



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:

 $\frac{https://www12.uc.cl/web\ rai/jsp/rai\ alumno\ extrj\ ingreso\ form.jsp?codIdiomPag=E}{N}$

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

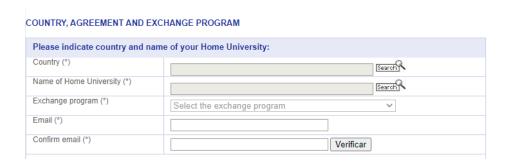
VERIFICATION OF COUNTRY, INSTITUTION AND AGREEMENT:

- 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 (fsroncone@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.

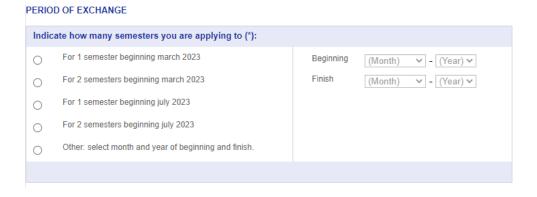






PERIOD OF EXCHANGE, PERSONAL DATA AND CONTACT:

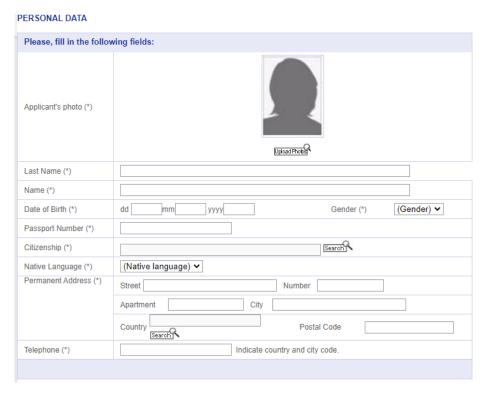
• In the "Period of Exchange" section, the student must select the option "Other: specify start and end month and year" to indicate the official duration of the internships only when this does not last 6 or 12 months.



• 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.







• 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.

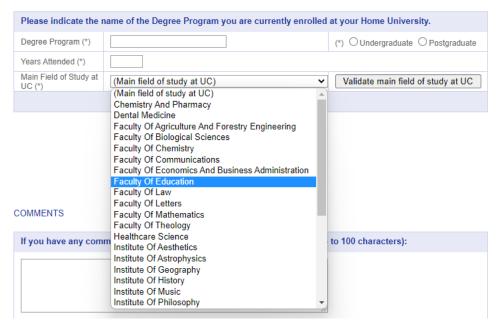




ACADEMIC BACKGROUND:

- 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



- 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.**



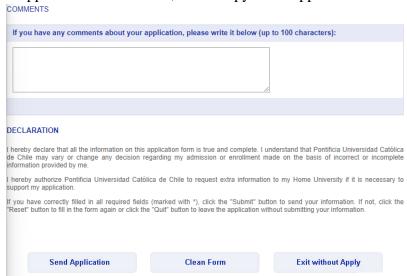




• By default, the form includes an English Certificate, but the UC Chile Graduate School will evaluate on a case-by-case basis the need to submit a language certificate (Spanish or English, if appropriate). Students from Spanish-speaking and English-speaking countries will not be required to present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







III. NOTIFICATION OF APPLICATION UPLOAD:

• After submitting your application, please contact Florencia Roncone (<u>fsroncone@uc.cl</u>) from the Graduate School, attaching a copy of the application form.

Incomplete applications will not be processed.