

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

### Visiting Professor

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With the intent of contributing to the construction of permanent bridges of dialogue and in order to enrich academia and Mexican culture in the long term, through the presence of researchers, academics, experts, and international artists in Mexico, the Mexican Government awards grants through the Visiting Professor Program.

### General Requirements

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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).

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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:
- 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.
  - In the case that the awardee or the host institution purchases the flight, there will be no reimbursement.
  - The DIA will not cover any expense that the awardee incurs due to a change of flight or excess luggage fees.
  - 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**

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The application period will remain active between April 6<sup>th</sup> and September 15<sup>th</sup>, 2016. Also, the SIGCA portal will remain open until 11:59 pm on September 15<sup>th</sup>, 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**

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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.

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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.

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**

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1. Presenting all documents in their entirety does not guaranty that you will be awarded the grant.
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.

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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.

### Program Description

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Grants for specialists, researchers and academics from institutions of higher education (IES) or research centers abroad who have been invited by a Mexican IES or research center to give special lectures, courses, workshops, seminars, etc.

### Candidate Profile

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Must have a PhD or an established academic/research career in the academic area to be pursued in Mexico. **The applicant must teach a minimum of four hours a week.**

### Length of Stay

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Minimum one month  
Maximum six months

### Participating Mexican Host Institutions

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Higher Education Institutions or research centers (private and public) which are committed to aiding and facilitating whatever is required in order to carry out awardee's activities.

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### **Required Application Documents**

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1. [The application should be submitted on-line with a digital photograph.](#)
2. Letter from the Mexican host institution in which it extends an invitation to the applicant in order to create an artistic project, whatever it might be, in which the following information is expressed:
  - a) Title of the lecture, course, workshop, or seminar that the applicant will give.
  - b) Start and end dates of the activities that are going 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 and in order to obtain the final payment, activities should conclude during the last 3 (three) days of the month.

The letter should be printed on official letterhead, signed by the corresponding authority and sealed (Director of the institution or their equivalent, or Director of the International Office or office of Academic Exchange, head of graduate studies, graduate coordinator, etc.)
3. Nomination letter from the applicant's host institution.
4. Applicant's CV/Resume in Spanish or with a noncertified Spanish translation.
5. Copy of the last degree obtained by the applicant.
6. A timetable of the activities that are going to be carried out which the Mexican host institution has agreed to, which also states the amount of hours that the applicant will teach.
7. 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.
8. A copy of the applicant's current passport (first and last page).
9. Letter signed by the applicant, in which the applicant accepts the general terms of agreement of the special program grant.
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### Grant Details

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1. Monthly stipend payments 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 USD<sup>1</sup>)
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.
4. Medical insurance from the Mexican Institute of Social Security effective after the third month of the fellowship.

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

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<sup>1</sup> Exchange rate determined by The Bank of Mexico ([www.banxico.org.mx](http://www.banxico.org.mx)) on April 4, 2016.