



Application procedure for Exchanges at Centro de Investigación y Docencia Económicas 2018 - 2019

Dear colleagues,

The following details the application process for incoming exchange students at CIDE. Please be sure to direct your students to our Incoming exchange web site (<http://cide.edu/nosotros/cide-internacional/intercambio-entrante/>) for all the details concerning the application process. We will be more than happy to answer any questions should they have after consulting our site.

1. **Deadlines:** **May 15th** is the deadline to submit all completed applications for the upcoming year, whether students applying for the fall semester or the full academic year. **October 15th** is the deadline for the spring semester. Please direct your students to our website where they can find the application form: <http://cide.edu/nosotros/cide-internacional/intercambio-entrante/>.
2. **Nomination:** We ask our partners to please send us the nomination letters by email at exchange@cide.edu in advance to application deadlines. The reason of this is to provide students plenty of time to apply.
3. **Submission of applications:** Once we have received the nomination letter from you, students should send the following requirements to exchange@cide.edu.

Admission requirements for the exchange program:

- 3.1 Application form
- 3.2 Statement of personal and academic intent
- 3.3 Nomination letter (written by the International Exchange Office or equivalent from your home institutions)
- 3.4 A copy of their international medical insurance policy, covering both accidents and illness
- 3.5 An official transcript
- 3.6 An official or non official report of their level of proficiency in Spanish (non-native speakers only)
- 3.7 A copy of their passport
- 3.8 1 passport-sized photograph (scanned)



4. Registering to courses:

Students that have been accepted to the exchange program will be asked to fill out a course registration form during the first two weeks of classes.

Please, do not hesitate to contact us if you have any further questions concerning the application process.

Thank you for your collaboration!

Best regards,

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