



REQUIREMENTS AND DOCUMENTS FOR FOREIGN APPLICANTS

UNDERGRADUATE PROGRAM

NEW CANDIDATES

Foreign Applicants interested in carrying out the registration, selection and admission process to an undergraduate program offered by the University, must file or send the following documents via registered mail during the registration dates.

1. **REGISTRATION FORM:** The form may only be filled out on the website, using a current, valid ID number (passport or Colombian Alien I.D card). Next, select the “New” type of entry. The University will require the STUDENT’S VISA required for each academic period.
2. **REGISTRATION PAYMENT RECEIPT:** When the registration form is filled out, the applicant will have the option to make the payment online or PSE (Electronic Payment Service), or to print the receipt and make their payment to one of a list of banks defined by the University.
3. **PHOTOCOPY OF THE I.D. CARD:** The foreign applicants must attach a legible photocopy of their passport or Colombian Alien I.D Card.
4. **A PHOTOGRAPH:** Must be recent, front facing, and in the style of official documents (Passport or Visa).
5. **COPY OF THE GRADUATION CERTIFICATE AND HIGH-SCHOOL’S DIPLOMA:** Foreign applicants who have graduated from a high school abroad must submit a photocopy of the high-school’s diploma validation resolution issued by the Colombian Ministry of National Education, 43rd street No. 57-14 CAN - PBX: (57) (1) 222 28 00 Ext.: 4409.

Follow the steps here: <http://www.gobiernoenlinea.gov.co/tramite.aspx?traID=3518>

The Validation Request Form can be found here:

http://www.mineducacion.gov.co/1621/articles-185479_convalidacion_bachiller.pdf

For the validation process the applicant ensure the document is certified in the country where he/she graduated (check with the Ministry of Foreign Affairs of the country where he/she attended high school or the nearest Colombian Consulate).

6. **COPY OF THE RESULTS OF THE “SABER 11” TEST (ICFES):** Foreign applicants who have taken a State examination abroad that is equivalent to The Colombian State Test “Saber 11” (ICFES) should attach it as long as the test is endorsed by the ICFES. If the State Test presented is not a Spanish-speaking one, it should be apostilled in the country of origin and translated by authorized people from the Ministry of Foreign Affairs of Colombia.



<https://tramites.cancilleria.gov.co/ciudadano/directorio/Traductores/traductores.aspx>

For those people who completed their high school studies abroad and who have not yet submitted the State Test, they must file a letter to the Admissions, Registration and Academic Control office, or a substitute, which commits the student to sitting and passing it during the first year of studies at the University.

Procedure:

Once the registration form is filled out and the respective payment made, the applicant may submit the documents required by the University, via registered mail, electronic means or deliver them directly to the Admission, Registration and Academic Control Office.

Once the tuition is admitted and formalized by the respective payment, the applicant must submit a photocopy of the STUDENT'S VISA at the Admissions, Registration and Academic Control Office, the deadline for submitting this document date is the first day of class.

TRANSFERS

Foreign Applicants who have carried out part of their higher education studies and wish to be transferred to the University, must fill out the registration form and make their payment in the process. They must submit the documents required by the University, via registered mail, electronic means or deliver them directly to the academic program of their interest:

1. **REGISTRATION FORM:** The form may only be filled out on the institutional website, using a current, valid ID number (passport or Colombian Alien I.D card). Next, select the "New" type of entry. The University will require the STUDENT'S VISA required for each academic period.
2. **REGISTRATION PAYMENT RECEIPT:** When the registration form is filled out, the applicant will have the option to make the payment online or PSE (Electronic Payment Service), or to print the receipt and make their payment to one of a list of banks defined by the University.
3. **PHOTOCOPY OF THE I.D. CARD:** The foreign applicants must attach a legible photocopy of the passport or Colombian Alien I.D Card.
4. **A PHOTOGRAPH.**
5. **PHOTOCOPY OF HIGH-SCHOOL DIPLOMA:** Foreign applicants who have graduated from a high school abroad must submit a photocopy of the high-school's diploma validation resolution issued by the Ministry of National Education of Colombia, Calle 43 No. 57-14 DOG - PBX: (57) (1) 222 28 00 Ext.: 4409).

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For the validation process the applicant ensure the document is certified in the country where he/she graduated (check with the Ministry of Foreign Affairs of the country where he/she attended high school or the nearest Colombian Consulate).

6. COPY OF THE RESULTS OF THE “SABER 11” TEST S (ICFES): Foreign applicants who have taken a State examination abroad equivalent to The Colombian State Test “Saber 11” (ICFES) should attach it as long as the test is endorsed by the ICFES. If the State Test presented is not a Spanish-speaking one, it should be apostilled in the country of origin and translated by people who are authorized by the Ministry of Foreign Affairs of Colombia.
7. For those people who completed their high school studies abroad and who have not yet submitted the State Test, they must file a letter from the Admissions, Registration and Academic Control office, or a substitute, which commits the student to sitting and passing the exam during the first year of studies at the University.
8. CERTIFICATE OF GRADES: The original certificate must be submitted, signed and stamped by the student’s home University, and updated to the last academic period studied. If the transcript is from a foreign university, they must come duly apostilled by a competent authority of the country where the document originates. If the transcript is not in Spanish, it must be translated by people authorized by the Ministry of Foreign Affairs in Colombia.

PROGRAM CONTENTS – It is the description of the curriculum for every studied subject: The program contents must be legible, signed and stamped by the home University. If the program contents are from a foreign university, they must be duly apostilled by a competent authority of the country where the document originates. If the program contents are not in Spanish, they must be translated by people authorized by the Ministry of Foreign Affairs of Colombia.

CERTIFICATE OF GOOD BEHAVIOUR: issued by the Higher Education Institution of origin.

Procedure:

Once the Registration Form is filled out and the registration payment is made, the applicant must submit those documents required by the University, via registered mail, electronic means or deliver them directly in the Admissions, Registration and Academic Control Office to start the subject approval process, according to what was defined in the Students’ Regulations.

Once the form is admitted by the University and the enrollment process is concluded, the applicant must submit a photocopy of the student’s visa at the Admission, Registry and Academic Control Office, the deadline for submitting this document date is the first day of class.



POSTGRADUATE STUDENTS

APPLICANTS

Both foreign and native students who have made undergraduate studies abroad and need to register as new students or transferors to any graduate program offered by the University, in addition to the documents required for each program and those mentioned above must submit¹:

1. Foreign applicants without foreign Colombian nationality must attach a copy of the passport.

The Certificates and diploma must have the apostille stamp affixed by the Ministry of Foreign Affairs of Colombia or the agency in charge of this process (the Hague Convention) in the country of origin; or on this point, for countries that do not belong to the Hague Convention, authenticated or stamped by the Colombian Consul in the country of origin, and endorsed by the Ministry of Foreign Affairs of Colombia.

Unless the postgraduate program to sets it as an entry requirement, it is not necessary that the degree that accredits the student as professionals is validated or approved in Colombia (In any case, this does not enable professional practice in Colombia).

For TRANSFERRING PROCESSES, the regulatory requirements and provisions previously cited apply, including the certificate of good behavior issued by the Institution of Higher Education of origin.

¹ All documents that are not in Spanish must be translated.