

## **CONACYT-IICA Scholarship Program for Postgraduate Studies in Mexican Institutions**

### **Institutional requirements for applying for admission and award of scholarship**

In order to apply for a scholarship under this Program, candidates must satisfy all the requirements established by the Inter-American Institute for Cooperation on Agriculture (IICA, the Higher Education Institutes of Mexico and the National Science and Technology Council (CONACYT) of Mexico.

#### **IICA requirements**

The candidate must satisfy the following requirements:

1. Be a national of or permanent resident in one of the Member countries of IICA within Latin America and the Caribbean.
2. Master the use of Spanish, since this will be the language of instruction of the postgraduate program in Mexico.
3. Be linked to an institution and/or project related to IICA's agenda within the respective country or to an activity related to the technical programs of the Institute, such as the Ministry of Agriculture, Ministry of Science and Technology, Ministry of the Environment, or any other related area; the National Council or Institute of Science and Technology, of agricultural research, of agricultural innovation or related institution; a university, a non-governmental organization(NGO) or other equivalent institution. Contar con el respaldo de la institución en que labora, debiendo constar dicho respaldo en una carta oficial de esa institución.
4. Undertake to return to his/her country of origin at the end of the program of studies, and to continue with the Project or institution which sponsored him/her.
5. Present a draft thesis proposal relating to needs of his/her country, which must be agreed with the sponsoring institution and approved by the IICA Office in that country. The thesis proposal must be outlined in a brief document, and must a co-director of the thesis in the country sponsoring the candidate must be proposed. Once the candidate has been admitted to the educational institution in Mexico corresponding to his/her chosen studies, the proposal must be assessed by the selected program of studies and a thesis director will be assigned.
6. Obtain and present duly legalized documentation attesting to the studies done and the qualifications received, the grade-point average and the academic levels attained.
7. Once the candidate has been accepted by the academic institution in Mexico, he/she must meet the requirements of the Mexican government for obtaining the corresponding visa.

The IICA office in the respective country will provide all the support possible to assist the candidate in carrying out the necessary procedures. Additionally, the Office must ensure that the candidate, the office where he/she Works, the project in which he/she is involved or any other entity, assumes responsibility for expenses relating to the candidate's return trip to Mexico within the requirements of the Program, as well as any trips the candidate may make to his country of origin, in the event that the thesis is being done in that country.

## **Requirements of selected higher education institutions in Mexico**

CONACYT awards scholarships based solely on programs approved by the National Program for Quality Postgraduate Studies (*Programa Nacional de Posgrados de Calidad - PNP*C). The Programs approved under this initiative must have signed an agreement with CONYACT for exemption from tuition fees and registration fees for the candidates accepted.

The candidate must fulfill the following requirements:

1. Present the request for admission duly completed for admission to the corresponding postgraduate program, in which he/she will outline his/her, motives for entering this program. The application form is available on the web site of the relevant institution (see list of programs in appendix).
2. Submit the curriculum vitae (unspecified format), with documentation supporting information contained therein.
3. Possess the qualifications immediately preceding the level being requested.
4. Submit an official transcript of all the university-level courses and qualifications (do not include secondary level courses).
5. Possess a grade-point average of at least 8.0 on a scale of 0-10, or equivalent.
6. Submit a certified copy of the Professional Bachelor's Degree (if admission to a Master's program is being requested) or Master of Science Degree (if admission to a Doctoral program is being requested). These documents must be certified by the Mexican Consulate in the respective country of origin. If the original information is in a language other than Spanish, this must be accompanied by an accurate and duly notarized translation.
7. Possess competence in English that, at a minimum, will enable comprehension of texts. Nevertheless, the website of the institution being applied to will provide information as to the degree of competence in English required by that institution.
8. Submit two letters of application written by researchers or university professors in the candidate's country of origin (most institutions require two letters, but it is best to verify if that is the number of letters required by the institution being applied to).
9. Submit a notarized copy of the birth certificate or naturalization card, in the case of foreigners naturalized in the country of residence
10. Present a medical certificate, issued 30 days before the request for admission, which should include the candidate's blood type.
11. Submit six recent passport-size photographs, (2.5cm x 3.0 cm in black and white).
12. Describe, in one page, the research topic that the candidate expects to explore (in the case of a Master's degree, or present a research project proposal (for a doctoral program).
13. Once admission has been received to a program of studies, obtain a permit for entry to Mexico, issued by the National Immigration Institute (*Instituto Nacional de Migración*). This document must be requested through the Mexican consulate located in the corresponding country, at least 60 days before travelling to Mexico. Citizens of Argentina, Brazil, Chile, Paraguay and Venezuela do not require a visa to travel to Mexico (they are however advised to verify this information with the Consulate of Mexico).

The candidate must also satisfy all the **specific** requirements of the institution to which he/she is requesting admission (see annex containing list of higher education institutions and programs approved by the PNPC)<sup>1</sup>.

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<sup>1</sup> Exemption from payment of tuition and registration fees is subject to the agreements signed between CONACYT and the higher education institutions approved by the PNPC. Moreover, this exemption will only be granted to those institutions that have accepted to

## **Requirements of CONACYT for granting of scholarships**

Persons admitted to a postgraduate program approved by the PNPC will automatically qualify for a CONACYT scholarship, which will be for the duration of the period of study, as long as the candidate abides by the rules and regulations of the institution.

(<http://www.conacyt.mx/becas/Paginas/default.aspx>).

The higher education institution in Mexico to which the student is admitted will be responsible for processing the scholarship through the CONACYT. This process will begin as soon as the institution in question has selected its candidates. Applications will be received twice per year: in winter (January-February) and in autumn, (July-September).

Candidates must satisfy the following requirements:

1. Possess a minimum grade point average of 8.0 on a scale of 0-10, or its equivalent, at the level of studies proceeding the program to which the candidate has applied
2. Be admitted to a postgraduate program that falls under the PNPC.
3. Fulfill all the requirements outlined by the CONACYT within the time frame and terms indicated in the corresponding call for application.

It is also important that candidates take into consideration the following provisions of the CONACYT:

1. Scholarships will not be awarded to persons seeking to enter a postgraduate program at a level equal or similar to a level already attained.
2. Information on the award of scholarships will be made available with a period of 30 days following the close of the application period.
3. The duration of the scholarships will be as follows: a) specialized program of studies: 6 to 12 months; b) Master's program: up to a maximum of two years; and c) doctoral program: up to 36 months to scholarship holders with a post-Bachelor's degree (*Licenciatura*).
4. Scholarships for specialized programs of study may cover the full or total cost of accommodation and meals, tuition fees and medical attention.
5. Scholarships for master's and doctoral programs may cover the full or partial cost of accommodation and meals, tuition fees, as well as medical attention via the Insurance and Social Services Institute for State Workers (*Instituto de Seguridad y Servicios Sociales de los Trabajadores del Estado (ISSSTE)*).
6. The existing scale for establishing the amount of the scholarships granted by is as follows: a) specialized program of studies: 4 times the minimum wage; b) master's program: 4.5 times the minimum wage; y c) doctoral program: 6 time the minimum wage. Information on minimum wages is available at:  
[http://www.sat.gob.mx/sitio\\_internet/asistencia\\_contribuyente/informacion\\_frecuente/salarios\\_minimos/default.asp](http://www.sat.gob.mx/sitio_internet/asistencia_contribuyente/informacion_frecuente/salarios_minimos/default.asp)