Nomination and application process
Spring 2015

Please find here our Nomination and application procedure. Also, you will find deadlines and other important dates.

Step 1: Check the Information about the Seats Available per EBC Campus for each Partner institution.

Step 2: Nominate your students to EBC.

Step 3: Selected students will be contacted by the Exchange Students Coordinator from the selected Campus by email to continue with the Application process. The Home institution Coordinator will be in cc in all email correspondence with students.

DEADLINES SPRING 2015

<table>
<thead>
<tr>
<th>DEADLINES and other dates</th>
<th>SPRING SEMESTER 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Nomination deadline</td>
<td>October 31\textsuperscript{th}, 2014</td>
</tr>
<tr>
<td>Online application deadline</td>
<td>November 30\textsuperscript{th}, 2014</td>
</tr>
<tr>
<td>Bachelor Program study period</td>
<td>February, 16\textsuperscript{th} - June, 26\textsuperscript{th} 2015 (including final examinations)</td>
</tr>
<tr>
<td>Master Program study period</td>
<td>February 9\textsuperscript{th} - May 15\textsuperscript{th} 2015 (including final examinations)</td>
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</tbody>
</table>

PLEASE CONSIDER
If you nominate a Master student pursuing Undergraduate Courses, you may consider the Bachelor Study Period.

Orientation week
Usually, before starting courses or according with the Campus activities.
SEATS AVAILABLE – ACADEMIC YEAR 2014/2015

The Number of seats available per academic year at each EBC Campus is as follows:

<table>
<thead>
<tr>
<th>EBC Campus</th>
<th>Seats for Undergraduate</th>
<th>Seats for Postgraduate</th>
<th>Total Seats per Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mexico City (Reforma)</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Mexico City (MBA)</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Querétaro</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Chiapas</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>León</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Toluca</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>San Luis Potosí   (only Spanish courses)</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Total seats per academic year per each Partner Institution 10

Please Note:
- If you already have students at EBC for Fall 2014, please consider this at the moment of making the nomination for Spring 2015.
- Querétaro and Chiapas courses offer is only lectured in Spanish. We recommend, nominate students with a “B1” to “C” Spanish Language level.
- Mexico City, León and Toluca Campus academic offer is lectured in English and Spanish.
- Postgraduate course offer is only lectured in Spanish at any EBC Campus.
- *In Mexico City campus you can nominate 2 undergraduate students but none for Master degree each academic year.

NOMINATION PROCESS

Once your Institution has selected the nominees, please send an Excel file with the nominees’ information to: internationaloffice@ebc.edu.mx. The information must include:

- Student full name
- Program at home Institution
- Preferred Program at EBC
- Level of Spanish and/or English

EBC will receive the nomination and select students who fulfil the basic requirements to continue to the Application procedure. EBC will inform the Home Institution which students were accepted in the program.
APPLICATION PROCEDURE

All students must fulfil the online application without exception. In the following link you will find the online application form:

https://docs.google.com/a/ebc.edu.mx/forms/d/1y8aF7s-AxinFheAutGLt6jekcH5n84h19lzAHCGKQ2o/viewform

Along with the online form, student must send the documents listed below to the following email address: internationaloffice@ebc.edu.mx

Required Documents

- Transcript of records
- Proof of level of Spanish and/or English Language
- Recommendation letter from a professor
- Copy of minimum 6 months Valid Passport.
- Motivation letter
- Passport size photo
- Student CV
- Course Registration form (signed by the Home University authority)
- Mexican Health Insurance payment (mandatory)
- Housing Form (if applicable)

Students who successfully complete the application form and send all documents will be contacted by the EBC Campus Coordinator in order to continue with the process. The Campus Coordinator will copy the Home Institution Coordinator in all email correspondence during the application process with the students.

Required documents upon arrival

- International Medical Insurance
- Mexican student visa (Students staying more than one semester most apply for a student visa before arriving to Mexico, without exception)

Contact Detail

In case you may need further assistance please contact:

Ms. Ixchel Leon
International Student Mobility Office
E-mail: i.leon002@ebc.edu.mx
Phone + 52 (55) 9149-2052