

GENERAL TERMS AND CONDITIONS

All scholarships awarded under this Call will be to **begin academic activities from 1st of March to 8th of December, 2019¹**, in the following modalities:

Academic Studies	Maximum Length of the Scholarship
Undergraduate and Graduate Mobility Programs	One Academic Term <i>(trimester, quarter or semester)</i>
Graduate-level research and postdoctoral fellowships	12 Months <i>(1 month minimum)</i>
Specializations	1 Year
Master's Degree	2 Years
Doctoral Programs	3 or 4 Years <i>(according to the program)</i>
Medical specializations and subspecializations	3 Years

UNDER NO CIRCUMSTANCES THE MAXIMUM LENGTH OF THE SCHOLARSHIP WILL BE EXTENDED²

The present Call includes [the institutions and academic programs](#) of Annex 1, and it is open to the [eligible countries](#) of Annex 2.

Scholarships are not granted for direct Ph.D. programs (combined M.A. and Ph.D. programs), distance learning programs, open or online education.

The following academic programs are not eligible for scholarships: Business Administration, Plastic Surgery, Accounting, Marketing, Advertising, Dentistry and Odontology, as well as related fields.

¹ The deadline to initiate academic studies is the 8th of December, 2019.

² The SRE/AMEXCID scholarships are granted only for the maximum lengths indicated in this scholarship program. If the course of study is longer, the student must pay the difference.

- If the academic program requires a thesis and an exam in order to obtain the degree, **the student must finish the thesis and present the exam within the specified end date of the scholarship.** This will be indispensable mandatory condition for receiving the last scholarship support payment.
- If the Degree Certificate is through a thesis, it must include the following legend:
<<*This thesis corresponds to the academic studies realized under the Merit Scholarship granted by the Mexican Government, through the Ministry of Foreign Affairs-Mexican Agency for International Development Cooperation.*>>
- Individuals already studying in Mexico at a [higher education institution and in an academic program](#) included in the scholarship program may apply for a scholarship.
- The application is made on a personal basis and **only one application per person will be accepted.**
- **There is no extension to the scholarship period initially granted. If the scholarship period ends and the student does not finish his thesis project or his degree process, all expenses related to his stay in Mexico to finish these academic activities must be solved by the student.**
- **The Ministry of Foreign Affairs/AMEXCID scholarship is not retroactive. That is, it will not cover any expenses incurred before the scholarship is awarded.**

a. Application Deadline

Applications for the scholarship will be accepted from June 28th to September 28th, 2018, at 15:00 (Local Time in Mexico City).

THIS DEADLINE IS NON-EXTENDABLE; THE APPLICATIONS SUBMITTED
EXTEMPORANEOUSLY, WILL NOT BE PROCESSED.

The results will be announced as of 05th of December, 2018, through the Mexican diplomatic offices abroad.

b. Candidate Profile

Requirements for all applicants:

- Bachelors³, Master's or Ph.D. Degree, as required by the program for which the scholarship is requested.
- Minimum grade point average of eighty (80), on a scale of 0 to 100, or the equivalent, for the last academic degree received.
- Be accepted or currently enrolled in a program of the participating Mexican institutions in this Call.

APPLICATIONS

- Applicants with more than one nationality may only submit one application. The nomination must come from the same country as the nationality chosen by the applicant to use while in Mexico.
- Documents in any language other than Spanish must be accompanied by a simple Spanish translation (need not be certified).
- For the 2019 Call, all applications will be online, except for the nationals of Cuba, Haiti, Nicaragua, Slovakia, Slovenia, Lithuania, Latvia, Turkey, Venezuela, New Zealand, the Palestinian National Authority and the countries of the African continent, who may submit paper or online applications.
- Nationals from Bolivia, Chile, China and Colombia must submit their paper application.
- Nationals from Chile must submit their file through the Department of Higher Education and Training of the Chilean Agency for International Development Cooperation (AGCID).

³ For Undergraduate Mobility Programs, it will not be necessary to present a degree, only an academic transcript for the last period that should clearly indicate the grades obtained. It should be stamped or signed by the home institution.

- Applicants from Colombia must submit their application through the Colombian Institute of Educational Credit and Technical Studies Abroad (ICETEX).
- Applicants from Bolivia must submit their application through the Plurinational Public Management School of Bolivia (EGPP).
- Applicants from the People's Republic of China must submit their application through the Chinese Scholarship Council.

a. Online Applications

The applications must be online through the Academic Cooperation Management System (SIGCA) (<https://sigca.sre.gob.mx>), during the duration of the Call.

The application period will remain active between June 28th and September 28th, 2018. Also, the SIGCA portal will remain open until 15:00 on September 28th, 2018 (Mexican Central Time). The required documents should be submitted as indicated in the system.

Mexican diplomatic offices abroad will not receive paper applications except for the countries mentioned above.

Applications submitted through means which are not SIGCA will not be considered (paper applications, faxes, e-mails, in person, or other).

b. File Applications

The entire scholarship application process must be done through the [Mexican Embassy](#) in the applicant's country or at the [concurrent Embassy](#).

NO APPLICATIONS WILL BE ACCEPTED DIRECTLY FROM THE APPLICANTS

It is mandatory for applicants to submit their documents in the following order:

- I. Application form (download), dully completed and including a digital photograph.
- II. Statement of purpose indicating the reasons for which the applicant is interested in studying or conducting research in Mexico. (Maximum of 2 pages, written in Arial font size 12, with single spacing).
- III. Curriculum vitae. (Maximum of 3 pages, written in Arial font size 12, with single spacing).
- IV. Affidavit of assurance to return to his/her home country or country of residence. Must be completed and signed.
- V. Acceptance letter from the Mexican host institution:
 - signed by the responsible party (Director of the International Affairs Office, Director of Academic Exchanges, Head of the Graduate Studies Department, Graduate Studies Coordinator, etc.);
 - stating the length of the studies with the start and end dates (format: DD/MM/YYYY);
 - specify the type of studies.⁴
 - For research, the acceptance letter should also state that the candidate will receive the mentoring needed for the research project and, if possible, the name of the advisor.
- VI. Copy of the diploma of the highest degree received.⁵
- VII. Copy of the transcript of the last degree received showing a minimum grade point average (GPA) —or accumulated for the cases of Undergraduate Mobility Programs—, on a scale of 80/100⁶. **If a different scale is used, the equivalent on a 100-point scale must be submitted.**
 - **For mobility scholarships**, a letter from the applicant's institution agreeing to give academic credit for the classes or course of study that will be taken in Mexico.
 - **For research grants**, a copy of the academic document showing the applicant has finished or is currently enrolled in a Master's or Doctoral program.
- VIII. Copy of birth certificate.
- IX. Copy of a valid passport or an official ID with applicant's photo and signature.⁷
- X. Original medical certificate issued by a public or private institution, with no more than three (3) months prior to submitting the documents. It must

⁴ Applicants can submit a contact letter from the institution with the scholarship application and continue with the procedures and requirements of the host institution.

⁵ For Undergraduate Mobility Programs, it will not be necessary to present a degree, only an academic transcript of the last term that should clearly indicate the student's grades. It must be stamped or signed by the home institution.

⁶ The applicant who has a Doctor degree must not accredit a minimum average.

⁷ The scholarship recipient will be responsible for processing his/her passport, whose costs must be covered with own resources.

- indicate that the applicant is in good health and certifies that is able to travel abroad and carry out his studies. Clinical tests will not be accepted.
- XI. 4 (four) recent original photographs (not digital), full face on a white background, 3cm x 3cm, with name and nationality noted on the back.
- XII. Letter of acceptance of the General Terms and Conditions of the program, with the candidate's handwritten signature.
- XIII. **Applicants already in Mexico** must have a current immigration document, with a Temporary Resident Student Visa (card).
- XIV. **Applicants already studying in Mexico**, it's necessary to present an official document certifying an accumulated minimum average of 85, on a scale of 80/100, issued by the institution in which the student is currently enrolled (signed and stamped by the appropriate authorities).
- XV. **If Spanish is not the applicant's native language**, include certificate of an advanced level of proficiency in Spanish, that ensure a minimum level of B2, according to the Common European Framework of Reference for Languages (CEFR), from a university or language center.⁸
- XVI. **For research grants in a language different from Spanish**, it is mandatory to submit an official communication from the host institution, stating the commitment to provide tutoring in a different language, specifying the language and the name of the tutor.
- The communication must be submitted with the signature of the responsible party (Director of the International Affairs Office, Director of Academic Exchanges, Head of the Graduate Studies Department, Graduate Studies Coordinator, etc.).
 - Also, the candidate must provide a certificate of an advance level of proficiency in the language, in which he/she will receive the tutoring, that ensure a minimum level of B2, according to the Common European Framework of Reference for Languages (CEFR).

Incomplete files and original documents will not be accepted (except for the medical certificate, which must be submitted in the original).

THE FILES OF UNSUCCESSFUL CANDIDATES WILL NOT BE RETURNED

SELECTION PROCESS

Preference will be given to applicants that:

- Have not previously received a scholarship from the Mexican Government.

⁸ A Spanish course is offered for some countries prior to the beginning of the academic program. For more information, see the [list of countries](#).

- Select a program on issues that are a priority for the development of their country and of strategic interest to Mexico (priority will be given to academic programs related to the education, health, energy, environmental and/or telecommunications sectors).
- Apply for academic programs or research not available in their country.
- Study or do research at institutions located outside of Mexico City's metropolitan area.
- Hold faculty or research positions at public universities and scientific research centers in their country.
- Are public officials in charge of areas or programs of special interest for their country.

Applications that meet all of the requirements may be subject to review by authorities from the applicants' respective countries as part of the selection process. **The Mexican Government will only review the pre-selected candidates.⁹**

a. Selection Criteria

- Academic excellence of the candidate in the intended area of study.
- The intended field of study or specialization in Mexico is related to the applicant's academic and job history.
- The area of study is important to and has a direct impact on the development of the applicant's country.

The following are not eligible:

- i) Foreign diplomats accredited in Mexico or their relatives;
- ii) Foreign citizens with temporary or permanent residence in Mexico;
- iii) Foreign citizens with Mexican nationality¹⁰;
- iv) No scholarships will be awarded for two or more people from the same family or spouses;
- v) Foreign citizens who hold a family reunification Mexican visa or aspire to obtain it.

⁹ In the case of applications from Argentina, The Ministry of Foreign Affairs and Worship of the Argentine Republic will ratify the candidatures that the bilateral Committee preselects.

¹⁰ Including children from Mexican father or mother.

The submission of an acceptance letter of the Mexican Institution, application form, and/or all of the required documents does not automatically result in a scholarship. All applications go through the selection process described in this Call.

THE FINAL DECISION ON THE SCHOLARSHIPS IS MADE SOLELY BY THE MEXICAN GOVERNMENT.

NONE OF THE DECISIONS RELATED TO THE SELECTION PROCESS ARE SUBJECT TO APPEAL AND WILL BE ADJUSTED TO THE BUDGET AVAILABILITY OF THE AMEXCID.

b. Scholarship Benefits

- Monthly stipend of 4 (four) times the value of the Unit of Measure and Actualization (UMA) for Undergraduate mobility scholarships, Specializations, Master's degrees or Master's-level research, Spanish language or Mexican culture courses. During 2017, the stipend was calculated with the minimum salary in Mexico City and was equivalent of \$9,800.96 pesos (approximately USD \$478.00)¹¹.
- Monthly stipend of 5 (five) times the value of The Unit of Measure and Actualization (UMA) for Doctoral programs and Research periods, Postdoctoral fellowships and Medical specialties and subspecialties. During 2017, the stipend was calculated with the minimum salary in Mexico City and was equivalent of \$12,251.00 Mexican pesos (approximately USD \$597)¹².

➤ **MONTHLY STIPENDS ARE NOT DIVISIBLE OR PARTIAL. THE SCHOLARSHIP WILL BE PAID AT THE END OF EACH MONTH.**

- Registration fees and tuition, as established by the program at each institution (see the [academic programs](#) offered by the participating HEIs), subject to the final decision of the participating HEI, established in the letter of acceptance.
- Health insurance from the Mexican Social Security Institute (IMSS), starting the third month of the scholarship. **The scholarship recipient must have health**

¹¹ Exchange rate as of 7th of June, 2018 (Source: Mexican Central Bank).

¹² Exchange rate as of 7th of June, 2018 (Source: Mexican Central Bank).

insurance that covers both major and minor medical expenses and provides international coverage for the first three months in Mexico.¹³

- The cost of the temporary resident/student visa issuance, for stays longer than 180 days.
- Depending on the reciprocity with the partner country, it will be included a round-trip international airfare at the beginning and/or satisfactory term of the scholarship. The air ticket will be purchased in economy class and will be considered the most convenient flight route for the Academic Exchange Office¹⁴. Consult the [list of countries](#) whose Mexico has reciprocity with for this benefit.
- Should the recipient of the scholarship is pursuing studies outside the Metropolitan Area of Mexico City, transportation from Mexico City to the host institution and back will be provided, at the start and end of his/her academic activities.¹⁵

THE BENEFITS ARE EXCLUSIVE FOR THE SCHOLARSHIP RECIPIENTS AND WILL NOT BE EXTENSIVE TO SPOUSES OR OTHER FAMILY MEMBERS OR RELATIVES.

c. Expenses Not Covered by the Scholarship

- Costs incurred to obtain the passport, or related expenses.
- Expenses incurred for the trip to the nearest Mexican Embassy or Consulate for the visa issuance.
- Academic costs (registration and tuition) if not waived by the academic institution or granted by the Ministry of Foreign Affairs.
- Laboratory fees, workshops, language courses or other academic activities that are part of the academic program and are not waived by the academic institution.
- Fees for transferring academic credits and course revalidation.
- If the graduate studies program requires a preparatory or introductory course, the student must cover the cost, as it is not included in the Ministry of Foreign Affairs/AMEXCID scholarship. The scholarship initiates at the beginning of the

¹³ When the scholarship recipient does not have an international health insurance, it must cover the expenses of any medical eventuality.

¹⁴ For all the cases, the Academic Exchange Office will acquire the air ticket; **any purchase made by the scholarship recipient will not be refunded. Any change that the scholarship recipient wishes to make to the airplane ticket purchased by the DIA after its issuance, will be covered by the person concerned.** It is the responsibility of the scholarship recipient to review the flight schedules and arrive at the airport as required by the airline's conditions. It is the responsibility of the scholarship recipient to review the clauses established in the air ticket, regarding the number and weight of the luggage. For more information, consult the [list of countries](#).

¹⁵ Five hours or less journeys will be done by ground transportation, as well as those where there is no available route from Mexico City. More than 5 hour journeys and with available routes will be done by air transportation, for which the Academic Exchange Office will purchase the ticket. **Any purchase made by the scholarship recipient will not be refunded.**

first academic term (quarter, trimester, semester), once the student has successfully completed the preparatory course, if required.

- Installation or accommodation expenses.
- Transport from the airport to the AMEXCID offices for the scholarship recipient documentation.
- Cost of printing the thesis.
- Fees for obtaining the diploma and/or certificate.
- Registration in the National Registry of Foreign Citizens.
- The Ministry of Foreign Affairs/AMEXCID does not cover additional baggage reimbursement, not established in the air ticket purchase by the Academic Exchange Office.
- If it's necessary to obtain a Transit Visa for travel to Mexico, the Ministry of Foreign Affairs/AMEXCID does not cover the issuance costs or any related expenses.
- Any other expense not mentioned above.

d. Responsibilities of the Scholarship Applicants

- **The acceptance procedure for a Mexican institution and the corresponding letter is independent of this Call. Applicants must manage directly their admission to the study program at any of the Participating Mexican Institutions.**
- Complete the required forms fully and correctly and submit the required documentation within the acceptance period for applications.
- Demonstrate an ethical and exemplar behavior during the application and selection process.
- Follow the evaluation, formalization and monitor the procedures established by the Ministry of Foreign Affairs/AMEXCID.

e. Responsibilities of the Scholarship Recipients

1. The scholarship recipients must sign all the documents related to their scholarship, when the Academic Exchange Office requests it.
2. The correct visa must be obtained from the appropriate Mexican consular office before traveling to Mexico.¹⁶
3. **The scholarship recipients must travel to Mexico with the passport used throughout the application process, valid for a minimum of 120 days.**

¹⁶ If the scholarship recipient arrives in Mexico without the Temporary Resident Student Visa (card), he/she must cover the costs that involve obtaining it.

4. Those whose grant includes international transportation must coordinate the purchase of tickets with the Academic Exchange Office. **No unilateral purchase will be reimbursed.**
5. Scholarship recipients must have health insurance that covers major and minor medical issues and international medical coverage that covers the first three months in Mexico. When the scholarship recipient does not have an international health insurance, he/she must cover the expenses of any medical eventuality.
6. Scholarship recipients must have the necessary financial resources to cover the stay and expenses during the first month of scholarship.
7. Must update their medical certificate (2) two months before traveling to Mexico.
8. If the academic program requires a thesis and an exam to obtain the degree, these must be completed within the period covered by the scholarship.
9. Scholarship recipients may not change their immigration status with Mexican officials while they are receiving the scholarship.
10. **All the scholarship recipients must present themselves, within the first 10 (ten) days of the month of their scholarship, in the facilities of the Academic Exchange Office,** at the Ministry of Foreign Affairs/Mexican Agency for International Development Cooperation, to conduct the procedures related to their documentation. For registration, the scholarship recipient must present his/her current passport and migration card. The facilities are located at: Plaza Juárez No. 20, 4th floor, Col. Centro, C.P. 06010, Mexico City.
11. If the scholarship recipient applied online, he/she must bring 4 (four) recent original photographs (not digital), full face on a white background, 3cm x 3cm, with name and nationality noted on the back.
12. Obligation to present the required documentation by the Academic Exchange Office, after the approving term of their academic activities.
13. Update contact details once they are already in Mexico.
14. The Scholarship recipient must comply with the Applicable Norms for Scholarship Recipients (NABE) and manage with the Academic Exchange Office the proper closure of his/her file, sending and signing the documentation for this purpose.
15. The Scholarship recipients must show not only academic excellence, but also an exemplary behavior throughout their stay. It is the responsibility of the scholarship recipients to consider that they are recipients of Merit Scholarship, as well as representatives of their country of origin and its collaboration with Mexico.

- **ONCE THE SCHOLARSHIP HAS BEEN AWARDED AND BEFORE TRAVELING TO MEXICO, THE SCHOLARSHIP RECIPIENT MUST ATTEND THE MEXICAN EMBASSY (CONSULAR SECTION) OR MEXICAN CONSULATE TO OBTAIN THE VISA THAT CORRESPONDS CORRECTLY TO HIS/HER LEGAL STATUS WHILE IN THE COUNTRY.**

THE SCHOLARSHIP RECIPIENT MUST BE COMMITTED TO UPDATE HIS/HER MIGRATION STATUS

TRANSITORY PROVISIONS

- Applicants will be advised via email by the corresponding Mexican diplomatic office or AMEXCID, if he/she has been awarded a scholarship.
- The scholarships are non-transferable and may not be deferred for use in subsequent academic years.
- **Once the scholarship has been awarded, no changes of Institution or academic studies will be accepted.** If the scholarship recipient leaves their studies, engages in other activities which contravene the Mexican legal provisions or fails a course, the scholarship will be canceled.
- The Academic Exchange Office will not be responsible for managing another visa other than the beneficiary's visa.
- The admission at any of the Participating Mexican Institutions in this Call does not guarantee the granting of a scholarship by the Mexican Government.

THE GRANT IS SUBJECT TO AMEXCID'S BUDGET AVAILABILITY.

Those applicants, no matter their nationality, who are awarded a scholarship and whose stay is of more than 180 days, must apply for the VISA instructed by the Academic Exchange Office at the Embassy or Mexican Representation abroad in their country of residence, in order to obtain the required migratory documentation, once the candidate is in Mexican territory.

For more information regarding migratory matters, visit the following websites:

Ministry of Foreign Affairs' Consular Services

<http://www.gob.mx/sre/acciones-y-programas/visas-para-extranjeros>



Mexican Embassies Abroad:

<https://directorio.sre.gob.mx/index.php/embajadas-de-mexico-en-el-exterior>

Issues not covered in this document will be resolved by the Mexican Agency for International Development Cooperation.

Contact address: infobecas@sre.gob.mx

Mexican Ministry of Foreign Affairs
Mexican Agency for International Development Cooperation

