

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	Dra. Jacqueline Sepúlveda Carreño
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. Sofía Valenzuela Águila sofvalen@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: • Call for the March – July semester: October 15 to November 15 Second Semester: • Call for the August – December semester: April 15 to May 30

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	• Motivation letter and academic mobility project in Spanish or English • Updated university transcripts in English or Spanish • Curriculum Vitae • Spanish language certificate: B2 level or higher. (Instituto Cervantes certificate/International Service for the Evaluation of the Spanish Language certificate (SIELE)/Level accreditation issued by the home institution) <i>*Document not required for Spanish-speaking institutions*</i> • Copy of Passport (optional at the time of application, but document is mandatory to obtain a letter of acceptance from UdeC)
Application deadline	First Semester: October 30th Second Semester: May 30th
Application deadline for all the programs of the Medical School	First Semester: • Call for the March – July semester: November 15 to November 30 Second Semester: • Call for the August – December: May 30 to June 15

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	2.100 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 covering medical needs, repatriation, and civil liability, valid for the entire exchange period (Spanish or English).
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 period	During the week before classes begin, the DRI will hold information meetings and answer questions.
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 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' (Studies currently taking) 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 PROGRAMACIÓN', and 'ALGORITMOS Y LENGUAJE DE PROGRAMACIÓN'. The second list includes 'ALGEBRA Y ALGEBRA LINEAL', 'COMUNICACIONES INALÁMBRICAS', 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.

Formulario de Postulación Hugo Alejandro Contreras Roman

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

Resumen de asignaturas seleccionadas

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

Resumen de asignaturas electivas o complementarias solicitadas:

Sin observaciones añadidas

ATRÁS CONFIRMAR

The course “Alfabetización Académica en Español” (code 890066) will be available for selection. This course is intended exclusively for international students from non-Spanish-speaking countries. Places are limited (10), and priority will be given to students who selected the course for the semester in their nomination, provided they hold the required language certification.

As part of the application, graduate students must submit a certificate, validated by their home university, confirming their academic degree.

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/magister>.

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

HISTORIAL CURRICULAR

CARTA DE EXPOSICIÓN

CURRICULUM VITAE

CERTIFICADO DE ESPAÑOL

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:

- Motivation letter and academic mobility project in Spanish or English
- Updated university transcripts in English or Spanish
- Curriculum Vitae
- Spanish language certificate: B2 level or higher. (Instituto Cervantes certificate/International Service for the Evaluation of the Spanish Language certificate (SIELE)/Level accreditation issued by the home institution)
Document not required for Spanish-speaking institutions
- Copy of Passport (optional at the time of application, but document is mandatory to obtain a letter of acceptance from UdeC)

Once the requested information has been completed, the nominated student may submit their mobility 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.