

Merit Awards for Special Programs from the Mexican Government for International Students | 2016 Application Period

Improving the Quality of Mexican Higher Education Institutions

With the intent of contributing to the improvement of quality, management, and internationalization and best practices of Public Mexican Higher Learning Institutions (IES by their Spanish acronym), the Mexican Government awards grants for the program Improving the Quality of Mexican Institutions of Higher Education.

General Requirements

1. Only nationals from the countries listed in [Annex 1](#) may apply.
2. Only the applicants that fulfill all the requirements listed in the application, meet the deadline, and submit all the required documents will be considered.
3. All forms and/or documents that are required for the application process should be submitted in Spanish, or depending on the case, translated into Spanish (need not be certified).
4. All applications should be submitted electronically through the [Academic Cooperation Management System](#) (SIGCA by its Spanish acronym) as indicated in the application, with a minimum of 30 (thirty) calendar days before carrying out any activities relating to the conference.
5. When completing the application, the applicant should consider that in order to receive the full payment of the grant during the first month, conference activities should commence within the first 10 (ten) calendar days after arriving in Mexico. Also, in order to obtain payment during the last month, conference activities should end in the final 5 (five) calendar days of said month.
6. Applications submitted through means which are not SIGCA will not be considered (paper applications, faxes, e-mails, in person, or other).
7. All program grants include, international transportation from the capital of the country of origin of the awardee to Mexico City and transport, if required, to the destination city where the applicant will carry out their activities given the following:

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- a) All flights, without exception, will be bought in economy class. The awardee should inform the Office of Academic Exchange (DIA by its Spanish acronym) of the General Department for Technical and Scientific Cooperation of AMEXCID of the specific travel dates for both inbound and outbound flights.
- b) In the case that the awardee or the host institution purchases the flight, there will be no reimbursement.
- c) The DIA will not cover any expense that the awardee incurs due to a change of flight or excess luggage fees.
- d) If the applicant and/or the host institution were to cancel the event once airfare has been purchased by the DIA, the applicant and/or the institution must reimburse the DIA for the total costs.

Deadline

The application period will remain active between April 6th and September 15th, 2016. Also, the SIGCA portal will remain open until 11:59 pm on September 15th, 2016 (Mexican Central Time). The deadline will not be extended and belated application will not be considered.

You may arrive at the host institution between June and November 2016

Visas and migration documents

1. The applicants, whom are nationals of countries which Mexico has visa-free agreements with, in case of being selected, do not require a visa to travel to Mexico when the length of stay does not exceed 180 calendar days. The awardee only has to present their passport at the point of entry with a passport that does not expire within six months, and the multiple entry form (FMM), which will be provided by the airline and/or the point of entry into Mexico.
2. The applicants that are of a nationality which Mexico does not have a visa-free agreement with, whose stay is less than 180 calendar days, shall solicit a Tourist Visa for Non-Paid Activities at the Mexican Embassy or representative entity in their country of residence.
3. In the case of applicants, regardless of their nationality, who are selected and their stay exceeds 180 calendar days, the awardee shall solicit the visa that the DIA indicates at the Mexican embassy or representative entity in their country of residence, in order to be able to obtain said visa and the corresponding migration documents once on Mexican territory.

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For more information regarding migration topics, visit the Consulate Services webpage of the Ministry of Foreign Affairs:

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

Mexican Embassies Abroad:

<http://www.gob.mx/sre/acciones-y-programas/representaciones-de-mexico-en-el-exterior>

Additional Provisions

1. Presenting all documents in their entirety does not guaranty that you will be awarded the fellowship.
2. Once the selection process has concluded, the DIA will notify the applicants through written mail those who have been selected. The decision is final and not eligible for appeal.
3. This grant is for individual use, intransferible, and can only be utilized during the year in which you apply.
4. The following are ineligible for the grants:
 - a) Foreign diplomats in Mexico and their families.
 - b) Foreigners with temporary or permanent residency status in Mexico.
 - c) Foreigners who are also considered Mexican nationals.
5. Grants will not be awarded to two applicants for the same project.
6. Those who were awarded the grant in 2015 are ineligible.
7. The grant does not cover expenses for family members nor dependents of the awardee, in the given case that the awardee wishes to travel with their family, they will be held responsible for any incurring costs such as airfare, transportation, and other.
8. The grant will be awarded based on the Mexican Agency for International Cooperative Development's budget.

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Program Description

Grants for education specialists and international education administrators to give conferences, courses and workshops and to exchange experiences and best practices with Mexican administrators and others that contribute to improving the quality, internationalization and administration of Mexican public higher education institutions.

This program does not give grants for research projects.

Candidate Profile

Must be an international education administrator or an expert in the topic of the conference, course, workshop or exchange of experiences and best practices in internationalization.

Length of Stay

Minimum five days
Maximum one month

Required Application Documents

1. [The application should be submitted on-line with a digital photograph.](#)
2. Letter from the host Mexican institution in which an invitation is extended to the candidate in which the following information is expressed:
 - a) Title of the conference, course, workshop, or seminar, which will be given by the applicant.
 - b) Start and end date of the activities that are to be carried out in Mexico. The applicant should consider, as established under General Requirements, in order to receive the first monthly payment of the fellowship, the activities should commence during the first 10 (ten) calendar days of the month.
 - c) The letter should be printed on official letterhead, sealed, and signed by the corresponding authority (Director of the institution or their equivalent, or Director of the International Office or office of Academic Exchange, head of graduate studies,

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graduate coordinator, etc.)

3. The project must have been approved by the National Association of Universities and Higher Education Institutions (ANUIES).

CONTACT:

Brenda Elizabeth Galaviz Aragón, ANUIES Cooperation Director, Tenayuca No. 200, Col. Sta. Cruz Atoyac, C.P. 03310, t. 5420 4978 and 5420 4921.

Email: brenda.galaviz@anuies.mx.

4. The program activities must be previously scheduled with the academic institution.
5. Applicant's CV/Resume in Spanish or a non-certified translation.
6. Medical certificate issued within the last three months of the application submission date by a public or private health institution. Certificates issued by your private medical provider will not be accepted.
7. A copy of the applicant's current passport (first and last page).
8. Letter signed by the applicant, in which the applicant accepts the general terms of agreement of the special program grant.

Grant Details

1. Monthly stipend payment will equal 5 (five) minimum wage salaries as specified by the government of Mexico City which equals a monthly stipend of \$10,956.00 MXN (Approximately \$627.90 USD¹)
2. Roundtrip international transportation from the capital of the country of residency to Mexico City.
3. National transportation from Mexico City- to where fellowship activities are to be carried out- and back to Mexico City. If during their stay, the awardee conducts activities within the Mexican Republic not related to the fellowship, the associated costs must be borne by the awardee.

Note: The awardee who arrives for a stay less than 4 months should have international medical insurance with wide coverage.

¹ Exchange rate determined by The Bank of Mexico (www.banxico.org.mx) on April 4, 2016.