

**ADMISSION PROCEDURE FOR FOREIGN APPLICANTS FOR MASTER DEGREE AND
PhD in
CIBA-TLAXCALA**

ADMISSION PROCESS LOGISTICS

SELECTION

1) REGISTRATION

Register for <http://www.app.seis.ipn.mx/cca/registro1.jsp>

Once you register, you will enter the database and the Academic Cooperation staff contact you by e-mail to guide you about the master degree or PhD in which you are interested and to contact us, in order to you know the different master degree and PhD programs that are in the Research in biotechnology Center CIBA-TLAXCALA, also these can be found via www.cibatlaxcala.ipn.mx

2) SEND DOCUMENTATION

It is necessary that you send by e-mail to Academic Cooperation and a copy to cibaposgrado@hotmail.com these documents:

- Degree Certificate (and master degree if you aspire to PhD)
- Full studies Certificate with average (for scholarship you need minimum average of 8; in scale of 1 to 10, if another scale is handled in your country, please add a converting ratings letter)
- Curriculum vitae (CV)
- ID with photo
- English certificate (TOEFL or internationally recognized English certificate, if you don't have it you can do an English exam on the IPN online)

This with the aim to have backup documentation because Academic Cooperation sends these by official letter.

3) CURRICULUM EVALUATION

Once Academic Cooperation submitted your documents at the corresponding area, the Admission Commission of master degree or PhD a pre-selection will be performed, in this case the problem is only if you do not have any of the requirements stipulated in the point number 2.

4) SENDING KNOWLEDGE TEST

We will send the exam to Academic Cooperation, and then they send to the Ministry for Foreign Affairs for be submitted to the relevant embassy. The embassy defines the date and the application place, for this, you will receive an e-mail of the embassy.

5) KNOWLEDGE TEST ASSESSMENT

Once CIBA-TLAXCALA receives the answered test (by e-mail or diplomatic pouch), the Admission Commission for the evaluation publishes the results.

6) ENGLISH EXAM

If you do not have an English certificate valid with international validity (example TOEFL), you can do the IPN exam to distant, and this will apply on the date that the Academic Cooperation defines the schedule.

7) LETTER OF ACCEPTANCE

Once you finish the procedure, if you obtain good results the CIBA-TLAXCALA emits and sends by post, your letter of acceptance with this you can start the visa procedures on the Mexico embassy in your country.

8) SCHOLARSHIPS

The IPN master degree and the PhD have two types of scholarships:

- a) **CONACyT SCHOLARSHIP:** The CIBA-TLAXCALA will make the necessary formalities on CONACyT for the scholarship.
- b) **SRE SCHOLARSHIP:** you have to make the corresponding procedures on the Mexico embassy in your country, responding to the SRE convening; it is once a year (www.cca.ipn.mx).