesting this service must do so at the beginning of their first semester at Tec.

## SECTION 2. FOR STUDENTS WHO WILL OBTAIN A MASTER DEGREE

Applies to students from the following double degree partner universities:

EMNantes	EPF	Chalmers University of Technology	Politecnico de Milano
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ENSAM	FESIA	ESTP	Politecnico de Torino
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Documents to be send prior your arrival to Tec:

- Fulfill the admission requirements as stated in:  
(<http://www.mty.itesm.mx/rectoria/pi/internationalstudents/admission.html>)
- Once you have been admitted to ITESM, take the Tec's Spanish as a foreign language placement test online and get an advanced level.

Documents to bring and hand in during your stay at Tec:

- Tecnológico de Monterrey "Graduate Programs" Application Form  
([http://www.mty.itesm.mx/posgrado/admision/maestria/solicitud\\_maestria2005.pdf](http://www.mty.itesm.mx/posgrado/admision/maestria/solicitud_maestria2005.pdf))
- Take and pass the Tecnológico de Monterrey "Graduate Admission" Test. The exam must be taken upon the student's arrival to Mexico and always during the first semester/trimester of studies at the Tecnológico de Monterrey. The Graduate Admission Test may only be waived by:
  - The foreign institutions admission test. Shall you have taken an admission test to enter your university in your home country; we will need a letter in Spanish or English stating that you have taken such a test, the score or grade you got and a brief explanation of how that test is evaluated.
  - GRE or GMAT with the following scores:

Section	GRE	GMAT
Engineering and Computer Science	Quantitative 550 Analytical writing 4	-----
Business, Social Sciences and Humanities	Verbal 450 Analytical Writing 4	500

- Translated birth certificate (Legalized)
- Copy of transcript of bachelor studies (translated if other than Spanish or English and Legalized)
- Copy of the "University Diploma" (translated if other than Spanish or English and Legalized), or a letter from the school saying that the student has completed the bachelor degree. The letter must be in English or Spanish and must have the seals of the home university.
- 3 black and white photos (6 x 9cm) oval size in "mate" type of paper. Mate means no shine. Formal appearance and without glasses. These photos are taken at Tec during specific dates as part of the graduation procedures.
- Submit to the International Programs Office a photocopy of the student's "Registered/Student Visa" this must be since the first semester and the Visa should be valid for the complete time of the program, if the expiration of the Visa is before the end of the program, the student must complete the Visa extension process. Tecnológico de Monterrey – International Programs Office offers complete orientation regarding this matter. **(Important: the Mexican Government requires a valid student visa for the entire time of the program including the time to process the document "Cédula Profesional" in the case the student applies for this; the Mexican Government requires a valid student visa for the entire time of the program, missing this requisite avoid Tecnológico de Monterrey to issue any academic document of the student).**
- Pay the graduation fees. The fees change every semester; the figure for December 2010 is 6,490 pesos (About 500 USD).
- Fulfill the following requirement:

- Get a GPA of 80/100 during the student's stay at Tecnológico de Monterrey
- Documents to be send after your departure from Tec and/or when you complete your Graduate Degree at home:
  - Final transcript of latest Graduate studies (this is once the program has been completed in the home university) (translated if other than Spanish).

Notes:

- Translations must be to Spanish and must be legalized.
- Legalization: all documents issued abroad must be legalized either by authenticated or apostille depending on the country of origin. Please read the procedures on this regard on Section 3 of this document.

### SECTION 3. LEGALIZATION OF DOCUMENTS

All documents issued abroad must be legalized either by authenticated or apostille depending on the country of origin. There are two procedures:

#### Authentication:

- a. Original signature by the authority of the School
- b. Legalization by the Ministry of Education
- c. Authentication by the Mexican consul closest to the school.

#### Apostille:

- a. Original signature by the authority of the School
- b. Legalization by a Notary
- c. Apostille, legalization by the government where the school is located.

The countries that require the apostille are:

Argentina	Germany	Mónaco
Australia	Spain	New Zeland
Austria	USA	Norway
Belgium	Finland	Peru
Canada	France	Chec Republic
Chile	Georgia	Sweedden
China	England	Switzerland
Denmark	Japan	Turkey
Egypt	Italy	Uruguay
	Mexico	Venezuela

Complete list of countries available at: <http://www.hcch.net/e/members.html>

### SECTION 4. TECNOLÓGICO DE MONTERREY GRADUATION PROCEDURES

The graduation ceremony is an official act in which the Tec authorities award the Diplomas. Professors and the students' families attend this event in which the Tec community recognizes the successful completion of the program of the graduating student. The graduation ceremony takes place twice a year (May and December) in the Tecnológico de Monterrey Gym. The event is about 2.5 hours long. In this act the name of each graduating student who has confirmed his attendance

to the Ceremony is mentioned and s/he receives his/her diploma. Punctuality is requested in this event. Students must attend the whole ceremony and remain seated in the where assigned.

**In all cases:**

- Requesting the graduation:
  - At the very beginning of the last semester at Tecnológico de Monterrey, the student should attend the event called “Trámite de Graduación” (or “Procedure to Graduate”) and should fill out the “Solicitud de Expedición de Título Profesional o Grado Académico” (Or “Application to Obtain a Diploma”)
  - A student whose last academic term at Tecnológico de Monterrey is during the summer, s/he must go to CASA Académica located in the first floor of the Rectoría Building in the Monterrey Campus to fill out an application form.
- Signing the diploma. The diploma (graduate or undergraduate) must be signed by the student during the event called “Feria de Graduación” (Graduation Fair) that takes place in the Student Center. Please check the date of this event in the Tec calendar or at Escolar / CASA Académica (Scholars Office / CASA Académica).
- Confirm attendance to the Graduation Ceremony. The student must attend the event called “Confirmación de Graduación” (Confirming Graduation) and make sure that he has completed all the required paperwork and procedures to graduate. If his/her file is complete, he must confirm if he would attend the Graduation Ceremony. **IMPORTANT: If a student does not confirm his attendance to the Graduation Ceremony as requested in the Tec calendar, s/he will NOT be able to attend it. There are no exceptions to this rule.**
- It is the responsibility of the student to be in touch with the Escolar / CASA Académica (Scholars Office / CASA Académica) to check the status of his file and complete it with all the documents that Tec requires for awarding a diploma. The student must do this in a timely manner according to the Tec calendar.
- Additional activities:
  - Foto de Generación (Graduation Photo): a photo is taken to each graduating class. The photo is taken by the Tec Mural, a symbol of the Monterrey Campus. Students can request the photo during the “Feria de Graduación” (Graduation Fair) where they can choose the authorized supplier of their preference.
  - Anillo de graduación (Graduation Ring): is a symbol of the Tec Alumni. The students can choose the ring of their preference at the “Feria de Graduación” (Graduation Fair).
- Regularly visit the graduating website at: <http://graduacion.mty.itesm.mx>