



## **GUIDE FOR FOREIGN STUDENTS WHO WISH TO UNDERTAKE UNDERGRADUATE AND POSTGRADUATE STUDIES AT THE UNIVERSITY COLEGIO MAYOR DE CUNDINAMARCA**

Dear applicant, this guide aims to inform you of the most important stages of the admission process at the University Colegio Mayor de Cundinamarca.

Please note that:

- The classes are taught in two academic periods, the first begins in mid-January and ends in the first couple of days in the month of June.
- The second period begins in mid-July and ends in November.
- All information about the admission process and the academic programs can be found on the web site: [www.unicolmayor.edu.co](http://www.unicolmayor.edu.co).

### **ADMISSION OF INTERNATIONAL UNDERGRADUATE STUDENTS**

Foreign students can register for the University Colegio Mayor de Cundinamarca's undergraduate programs in the following ways:

- New Applicant: You can register as a new applicant for the undergraduate programs; any foreigner who has passed the equivalent studies at secondary level in Colombia.
- transfer applicant: A candidate who has completed at least two academic semesters in a higher education program of an institution recognized by the Ministry of Education of the respective country may request a transfer to the University Colegio de Cundinamarca.

### **REGISTRATION PROCEDURE**

- ✓ Review the candidacy terms of admission.
- ✓ If you meet the registration requirements, you should proceed to buy the PIN (payment of registration fees) online through the following link:  
<http://www.unicolmayor.edu.co/index.php?idcategoria=958>

- ✓ Using the following link <http://www.icfes.gov.co/atencional-ciudadano/examenes-homologables> you can verify whether the status test you took abroad is equivalent to the Icfes Saber 110 test
- ✓ Register in the Admissions / undergraduate enrolment link on the dates indicated in the Admissions Calendar.
- ✓ Consult the directory for Admission tests and if you are called for the Interview and Basic Assessment, you must be present at the University, for this please consult the corresponding Calendar on the Website

## **REGISTRATION PROCEDURE**

Consult the admittance results and if you are selected for Registration, present the following documents to the Admissions Office or send them electronically to the admissions office at [admisiones@unicolmayor.edu.co](mailto:admisiones@unicolmayor.edu.co)

- ✓ Photocopy of any form of identification or foreign ID card
- ✓ Legible photocopy of passport, which must be valid during the time of stay in the country.
- ✓ Student Visa, according to the time of stay in the country, which allows you to study at the University Colegio de Cundinamarca. For more information, visit [www.migracioncolombia.gov.co](http://www.migracioncolombia.gov.co).
- ✓ Photocopy of Diploma and / or Degree Certificate corresponding to the country of origin, approved or recognized by the Ministry of National Education of Colombia, in accordance with the provisions of Decree 860 of April 4, 2003 of the Ministry of National Education.
- ✓ [https://www.mineducacion.gov.co/1621/articles-185479\\_convalidacion\\_bachiller.pdf](https://www.mineducacion.gov.co/1621/articles-185479_convalidacion_bachiller.pdf)
- ✓ To confirm the validity of your registration, complete the authentic paperwork in the country where you obtained the degree (consult the pertinency at the Ministry of Foreign Affairs of the country where you attended the baccalaureate or at the Colombian Consulate close to your residence).
- ✓ Copy of the state examination and its respective standardisation and validation by the Ministry of National Education.
- ✓ Affiliation with a Health Promoting Entity (EPS), or international medical insurance with permanent coverage in Colombia.
- ✓ Certificate of use of the Spanish language
- ✓ Certificate of income of the person who will pay the cost of the registration for the semester.

## **ADMISSION OF INTERNATIONAL GRADUATE STUDENTS**

### **REGISTRATION PROCEDURE**

- ✓ Review the candidacy terms of admission
- ✓ If you meet the registration requirements, you should proceed to buy the PIN (payment of registration fees) online through the following link: <http://www.unicolmayor.edu.co/index.php?idcategoria=958>, then register online in the Admissions / Graduate Enrolment link, only on the dates indicated for it in the admissions calendar.
- ✓ If you are chosen to take the admission tests, you must be present at the University. For this, check the corresponding Calendar on the website.

### **REGISTRATION PROCEDURE:**

Consult the admittance results and if you are selected for Registration, present the following documents in the Admissions Office or send them electronically to the admissions office [admissions@unicolmayor.edu.co](mailto:admissions@unicolmayor.edu.co)

- ✓ Photocopy of any form of identification or foreign ID card
- ✓ Legible photocopy of passport, which must be valid for the time of stay in the country.
- ✓ Student Visa according to the time spent in the country, which allows you to study at the University Colegio de Cundinamarca. For more information, visit [www.migracioncolombia.gov.co](http://www.migracioncolombia.gov.co).
- ✓ Undergraduate degree, corresponding to the country of origin, approved or recognized by the Ministry of National Education of Colombia, in accordance with the provisions of current regulations. For more information, you can consult the page <http://www.mineducacion.gov.co/1759/w3-article-350670.html>.
- ✓ To confirm the validity of your registration, complete the authentic paperwork in the country where you obtained the degree (consult the pertinency at the Ministry of Foreign Affairs of the country where you studied the university undergraduate program or at the Colombian Consulate near the residence).
- ✓ Two (2) recent photographs (3x4 cm).
- ✓ Proof of payment for registration fee.

- ✓ Affiliation with a Health Promoting Entity (EPS), or international medical insurance with permanent coverage in Colombia.
- ✓ Certificate of proficiency in the Spanish language and a foreign language if the program which you registered for stipulates.

## **CURRENT REGULATIONS**

The following regulations can be consulted for help in the process of entering the University Colegio Mayor de Cundinamarca:

- ✓ Resolution 1238 of May 16, 2018: "By which the criteria are established for the fulfilment of migratory obligations and the sanctioning procedure of the Special Administrative Unit Migration Colombia".
- ✓ Resolution 0740 of February 5, 2018: "By which a new term is established to access the Special Permanent Permit - PEP, created by Resolution 5797 of July 25, 2017 of the Ministry of Foreign Affairs and other provisions are issued on The matter".
- ✓ Resolution 6045 of August 2, 2017: "Whereby the provisions on visas are issued and repeal Resolution 5512 of September 4, 2015"
- ✓ Resolution 5797 of July 25, 2017: "Through which Special Permit of Permanence is created"
- ✓ Resolution 1220 of August 12, 2016: "Whereby the entry and stay permits are established, Temporary residence permits, and the border transit is regulated in the national territory"
- ✓ Decree 0834 of April 24, 2013: "By which provisions are established in immigration matters of the Republic of Colombia."

Admissions, Registration and Control.