



Protocol: How to apply as prospective visiting student to the University of Concepción, Chile

1. The International Office of the University of Concepción (henceforth DRI, by its Spanish acronym) makes a single application form available on its website (<http://www.udec.cl/dri>) which states the requirements for your application and provides information on the academic periods, the supporting documents and the personal details you need to submit.
2. Information on the study programmes offered by the University of Concepción as well as on the course structure can be downloaded from: <http://www.udec.cl/pexterno/node/6>.
3. You may request any information regarding the contents of the individual courses directly from the study advisor ('jefe de carrera') of the programme you are interested in.
4. The International Office of the applicants' home university sends a list with the nominated students to the DRI and attaches both the duly filled application form as well as the required supporting documents, clarifying the programme the applicants are interested in and the academic term(s) they would like to spend at UdeC. Alternatively, prospective visiting students may submit their files and record directly, having obtained the approval from their home institution's International Office.
5. Once the complete application is received, the DRI will request a free slot at the dean's office of the corresponding faculty or from the director of the research centre.
6. The faculty or research centre reviews the candidate's application and interests and sends a response letter to the DRI, either accepting or rejecting the candidate's application.
7. Thereupon, the DRI issues the letter of acceptance to the International Office of the applicant's home university and dispatches a copy to the candidate.
8. The DRI will contact the visiting student and provide useful information concerning the arrival at UdeC. This information is contained in the instructions compiled by OFIS (Orientation for International Students.)
9. Upon arrival, the visiting student is required to register his/her documentation at the DRI and will be assisted by OFIS in the matriculation procedure, enrolment of modules at the Unidad de Admisión y Registro Académico (henceforth UDARAE), and in finding suitable options for accommodation.
10. As soon as the exchange is completed, the DRI will request from the UDARAE the academic transcript of the modules taken by the visiting student. Thereupon, the DRI will proceed to issue the official certificate with the final grades to the International Office of the visiting student's home institution, thus ending the exchange programme.

Concepción, March 2018