

GUIDE FOR INTERNATIONAL PARTNERS



Exchange Students



Dirección de
Relaciones Internacionales
Universidad de Concepción

FACT SHEET

General Information	
Name of the Institution	Universidad de Concepción
Website	www.udec.cl
Rector	Dr. Carlos Enrique Saavedra Rubilar
Address	Nº1290 Víctor Lamas Street, Concepción-Chile 4030000

Address of International Affairs Office	
Address	Nº1140 Víctor Lamas Street, Barrio Universitario, Concepción, Chile 4030000
Phone number	+56 41 2204594
Email	exchange@udec.cl
Website	www.dri.udec.cl
Social Media	Twitter : Dirección de Relaciones Internacionales UdeC Instagram : UdeC_Global Facebook : Dirección de Relaciones Internacionales de la Universidad de Concepción YouTube : UdeC Global
Director of International Affairs	Dra. Yasna Pereira Reyes yasnapereira@udec.cl
Responsible for Student Mobility	Mónica Zambrano Aguayo mzambran@udec.cl

Academic Calendar	
First Semester	March – July
Second Semester	August – December

Institutional Nomination

Procedure	The International Office of the institution of origin must complete the UdeC nomination form, detailing information on students candidates who will pursue exchange studies at UdeC. After being determined eligible, the students will be responsible for completing their applications. The required documents are attached. <i>(See student's application)</i>
Deadline for nomination	First Semester: from September 1st to October 15th Second Semester: from April 1st to May 15th
Nomination deadline for all the programs of the Medical School	First Semester: • First call: from August 15th to September 15th • Second call: from October 1st to October 15th Second Semester: • First call: from December 1st to January 5th • Second call: from April 1st to May 15th

Student Application

Procedure	Once the request for nomination has been approved, the nominated students and institutional authorities for exchange studies will receive an email from the account: exchange@udec.cl with the instructions for accessing the UdeC Application Platform, a virtual site where the students can enter information regarding: 1. Personal background 2. Academic exchange project 3. Required documentation
Required Documents	• Updated university transcripts in English or Spanish • Cover letter expressing interest in exchange studies • Brief Curriculum Vitae or resume • Certificate B1 in Spanish (Certificado Instituto Cervantes/Certificado Servicio Internacional de Evaluación de la Lengua Española (SIELE)/Accreditation of level reached at Institution of origin) • Copy of Passport (optional at the time of application, but document is mandatory to obtain a letter of acceptance from UdeC)
Deadline for application	First Semester: October 30th Second Semester: May 30th
Application deadline for all the programs of the Medical School	First Semester: • First call: October 15th • Second call: October 30th Second Semester: • First call: January 20th • Second call: May 30th

Courses	
Undergraduate catalogue per program	Programs UdeC
Catalogue of Master degree programs	Master degree programs
Undergraduate grading scale	1 - 7, with 4 being the minimum passing grade NCR (not complying/meeting academic requirements)
Master degree programs grading scale	1 - 7, with 5 being the minimum passing grade NCR (not complying/meeting academic requirements)
Grade report	The final grade report is sent to the institution of origin with a copy to the student upon finishing the semester

Practical Information	
International tuition fee	2000 U\$D per semester. Universities in partnership do not pay the international fee
Visa requirements	• For a period of less than 180 days, it is possible to opt for a Transitory Stay. For a period greater than 180 days, it is necessary to apply for Temporary Residency. • More information at: https://serviciomigraciones.cl/ • For more information, you can email your questions to: apoyo_visas@udec.cl
Mandatory insurance	International health insurance that covers medical necessities, repatriation -it includes the repatriation of bodies, and civil responsibility, valid during the entire exchange period is mandatory
Housing	Our university does not offer accommodation. However, the International Affairs Office can provide a list of external parties with information on accommodation offered to international students close to our campus. The list is available here
Estimated living monthly expenses	• Housing: \$280 - 360 USD • Food: 200 U\$D • Transportation: 50 U\$D
Orientation week	First week before the start of classes
Student services	Department of Student Services (DISE) Link

INSTRUCTIONS FOR INSTITUTIONAL NOMINATION TO UDEC

The nomination of student candidates for exchange studies at UdeC must be done through the following online form: [Acceso Formulario de Nominación UdeC](#). This form is designed to be completed by the responsible authority for exchange studies at each partner institution.

The form permits the nomination of a maximum of 4 students. If there are additional requirements, you must contact exchange@udec.cl explaining your request.

The image shows a screenshot of a web form titled "Formulario de Nominación" (Nomination Form) for the Universidad de Concepción. The form is presented in a dark blue header with the university's logo. Below the header, the form is divided into three sections. The first section, "Información de la institución de origen / Home institution information", is currently active and shows fields for "Nombre oficial (sin abreviaturas) / Official name (no abbreviations)" and "País / Country". The second section, "Identificación de la autoridad institucional responsable", is partially visible below the first. The third section, "Información del estudiante", is not visible. The form is set against a background of faint, repeating architectural drawings of university buildings.

The form has the following 3 sections:

- 1.Information on the institution of origin
- 2.Identification of the institutional authority responsible for exchange studies
- 3.Student Nomination Information.

Once the information has been entered, click the send button. After eligibility has been determined, the "UdeC Office of International Affairs" will contact institutional authority responsible for exchange studies as well as the students in the days following the nomination, indicating the instructions for directly accessing the exchange student platform. The nominated students will be responsible for completing the application stage.

In case of doubts or questions regarding the Nomination form please contact exchange@udec.cl.

INSTRUCTIONS FOR STUDENT APPLICATION TO UDEC

Once the request for nomination has been approved, the nominated students as well as the institutional authority responsible for exchange studies will receive an email from exchange@udec.cl, with the instructions for accessing the Student Application Platform, a virtual site where the students can enter information regarding the academic exchange project, attaching the required documentation.

1. Personal background information

The screenshot shows the 'Formulario de Postulación' (Application Form) for UDEC. The user is Hugo Alejandro Contreras Roman. The form is divided into several sections: 'Inicio', 'Antecedentes', 'Asignaturas', 'Documentación', 'Enviar postulación', and 'CERRAR SESIÓN'. The 'Antecedentes personales' (Personal Background) section is active, showing fields for 'NOMBRES' (Hugo Alejandro), 'APELLIDOS' (Contreras Roman), 'CORREO' (HCONTRERAS2016@udec.cl), 'GÉNERO' (Masculino), 'NACIONALIDAD' (México / Mexico), and 'CORREO ALTERNATIVO (OPCIONAL)' (hcontreras2016@udec.cl). Below this, the 'Estudios que realiza actualmente' (Current Studies) section shows 'PROGRAMA' (Ingeniería Informática), 'INSTITUCIÓN' (Universidad de Guadalajara), 'CAMPUS/ESCUELA/FACULTAD' (Facultad de Ingeniería), and 'PAÍS' (México / Mexico). The 'Solicitud de postulación en la UdeC' (Application for admission to UdeC) section shows 'NATURALEZA DE LA MOVILIDAD' (Cursar Asignaturas), 'NIVEL DE ESTUDIOS' (Pregrado), 'PERIODO' (2024-1), and 'PROGRAMA' (INGENIERÍA CIVIL EN TELECOMUNICACIONES). Navigation buttons 'ATRÁS' and 'SIGUIENTE' are at the bottom.

In this section, the nominated student can confirm or correct his or her personal and academic information provided by his/her Institution of origin.

2. Academic Exchange Project

The screenshot shows the 'Formulario de Postulación' (Application Form) for UDEC, specifically the 'Asignaturas' (Courses) section. The user is Hugo Alejandro Contreras Roman. The form is divided into several sections: 'Inicio', 'Antecedentes', 'Asignaturas', 'Documentación', 'Enviar postulación', and 'CERRAR SESIÓN'. The 'Asignaturas' section is active, showing 'Mostrando asignaturas de: INGENIERÍA CIVIL EN TELECOMUNICACIONES (Programa postulado)' and 'Periodo: 2024-1'. Below this, there are two lists: 'Lista de asignaturas de programa: INGENIERÍA CIVIL EN TELECOMUNICACIONES (Programa postulado)' and 'Lista de asignaturas seleccionadas (3/6)'. The first list includes 'ALGEBRA I', 'ALGEBRA Y ALGEBRA LINEAL', 'ALGORITMOS Y LENGUAJE DE PROGRAMACION', and 'ALGORITMOS Y LENGUAJES DE PROGRAMACION'. The second list includes 'ALGEBRA Y ALGEBRA LINEAL', 'COMUNICACIONES INALAMBRICAS', and 'ARTE CHILENO Y LATINOAMERICANO'. Navigation buttons 'ATRÁS' and 'SIGUIENTE' are at the bottom.

In this section, the nominated student must select his/her courses during the period of exchange at UdeC. The system permits the selection of a maximum of 6 courses from up to 3 different UdeC programs. In addition, a checkbox is available where elective or complementary courses can be entered.

Of all the courses chosen, at least 50% must be selected from the UdeC program of interest.

The screenshot shows the 'Formulario de Postulación' (Application Form) for UdeC. The user is Hugo Alejandro Contreras Roman. The form is divided into several tabs: Inicio, Antecedentes, **Asignaturas**, Documentación, Enviar postulación, and CERRAR SESIÓN. The 'Asignaturas' tab is active, showing a 'Resumen de asignaturas seleccionadas' (Summary of selected courses). The table below lists the selected courses and programs:

Nombre de asignatura	Créditos SCT	Nombre de programa
ALGEBRA Y ALGEBRA LINEAL		INGENIERÍA CIVIL EN TELECOMUNICACIONES
COMUNICACIONES INALAMBRICAS		INGENIERÍA CIVIL EN TELECOMUNICACIONES
ARTE CHILENO Y LATINOAMERICANO	4	ARTES VISUALES

Below the table, there is a section for 'Resumen de asignaturas electivas o complementarias solicitadas:' (Summary of elective or complementary courses requested), which currently shows 'Sin observaciones añadidas' (No additional observations). At the bottom of the form, there are two buttons: 'ATRÁS' (Back) and 'CONFIRMAR' (Confirm).

Additionally, the course called “Academic Spanish Literacy (Alfabetización Académica en Español)” will be available. This course is exclusively for international students from non-Spanish speaking countries.

The Spanish literacy course will have limited vacancies (minimum of 15 with a maximum of 30 students). Priority will be given to those students who have registered in the nomination form, for the semester, provided they have proof of language proficiency requested.

Information regarding the UdeC undergraduate programs at the three different campuses can be found at the following link: <https://admisión.udec.cl/carreras-udec/>.

Information regarding the UdeC graduate programs can be found at the following link: <https://postgrado.udec.cl/programas/catalogo?type=magisteres>.

Please consider that to apply for an exchange at a graduate level, the applicant must be in possession of a bachelor's degree or be already enrolled in a master's degree program.

The graduate student must present a certificate that accredits his/her academic degree validated by the university of origin

3. Required documents

UNIVERSIDAD DE CONCEPCIÓN

Formulario de Postulación

Hugo Alejandro Contreras Roman

Inicio Antecedentes Asignaturas **Documentación** Enviar postulación CERRAR SESIÓN

Documentación

Puedes arrastrar los documentos para adjuntarlos

☐ No poseo pasaporte aún

PASAPORTE

N° Pasaporte

ATRÁS CONFIRMAR

In this section, the nominated student must attach the required documentation:

- Academic transcripts or grade reports showing courses taken at the Institution of origin at the time of application in English or Spanish
- **Cover letter:** a letter briefly summarizing academic exchange interests.
- **Curriculum Vitae** (CV) or resume
- **Certificate of Spanish level:** Certificate of Spanish B1 or higher. (Certificate from Instituto Cervantes, Certificate Servicio Internacional de Evaluación de la Lengua Española (SIELE) or accreditation of level attained by the institution of origin)
- **Passport:** Copy or photograph of passport. (optional at the time of application, but document is mandatory in order to obtain a letter of acceptance from UdeC)

Once the necessary information has been entered, the student can submit his or her exchange application.

The UdeC Office of International Affairs will contact the responsible institutional authority as well as the students to inform them of the decision regarding their applications. Upon having been accepted, the corresponding letter of acceptance to Universidad de Concepción will be sent.