APPLICATION PROCESS MANUAL EXCHANGE AND INDEPENDENT

STUDY IN MEXICO | STUDENT

Tecnológico de Monterrey

INTRODUCTION

The following document is a guide that will show you how
to apply to study at Tecnológico de Monterrey.

The application process could start in two different ways, if you apply
directly through the webpage Study un Mexico(creating your account,
capturing your general information, uploading your required documents
and if your program requires it, paying an application fee) or the second
one, being nominated by your Home Institution (receiving the
confirmation, creating your account, capturing the missing information,
uploading your required documents and if your program requires it,
paying an application fee), we are going to review both processes
in this manual.

Also we are going to explain every button's function and the information
you need to capture in each field.

INDEX

IF THE STUDENT STARTS THE APPLICATION

How to enter to the Application form

1. Enter to Study in Mexico's website
www.studyinmexico.com.mx

2. Go to the section called "Students" (bottom right-hand corner).

You can also enter through the section called "Admissions" and then click on "Apply Now" or clicking the button of the same name located at the bottom left-hand corner of the main picture.
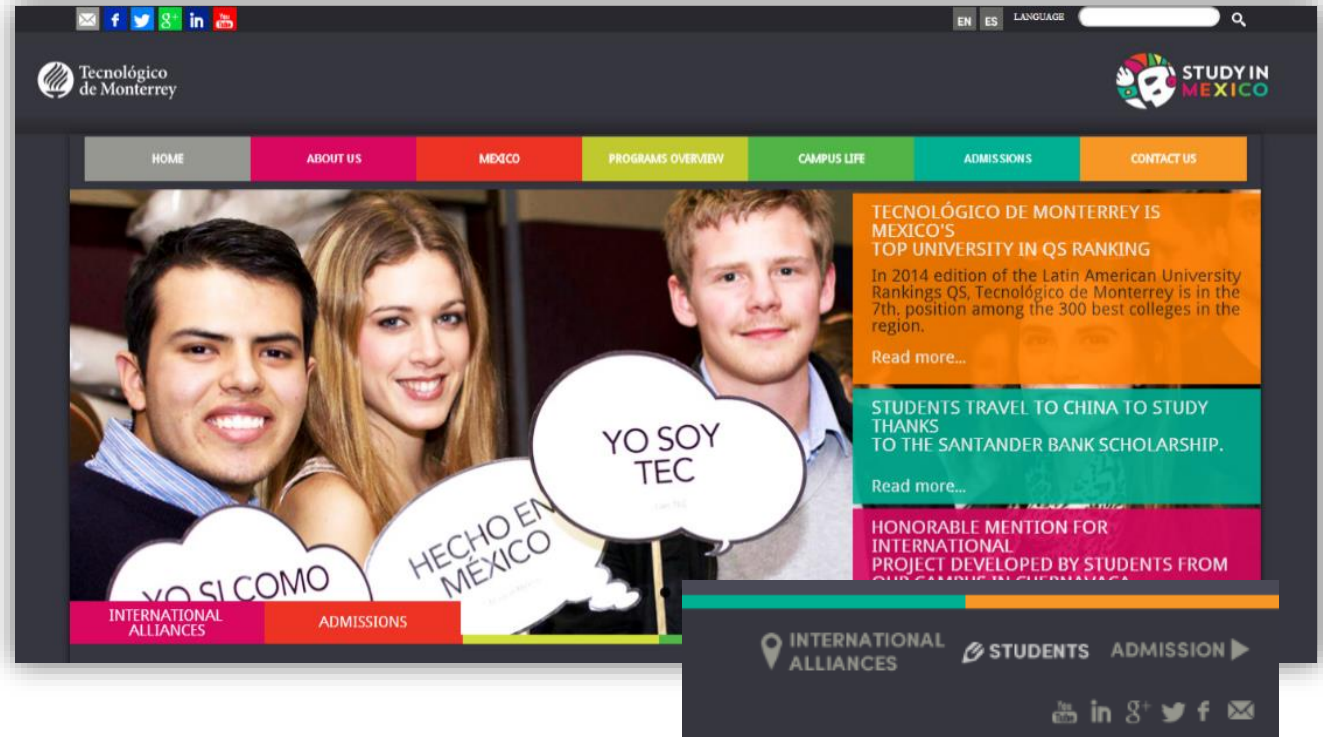
Create and active your account

If it's the first time you enter to the application you need to create an account by clicking the link named "Sign up".

It's necessary to fill in the required fields: email, password, personal information, privacy policy, capture a security check, terms and conditions. Note: the fields with (*) are required.

Once you have completed this section click on **"Send".**

As soon as your information is send, you will receive an email to active your account, by clicking the link we are going to confirm your account activation and you will be able to access to the application with your email and password.

Account creation

Thank you for taking the time to sign up for an account, please fill the required fields and select "Send".

If, the name of your institution does not appear on the list select the option "other" and write its name.

In a few minutes you will recieve an email with the instructions to obtain your account.

Account Information

E-mail *	E-mail
Password *	Password
Confirmation *	Confirmation

Personal Information

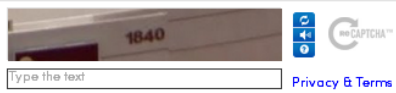|	
Name *	Name
Last name *	Last name
Date of birth *	DD/MM/YYYY
Gender	MALE FEMALE

Privacy Policy ☐ I agree that my personal information and sensitive personal information can be used for the primary and sencondary purposes mentioned in this Privacy Notice, and also to the transfer of my personal data for the purposes mentioned there.

Security Check

1840

Type the text   Privacy & Terms

Terms and Conditions

A menos que el USUARIO y el TECNOLÓGICO DE MONTERREY establezcan lo contrario por escrito, el acuerdo con el TECNOLÓGICO DE MONTERREY siempre incluirá, como mínimo, los términos y condiciones estipulados en este documento, los contenidos en los términos y condiciones de cualquier aviso legal que corresponda a otros Servicios que el TECNOLÓGICO DE MONTERREY pudiera proporcionarle (podrá leerlos en el espacio destinado para cada Servicio), así como los términos y condiciones contenidos dentro del AVISO LEGAL del PORTAL DEL TECNOLÓGICO DE MONTERREY (siendo en su conjunto en adelante denominados como los TÉRMINOS Y CONDICIONES UNIVERSALES).

Los TÉRMINOS Y CONDICIONES UNIVERSALES, conforman un acuerdo legalmente vinculante entre el USUARIO y TECNOLÓGICO DE MONTERREY en relación con el uso que el USUARIO haga de los SERVICIOS.

2. Aceptación de los Términos y Condiciones

Antes de hacer uso del SITIO, el USUARIO deberá aceptar primero los TÉRMINOS Y CONDICIONES DE USO del PROCESO DE ADMISIÓN EN LÍNEA, de lo contrario, no podrá usarlos.

Para aceptar los TÉRMINOS Y CONDICIONES DE USO del SITIO para aplicar al PROCESO DE ADMISIÓN EN LÍNEA es necesario hacer "click" en el lugar donde TECNOLÓGICO DE MONTERREY ofrezca esta opción en la interfaz de USUARIO del Servicio en cuestión.

SEND   CANCEL

6

Choose a Program

In this section you will find the different programs indicate which you can participate. You need to choose one according to your needs.

- **Exchange:** you will be applying through an existing exchange agreement between your home institution and Tecnológico de Monterrey. In order to complete your admission process you must be nominated by your exchange program officer or similar. In most of the cases, you will pay tuition directly to your home institution.

- **Independent:** you are applying directly to Tecnológico de Monterrey, non-exchange agreement between Tecnológico de Monterrey and your home institution is needed. You are required to pay tuition and services directly to Tecnológico de Monterrey.

EN ES LANGUAGE

TECNOLÓGICO DE MONTERREY.

STUDY IN MEXICO

Choose a program

Welcome to your online admission process. Please let us know on which of the following programs do you want to participate. We will direct you to the appropriate section, according to your selecction.

Once you select a program you will find a brief explanation about it, if you are not certain just click ""Back"" and choose again.

| Exchange | Independent | Excahange Clerkship | Independent Clerkship |

A clerkship can only be taken by students enrolled in medical school, and it refers to the practice of medicine in one of our hospitals.

- **Exchange Clerkship:** you will be applying through an existing exchange agreement between your home institution and Tecnológico de Monterrey. In order to complete your admission process you must be nominated by your exchange program officer or similar. In most of the cases, you will pay tuition directly to your home institution.

- **Independent Clerkship:** you are applying directly to Tecnológico de Monterrey, non-exchange agreement between Tecnológico de Monterrey and your home institution is needed. You are required to pay tuition and services directly to Tecnológico de Monterrey.

EXCHANGE PROGRAM

Exchange - Status

Exchange Program: you will be applying through an existing exchange agreement between your home institution and Tecnológico de Monterrey. In order to complete your admission process you must be nominated by your exchange program officer or similar. In most of the cases, you will pay tuition directly to your home institution.

In this screen you will find three sections: Status, General Information and Documents.

In the "Options" menu you can send the application, cancel it or sign out.

Status: is a summary of your application progress, this section consists it three parts:

- **General Information:** includes your email, name, program in which you are applying (exchange), the status of your application, and your academic level.

- **Requirements:** once you complete your "General Information" section and your "Documents" are approved, you will be able to send your application.

Status

In this section you can review the status of the requirements from your admission process.

Once you complete them you will be able to send your application. Before you do please read and accept the terms and conditions.

Once you are admitted to Tecnologico de Monterrey, in this same site you will be able to consult your ID number and download your acceptance letter to begin your visa procedure. The acceptance letter will also be send to your home university (exchange students) or to your home address (independent students).

General Information

E-mail	luzrangel@gmail.com
Name	XXXX XXXXXX
Program Name	Exchange
Status	In process
Academic Level	Profesional

Requirements

General Information	Complete
Documents	Incomplete

Terms and Conditions

Términos y Condiciones de uso del PROCESO DE ADMISIÓN EN LÍNEA contenida dentro de los SERVICIOS del Aviso Legal del PORTAL DEL INSTITUTO TECNOLÓGICO Y DE ESTUDIOS SUPERIORES DE MONTERREY

1. Términos y Condiciones de Uso

Los términos y condiciones que se establecen en el presente instrumento, se encuentran regulando el uso que el USUARIO pudiera darle al PROCESO DE ADMISIÓN EN LÍNEA, que se encuentran señaladas dentro de los SERVICIOS ADICIONALES en el AVISO LEGAL del PORTAL DEL INSTITUTO TECNOLOGICO DE MONTERREY (en lo sucesivo TECNOLÓGICO DE MONTERREY), a través de la dirección electrónica https://solicitud.itesm.mx/admision/ (en adelante SITIO), especialmente para la INFORMACION DEL PROCESO DE ADMISION, reguladas dentro del apartado 8, párrafo 3 y cuarto de dicho instrumento, las cuales han sido aceptadas por el USUARIO de manera anticipada.

En el presente instrumento se describen los componentes del acuerdo y se exponen algunos de los términos que lo regirán.

A menos que el USUARIO y el TECNOLÓGICO DE MONTERREY establezcan lo contrario por escrito, el acuerdo con el TECNOLÓGICO DE MONTERREY siempre incluirá, como mínimo, los términos y condiciones estipulados en este documento, las contenidas en los términos y condiciones de cualquier aviso legal que corresponda a otros Servicios que el TECNOLÓGICO DE MONTERREY pudiera

SEND APPLICATION   CANCEL APPLICATION

The application's different status are:

- **In process:** as long as the student is working in the application and it's not sent.
- **Sent:** when the student finished to fill in the section of "General Information", his/her documents are accepted and he/she clicks on "Send Application".
- **Being Reviewed:** when the Tecnológico de Monterrey's staff is reviewing the student's application.
- **Cancelled:** when the application is cancelled.
- **Admitted:** When the student is admitted to study at Tecnológico de Monterrey and already has a registration number.

- **Terms and conditions:** they talk about the online application's uses.

- **Buttons:** as soon as your general information and documents are marked as completed you will be able to click the button named **"Send Application".** If you want to delete your application click on **"Cancel Application".**

Exchange – General Information

You have to fill out four sections:

- **Application data:** you have to choose your academic level, campus of Tecnológico de Monterrey in which you want to study, term(s) you want to apply if it's more than one term, you have to choose them, discipline of your studies, your home institution's and the country in which is located and your overall grade. When you had already filled out all the fields, click on **"Save".**

- **General Information:** you have to complete this section according to your passport's information. Includes: name, last name, date of birth, gender, nationality, birth country, birth state and city, Passport, mobile number, local phone number (in both cases please include international dialing code, country code and phone number) Also it's important to specify if you have differing abilities or medical conditions that require support or special consideration during your studies. When you had already filled out all the fields, click on **"Save".**

If you don't find the option you want in the fields "Birth State" or "Birth City", please choose the option **"Undefined"** and write it down.

Exchange – General Information

- **Permanent Address:** It is important that you complete this information, if you selected an independent program we will send all the official documents to this address. You have to specify country, state, city, zip code, street and number, phone number (please include international dialing code, country code and phone number).

- **Emergency Contacts:** at least you must to complete the information of one person that can be contacted in case you need it. If you are under 18 years old, you must indicate the name of your legal guardian, please include his/her name, last name and in the emergency contact, please include: name, last name, kinship, phone number (including international dialing code, country code and phone number) and mail.

If you don't find the option you want in the fields "Birth State" or "Birth City", please choose the option **"Undefined"** and write it down.

Exchange – Documents

In this section you can upload and check the status of your documents. Once these documents have been reviewed and approved by us, the status of the documents in the section "Status" will change to completed. Once you upload the documents on this section you do not have to send a copy for any other communication media

You will find a table with the documents listed, if they are delivered, deliver date, status, number of documents delivered and number the documents required.

Required documents: in the Exchange program you must upload your passport but also is optional to upload an undergraduate kardex (original), and your résumé, the optional documents would be needed in case you want to apply to an internship.

When the documents are uploaded, the status change to "Delivered", you only have to wait 24 hours to know if they were approved or not. . If you uploaded a mistaken document, these will be reviewed and rejected by us, and the document will be activated again in order to be replaced.

Documents

On this section you can upload and check the status of your documents. Once these documents have been reviewed and approved by us, the status of the documents in the section "Status" will change to completed.
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In case you uploaded a mistaken document, these will be reviewed and rejected by us, and the document will activate again in order to be replaced.

> Once you upload your documents, you must wait a maximum of 24 hours for them to be reviewed and approved. Later on the Status section you will be able to send your application.
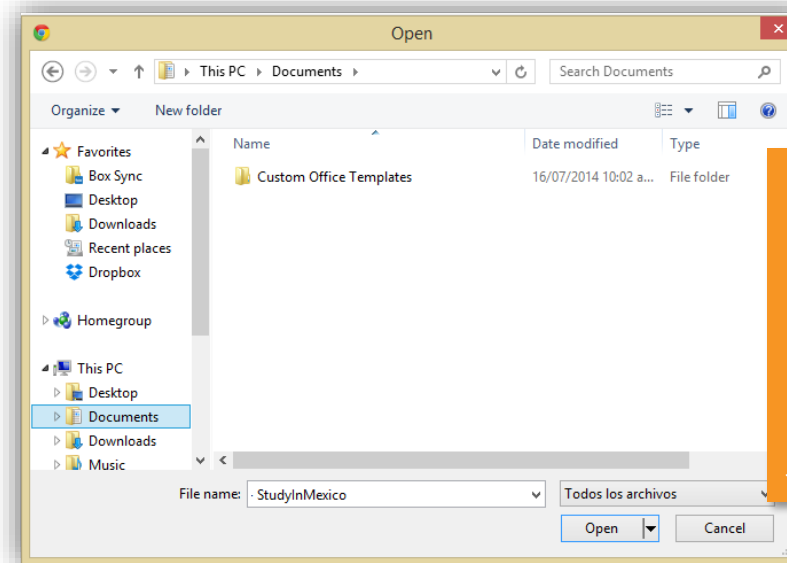
Document Name	Delivered	Deliver Date dd/mm/yyyy	Status	Number of Documents Delivered	Number of Documents Required
Undergraduate Kardex (original)	Yes	20/08/2014	Delivered	1	1
Passport	Yes	20/08/2014	Delivered	1	1
Undergraduate Résumé	Yes	08/09/2014	Delivered	1	1

Upload Document

Kind of Document   Choose an option ▾

Choose the file to upload   Seleccionar archivo   Ningún archiv...seleccionado
Help

UPLOAD ⬆

Note: the files uploaded must be less than 1 Mb each one and the allowed formats are: jpg, jpeg, tiff, pdf.

Exchange – Documents

- **Not Approved:** if any of your documents is not correct or is not visible, you will receive an email with the reasons of this rejection. Also in the document's section you will find the status **"Not Approved"** and the document will be activated again in order to be replaced. You have to wait another 24 hours for a new revision.

- **Approved:** when your documents are correct, you will find each one **"Approved".** Once these documents have been reviewed and approved by us, the status of the documents in the section "Status" will change to completed and you will be able to send your application.

Documents

On this section you can upload and check the status of your documents. Once these documents have been reviewed and approved by us, the status of the documents in the section "Status" will change to completed.
Once you upload the documents on this section you do not have to send a copy for any other communication media.
In case you uploaded a mistaken document, these will be reviewed and rejected by us, and the document will activate again in order to be replaced.

> Once you upload your documents, you must wait a maximum of 24 hours for them to be reviewed and approved. Later on the Status section you will be able to send your application.

Document Name	Delivered	Deliver Date dd/mm/yyyy	Status	Number of Documents Delivered	Number of Documents Required
Undergraduate Kardex (original)	Yes	20/08/2014	Approved	1	1
Passport	Yes	20/08/2014	Not Approved	1	1
Undergraduate Résumé	Yes	08/09/2014	Approved	1	1

Upload Document

Kind of Document	Choose an option ▼
Choose the file to upload	Seleccionar archivo Ningún archiv...seleccionado
	Help

UPLOAD ☁

Documents

On this section you can upload and check the status of your documents. Once these documents have been reviewed and approved by us, the status of the documents in the section "Status" will change to completed.
Once you upload the documents on this section you do not have to send a copy for any other communication media.
In case you uploaded a mistaken document, these will be reviewed and rejected by us, and the document will activate again in order to be replaced.

> Once you upload your documents, you must wait a maximum of 24 hours for them to be reviewed and approved. Later on the Status section you will be able to send your application.

Document Name	Delivered	Deliver Date dd/mm/yyyy	Status	Number of Documents Delivered	Number of Documents Required
Undergraduate Kardex (original)	Yes	20/08/2014	Approved	1	1
Passport	Yes	20/08/2014	Approved	1	1
Undergraduate Résumé	Yes	08/09/2014	Approved	1	1

Exchange – Sending the application

Once you complete your "General Information" and your documents are approved, you will be able to send your application.

While your application is being reviewed the status changes from "Sent" to "Being Reviewed".

You only have to wait until your application is approved and when that happens, the status screen will change from **"Being Reviewed"** to **"Admitted"**, you will receive a welcome mail confirming that you are part of Tecnológico de Monterrey and you also will be able to consult your ID number and download your acceptance letter.

Requirements

| General Information | Complete |
| Documents | Complete |

CANCEL APPLICATION

Important: Don't forget that if you applied to the Exchange Program, it's necessary that your Home Institution confirms your nomination.

General Information

E-mail   luzrsoriano@itesm.mx
Name   XXX XXXXX XXXXX XXXXXXXXXXXXX
Program Name
Status   Admitted
Academic Level   Profesional

Requirements

General Information   Complete
Documents   Complete

Congratulations

Welcome to Tecnológico de Monterrey to download your acceptance letter click on the button, if you are an exchange student the acceptance letter will be send to your home institution, but if you are an independent student the letter will be sent to your permanent address.

DOWNLOAD ACCEPTANCE LETTER   CANCEL APPLICATION

INDEPENDENT PROGRAM

Independent- Status

Independent Program: you are applying directly to Tecnológico de Monterrey, non-exchange agreement between Tecnológico de Monterrey and your home institution is needed. You are required to pay tuition and services directly to Tecnológico de Monterrey.

In this screen you will find four sections: Status, General Information, Documents and Fee.

In the "Options" menu you can send the application, cancel it or sign out.
Status: is a summary of your application progress, this section consists it three parts:

- **General Information:** includes your email, name, program in which you are applying (independent), the status of your application, and your academic level.

- **Requirements:** once you complete your "General Information" section and your "Documents" are approved, you will be able to send your application.

- **Terms and conditions:** they talk about the online application's uses.

Status   General Information   Documents   Fee   Options ▾

Status

On this section you can review the status of each requirement of your online admission process.

In the moment that you complete all the requirements, you will be able to send the application. it's important that you read and accept the terms and conditions before you send it.

Once you be admitted to Tecnológico de Monterrey, in this section you can consult your student Id and download your acceptance letter in order to start your immigration process if you need it. A printed version will be sent to your home institution if you are a exchange student or to your permanent address if you are an independent student.

General Information

E-mail   luzrsoriano@itesm.mx
Name   XXX XXXXX XXXXX XXX
Program Name Independent
Status   In process
Academic Level Profesional

Requirements

General Information   Complete
Documents   Incomplete
Fee   Incomplete

The application's different status are:

- **In process:** as long as the student is working in the application and it's not sent.
- **Sent:** when the student finished to fill in the section of "General Information", his/her documents are accepted and he/she clicks on "Send Application".
- **Being Reviewed:** when the Tecnológico de Monterrey's staff is reviewing the student's application.
- **Cancelled:** when the application is cancelled.
- **Admitted:** When the student is admitted to study at Tecnológico de Monterrey and already has a registration number.

Terms and Conditions

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I. Términos y Condiciones de Uso

Los términos y condiciones que se establecen en el presente instrumento, se encuentran regulando el uso que el USUARIO pudiera darle al PROCESO DE ADMISIÓN EN LÍNEA, que se encuentran señaladas dentro de los SERVICIOS ADICIONALES en el AVISO LEGAL del PORTAL DEL INSTITUTO TECNOLOGICO DE MONTERREY (en lo sucesivo TECNOLÓGICO DE MONTERREY), a través de la dirección electrónica https://solicitud.itesm.mx/admision/ (en adelante SITIO), especialmente para la INFORMACION DEL PROCESO DE ADMISION, reguladas dentro del apartado 8, párrafo 3 y cuarto de dicho instrumento, las cuales han sido aceptadas por el USUARIO de manera anticipada.

En el presente instrumento se describen los componentes del acuerdo y se exponen algunos de los términos que lo regirán.

A menos que el USUARIO y el TECNOLÓGICO DE MONTERREY establezcan lo contrario por escrito, el acuerdo con el TECNOLÓGICO DE MONTERREY siempre incluirá, como mínimo, los términos y condiciones estipuladas en este documento. Las contenidas en los términos y condiciones de cualquier otro legal que correspondo a otros Servicios que el TECNOLÓGICO DE MONTERREY pudiera

SEND APPLICATION   CANCEL APPLICATION

- **Buttons:** as soon as your general information and documents are marked as completed you will be able to click the button named **"Send Application".** If you want to delete your application click on **"Cancel Application"**.

Independent – General Information

You have to fill out four sections:

- **Application data:** you have to choose your academic level, campus of Tecnológico de Monterrey in which you want to study, term(s) you want to apply if it's more than one term, you have to choose them, discipline of your studies, your home institution's and the country in which is located and your overall grade. When you had already filled out all the fields, click on **"Save".**

- **General Information:** you have to complete this section according to your passport's information. Includes: name, last name, date of birth, gender, nationality, birth country, birth state and city, Passport, mobile number, local phone number (in both cases please include international dialing code, country code and phone number) Also it's important to specify if you have differing abilities or medical conditions that require support or special consideration during your studies. When you had already filled out all the fields, click on **"Save".**

General Information

The information provide on this fomulary will be use to process your admission. Please choose the Campus and academic term(s) for your studies. If you are an exchange student and you coordinator has nominated you, some information will be complete and you will no be able to modificate it. Remember that you can save your application anytime and came back later to complete it.

Academic level*	Undergraduate
Campus*	Campus Monterrey
Term(s)*	Aug-Dec 2015
Discipline of your studies*	Business and Management
Home Institution Country*	Canada
Home Institution*	Concordia University
Overall grade*	90

SAVE

General Information

Complete all the fields with the information as it appear on your passport, remember that this information will be used to process your admission.

If you have any special needs, please specify it.

Name*	XXXX
Last Name*	XXXXXX
Date of Birth*	18/08/2014
Gender	Female
Nationality	German
Birth Country	Germany
Birth State	BAYERN
Birth City	Munich
Passport*	XXXXXX

If you don't find the option you want in the fields "Birth State" or "Birth City", please choose the option **"Undefined"** and write it down.

Additional Phone Numbers

Mobile*	99	99	999999
Local*	99	99	999999

Special Needs

Do you have differing abilities or medical conditions that require support or special consideration during your studies?* NO YES

SAVE

Independent – General Information

- **Permanent Address:** It is important that you complete this information, if you selected an independent program we will send all the official documents to this address. You have to specify country, state, city, zip code, street and number, phone number (please include international dialing code, country code and phone number).

- **Emergency Contacts:** at least you must complete the information of one person that can be contacted in case it's necessary. If you are under 18 years old, you must indicate the name of your legal guardian, please include his/her name, last name and in the emergency contact, please include: name, last name, kinship, phone number (including international dialing code, country code and phone number) and mail.

If you don't find the option you want in the fields "Birth State" or "Birth City", please choose the option **"Undefined"** and write it down.

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Independent - Documents

In this section you can upload and check the status of your documents. Once these documents have been reviewed and approved by us, the status of the documents in the section "Status" will change to completed. Once you upload the documents on this section you do not have to send a copy for any other communication media

You will find a table with the documents listed, if they are delivered, deliver date, status, number of documents delivered and number the documents required.

Required documents: in the Independent program your passport is required, original transcript and a recommendation letter in English or Spanish (original document including the writer's information and if it's given by an organization, it must be in headed notepaper. As optional document: your updated résumé.

When the documents are uploaded, the status change to "Delivered", you only have to wait 24 hours to know if they were approved or not. . If you uploaded a mistaken document, these will be reviewed and rejected by us, and the document will be activated again in order to be replaced.

Documents

On this section you can upload and check the status of your documents. Once these documents have been reviewed and approved by us, the status of the documents in the section "Status" will change to completed.
Once you upload the documents on this section you do not have to send a copy for any other communication media.
In case you uploaded a mistaken document, these will be reviewed and rejected by us, and the document will activate again in order to be replaced.
Download the file "Help" located on the Upload Document part to review the required documents according to your program. If you are going to participate on an internship program you must upload your Resume in English or Spanish.

Once you upload your documents, you must wait a maximum of 24 hours for them to be reviewed and approved. Later on the Status section you will be able to send your application.

Document Name	Delivered	Deliver Date dd/mm/yyyy	Status	Number of Documents Delivered	Number of Documents Required
Letter of recommendation for Undergraduate	Yes	20/08/2014	Delivered	1	1
Passport	Yes	20/08/2014	Delivered	1	1
Undergraduate Résumé	Yes	08/09/2014	Delivered	1	1
Undergraduate Kardex (original)	Yes	20/08/2014	Delivered	1	1

Upload Document

Kind of Document: Choose an option ▼

Choose the file to upload: Seleccionar archivo Ningún archiv...seleccionado
Help

UPLOAD ☁

Note: the files uploaded must be less than 1 Mb each one and the allowed formats are: jpg, jpeg, tiff, pdf.

Independent - Documents

- **Not Approved:** if any of your documents is not correct or is not visible, you will receive an email with the reasons of this rejection. Also in the document's section you will find the status **"Not Approved"** and the document will be activated again in order to be replaced. You have to wait another 24 hours for a new revision.

- **Approved:** when your documents are correct, you will find each one **"Approved".** Once these documents have been reviewed and approved by us, the status of the documents in the section "Status" will change to completed and you will be able to send your application.

Documents

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Download the file "Help" located on the Upload Document part to review the required documents according to your program. If you are going to participate on an internship program you must upload your Resume in English or Spanish.

> Once you upload your documents, you must wait a maximum of 24 hours for them to be reviewed and approved. Later on the Status section you will be able to send your application. ×

Document Name	Delivered	Deliver Date dd/mm/yyyy	Status	Number of Documents Delivered	Number of Documents Required
Letter of recommendation for Undergraduate	Yes	20/08/2014	Approved	1	1
Passport	Yes	20/08/2014	Not Approved	1	1
Undergraduate Résumé	Yes	08/09/2014	Approved	1	1
Undergraduate Kardex (original)	Yes	20/08/2014		1	1

Upload Document

Kind of Document: Choose an option ▼

Choose the file to upload: Seleccionar archivo Ningún archiv...seleccionado
Help

UPLOAD

Document Name	Delivered	Deliver Date dd/mm/yyyy	Status	Number of Documents Delivered	Number of Documents Required
Letter of recommendation for Undergraduate	Yes	20/08/2014	Approved	1	1
Passport	Yes	20/08/2014	Approved	1	1
Undergraduate Résumé	Yes	08/09/2014	Approved	1	1
Undergraduate Kardex (original)	Yes	20/08/2014	Approved	1	1

Independent – Fee

When you apply to the Independet program it's necessary to pay a fee to complete your admission process.

In the section named "Fee" you will be able to pay that admission fee you only have to click on "Proceed to Payment".

You can pay the fee through a bank deposit or by an online payment with credit card.

Bank Deposit: this payment method only applies for Mexico. When you click on the link "Bank Deposit (Mexico)" it's necessary to print the deposit form and pay at the bank. As soon as the payment is done, scan the deposit forma and send it at studyinmexico@servicios.itesm.mx with your information.
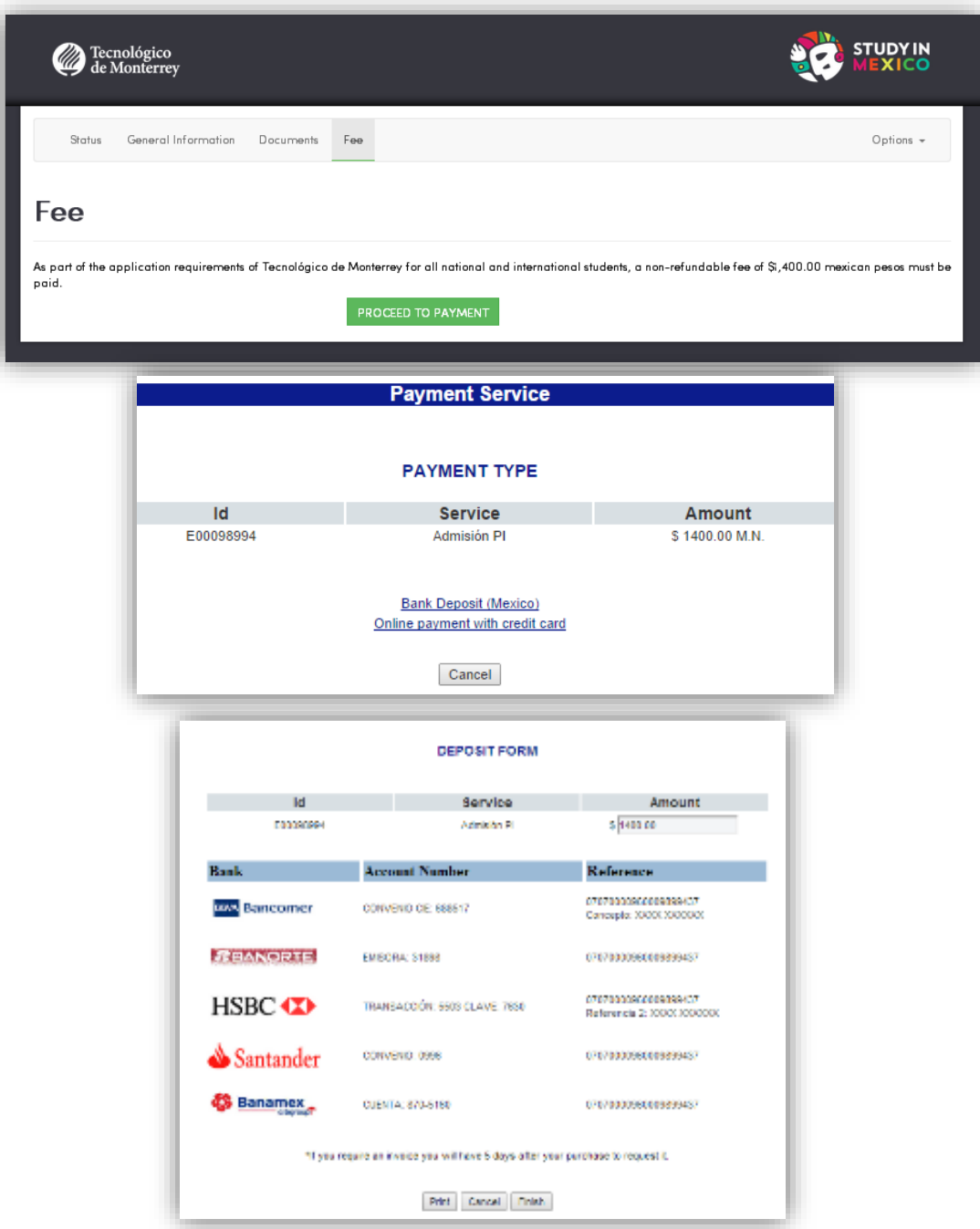
Independent – Fee

Credit Card Payment: if you prefer to pay with credit card, choose the type and in the section of payment offer, select "Venta Regular", click on "Continue" and confirm your payment. The following is a confirmation screen that includes the reference, amount and terms and conditions that need to be accepted, so click on "Aceptar" and then "Continuar".

Finally capture your credit card information and click on "Aceptar".

Independent – Sending the application

Once you complete your "General Information" and your documents are approved, you will be able to send your application.

While your application is being reviewed the status changes from "Sent" to "Being Reviewed".

You only have to wait until your application is approved and when that happens, the status screen will change from "Being Reviewed" to "Admitted", you will receive a welcome mail confirming that you are part of Tecnológico de Monterrey and you also will be able to consult your ID number and download your acceptance letter.

Requirements

| General Information | Complete |
| Documents | Complete |

CANCEL APPLICATION

General Information

E-mail   luzrsoriano@itesm.mx
Name   XXX XXXXX XXXXX XXXXXXXXXXXXX
Program N...
Status   Admitted
Academic Level   Profesional

Requirements

General Information   Complete
Documents   Complete

Congratulations

Welcome to Tecnológico de Monterrey to download your acceptance letter click on the button, if you are an exchange student the acceptance letter will be send to your home institution, but if you are an independent student the letter will be sent to your permanent address.

DOWNLOAD ACCEPTANCE LETTER   CANCEL APPLICATION

IF YOUR NOMINATION WAS DONE BY YOUR HOME INSTITUTION

Nominated by your Home Institution

In this case your Home Institution has to do your "General Information" registry and give advice to Tecnológico de Monterrey that you are being nominated to study a certain term in one of their campus and you will receive an email with an access link in which you have to create an account using the same email provided by your Home Institution.

You have to provide the following information: email, password, some personal information, fill a security check, accept the terms and conditions. As soon as you finish providing the information, click on "Send".

As soon as your information is complete, you will receive an email with an activation link and after the confirmation you will be able to access with your email and password.

Nominated by your Home Institution

In this screen you will find three sections: Status, General Information and Documents.

In the "Options" menu you can send the application, cancel it or sign out.

Status: is a summary of your application progress, this section consists it three parts:

- **General Information:** includes your email, name, program in which you are applying (exchange), the status of your application, and your academic level.

- **Requirements:** once you complete your "General Information" section and your "Documents" are approved, you will be able to send your application.

- **Terms and conditions:** they talk about the online application's uses.

- **Buttons:** as soon as your general information and documents are marked as completed you will be able to click the button named **"Send Application".** If you want to delete your application click on **"Cancel Application".**

Status   General Information   Documents   Options ▾

Status

In this section you can review the status of the requirements from your admission process.

Once you complete them you will be able to send your application. Before you do please read and accept the terms and conditions.

Once you are admitted to Tecnologico de Monterrey, in this same site you will be able to consult your ID number and download your acceptance letter to begin your visa procedure. The acceptance letter will also be send to your home university (exchange students) or to your home address (independent students).

General Information

E-mail	luzrangel@gmail.com
Name	XXXX XXXXXX
Program Name	Exchange
Status	In process
Academic Level	Profesional

The application's different status are:

- **In process:** as long as the student is working in the application and it's not sent.
- **Sent:** when the student finished to fill in the section of "General Information", his/her documents are accepted and he/she clicks on "Send Application".
- **Being Reviewed:** when the Tecnológico de Monterrey's staff is reviewing the student's application.
- **Cancelled:** when the application is cancelled.
- **Admitted:** When the student is admitted to study at Tecnológico de Monterrey and already has a registration number.

Requirements

General Information	Complete
Documents	Incomplete

Terms and Conditions

Términos y Condiciones de uso del PROCESO DE ADMISIÓN EN LÍNEA contenida dentro de los SERVICIOS del Aviso Legal del PORTAL DEL INSTITUTO TECNOLÓGICO Y DE ESTUDIOS SUPERIORES DE MONTERREY

1. Términos y Condiciones de Uso

Los términos y condiciones que se establecen en el presente instrumento, se encuentran regulando el uso que el USUARIO pudiera darle al PROCESO DE ADMISIÓN EN LÍNEA, que se encuentran señaladas dentro de los SERVICIOS ADICIONALES en el AVISO LEGAL del PORTAL DEL INSTITUTO TECNOLOGICO DE MONTERREY (en lo sucesivo TECNOLÓGICO DE MONTERREY), a través de la dirección electrónica https://solicitud.itesm.mx/admision/ (en adelante SITIO), especialmente para la INFORMACION DEL PROCESO DE ADMISION, reguladas dentro del apartado 8, párrafo 3 y cuarto de dicho instrumento, las cuales han sido aceptadas por el USUARIO de manera anticipada.

En el presente instrumento se describen los componentes del acuerdo y se exponen algunos de los términos que lo regirán.

A menos que el USUARIO y el TECNOLÓGICO DE MONTERREY establezcan lo contrario por escrito, el acuerdo con el TECNOLÓGICO DE MONTERREY siempre incluirá, como mínimo, los términos y condiciones estipulados en este documento, las contenidas en los términos y condiciones de cualquier aviso legal que corresponda a otros Servicios que el TECNOLÓGICO DE MONTERREY pudiera

SEND APPLICATION   CANCEL APPLICATION

General Information and Documents

The next step is to fill out your general information and upload the documents needed for your admission process.

In the "General Information's" section some fields are already filled because is the information captured by your Home Institution, those fields couldn't be modified, you only have to complete the missing ones.

To complete the sections of "General Information" and "Documents" you can follow the instructions from page 8 to 14.

Don't forget to review the requirements of each program, the nomination and application deadlines in the website´s admission section.

If you have any question contact us at: studyinmexico@servicios.itesm.mx