



INSTRUCTIONS FOR THE REGISTRATION OF EXTERNAL STUDENTS DOING A DOCTORAL RESEARCH INTERNSHIP AT UC

I. DOCUMENTS:

- Letter from the Home University indicating that the student is authorized to carry out the internship;
- Invitation letter from the UC host academic, specifying the months of the student's stay;
- Work plan that specifies the activities to be carried out during the internship;
- Photocopy of the passport identification page, which displays the photograph, personal data, and signature. For Chilean students, attach a copy of the national identity card;
- Passport-sized photograph in JPG format. 20 to 60 kb - Light background;
- Curriculum Vitae (CV);
- Motivation letter to do the doctoral internship at UC;
- Certificate of language proficiency (Spanish or English, as appropriate)¹.

II. APPLICATION:

https://www12.uc.cl/web_rai/jsp/rai_alumno_extrj_ingreso_form.jsp?codIdiomPag=EN

In case of questions about the application process and/or technical problems with the form, contact Florencia Roncone (froncone@uc.cl).

VERIFICATION OF COUNTRY, INSTITUTION AND AGREEMENT:

- In the Country and Home University fields, select the corresponding information.
- In the “Exchange program” field, the option “Bilateral Phd Visiting Research” must be selected.
- In the email field, the student must enter their email.
- To access the following fields of the form, press "Verify".
- If the name of your Home University does not appear on the list, contact Florencia Roncone (froncone@uc.cl).

¹ UC Chile Graduate School will evaluate on a case-by-case basis the need to submit a certificate of proficiency in Spanish or English language. Students from Spanish-speaking and English-speaking countries will not be required to present this certificate.



COUNTRY, AGREEMENT AND EXCHANGE PROGRAM

Please indicate country and name of your Home University:	
Country (*)	<input type="text"/> Search
Name of Home University (*)	<input type="text"/> Search
Exchange program (*)	Select the exchange program
Email (*)	<input type="text"/>
Confirm email (*)	<input type="text"/> Verificar

PERIOD OF EXCHANGE, PERSONAL DATA AND CONTACT:

- In the "Period of Exchange" section, the student must select the option "Other: specify start and end month and year" to indicate the official duration of the internships only when this does not last 6 or 12 months.

PERIOD OF EXCHANGE


Indicate how many semesters you are applying to (*):	
<input type="radio"/> For 1 semester beginning march 2023	Beginning (Month) - (Year)
<input type="radio"/> For 2 semesters beginning march 2023	Finish (Month) - (Year)
<input type="radio"/> For 1 semester beginning july 2023	
<input type="radio"/> For 2 semesters beginning july 2023	
<input type="radio"/> Other: select month and year of beginning and finish.	

- In the "Personal Data" section, complete the required information. Special attention must be paid to the name, date of birth, nationality, passport number, and email fields. Chilean students must complete the "passport number" field with the identity card (RUT) number without dots and hyphen.



PERSONAL DATA

Please, fill in the following fields:

Applicant's photo (*)	 <input type="button" value="Upload Photo"/>
Last Name (*)	<input type="text"/>
Name (*)	<input type="text"/>
Date of Birth (*)	dd <input type="text"/> mm <input type="text"/> yyyy <input type="text"/> Gender (*) <input type="button" value="(Gender) v"/>
Passport Number (*)	<input type="text"/>
Citizenship (*)	<input type="text"/> <input type="button" value="Search"/>
Native Language (*)	<input type="button" value="(Native language) v"/>
Permanent Address (*)	Street <input type="text"/> Number <input type="text"/>
	Apartment <input type="text"/> City <input type="text"/>
	Country <input type="text"/> <input type="button" value="Search"/> Postal Code <input type="text"/>
Telephone (*)	<input type="text"/> Indicate country and city code.

- In the "Applicant's Photo" field, select the "Upload Photo" option, where the following window will appear.



- Use a clear photograph with a white background, between 20kb and 70kb. This photograph will be used to generate the UC Student Card (TUC in Spanish).
- In the contact sections, provide the required information for the home university and emergency personnel.



ACADEMIC BACKGROUND:

- Complete academic background and select the faculty/school from which the doctoral program belongs.
- In the field for “Degree Program”, indicate the name of doctoral program in which the student is enrolled at their home university.

ACADEMIC BACKGROUND

Please indicate the name of the Degree Program you are currently enrolled at your Home University.	
Degree Program (*)	<input type="text"/> (*) <input type="radio"/> Undergraduate <input type="radio"/> Postgraduate
Years Attended (*)	<input type="text"/>
Main Field of Study at UC (*)	(Main field of study at UC) <input type="button" value="Validate main field of study at UC"/>
	(Main field of study at UC) Chemistry And Pharmacy Dental Medicine Faculty Of Agriculture And Forestry Engineering Faculty Of Biological Sciences Faculty Of Chemistry Faculty Of Communications Faculty Of Economics And Business Administration Faculty Of Education Faculty Of Law Faculty Of Letters Faculty Of Mathematics Faculty Of Theology Healthcare Science Institute Of Aesthetics Institute Of Astrophysics Institute Of Geography Institute Of History Institute Of Music Institute Of Philosophy
COMMENTS	
If you have any comments	<input type="text"/> to 100 characters):

- In "years attended," enter the year in which the student is currently enrolled.
- After selecting the main field of study at UC, press the option “Validate main field of study at UC”. This will display the section to upload the documents requested.

UPLOADING APPLICATION DOCUMENTS:

- Once the document section appears, upload the corresponding documents.
- All are mandatory and must be uploaded in **PDF format**.



Required files for applying:		
English Certificate Toefl: 80 Minimum Overall Score / Ielts: 6.5 Minimum Overall Score. (*)	Choose File	No file chosen
Nomination/Authorization Letter From Home University (*)	Choose File	No file chosen
Scanned Copy Of Passport (Id Page)/Copy Of Id (Identity Card) Of Country Or Origin (*)	Choose File	No file chosen
Digital Version Of Photograph Passport Size Jpg Format 20 To 60kb On Light Background (*)	Choose File	No file chosen
Curriculum Vitae (Cv) (*)	Choose File	No file chosen
Cover Letter (*)	Choose File	No file chosen
Uc Professor Invitation Letter (*)	Choose File	No file chosen
Research Activities Description/ Research Work Plan (*)	Choose File	No file chosen

Please remember, when submitting your online application form, the documents from this list will be automatically uploaded to your application folder.

- By default, the form includes an English Certificate, but the UC Chile Graduate School will evaluate **on a case-by-case basis the need to submit a language certificate (Spanish or English, if appropriate)**. Students from Spanish-speaking and English-speaking countries will not be required to present this certificate, and another document can be uploaded to continue with the application.

APPLICATION SUBMISSION:

- Once the documents have been uploaded, submit your application by pressing “send application”. If any document fails to upload correctly in the applicant's folder, the UC Chile Graduate School will contact the student for delivery.
- For including additional information that should be considered in the application, include it in the “Comment” section.
- Once the application is submitted, save a copy of the application form in **PDF format**.

COMMENTS

If you have any comments about your application, please write it below (up to 100 characters):

DECLARATION

I hereby declare that all the information on this application form is true and complete. I understand that Pontificia Universidad Católica de Chile may vary or change any decision regarding my admission or enrollment made on the basis of incorrect or incomplete information provided by me.

I hereby authorize Pontificia Universidad Católica de Chile to request extra information to my Home University if it is necessary to support my application.

If you have correctly filled in all required fields (marked with *), click the "Submit" button to send your information. If not, click the "Reset" button to fill in the form again or click the "Quit" button to leave the application without submitting your information.

Send Application
Clean Form
Exit without Apply



PONTIFICIA
UNIVERSIDAD
CATÓLICA
DE CHILE

**Escuela de
Graduados**
FORMACIÓN DOCTORAL
en la UC

III. NOTIFICATION OF APPLICATION UPLOAD:

- After submitting your application, please contact Florencia Roncone (froncone@uc.cl) from the Graduate School, attaching a copy of the application form.

Incomplete applications will not be processed.