Institution´s Admission Policy

The admissions process focuses on the selection of young people who have the potential to become leaders with a spirit of entrepreneurship and a sense of humanity, and who are internationally competitive. Attracting candidates who have the proven capacity and the enthusiasm to enrich their academic and student life at Tecnológico de Monterrey is very important to us.

In order to be admitted to Tecnológico de Monterrey, students must first complete an application process consisting of several steps and meet all the requirements described for each one. The process is published in the institutional site in:

- **Undergraduate:**

http://www.itesm.mx/wps/wcm/connect/ITESM/Tecnologico+de+Monterrey/English/Admission+Undergraduate/?cache=none

- **Graduate:**

http://www.itesm.mx/wps/wcm/connect/ITESM/Tecnologico+de+Monterrey/English/Admission+Graduate/?cache=none

With the objective of attaining a consistent assessment profiles and academic background, the Admissions Committee reviews the characteristics of each applicant and reaches a decision of admission by means of a comprehensive process.

The selection criteria taken into consideration by the committee for admission include aspects such as past academic performance and other matters that will influence student future success, such as:

- Score on the Academic Aptitude Test (PAA/PAEP).
- Academic record/Grade average.
- Résumé.
- Essay.
- Letters of recommendation (at the committee's request).
- Interview (at the committee's request).
- TOEFL, or equivalent test, score (optional).

Note:
Admission to some programs are more rigorous and require an interview and/or proficiency in the English language.

Although the academic record and score on the academic aptitude tests are very important, there are other criteria that complement the student´s profile.

Once student completed the application process, the committee reviews the profile and makes its decision. The decision of the Admissions Committee is final and the selection process is private and confidential. Therefore, Tecnológico de Monterrey does not disclose the reasons for accepting or rejecting a candidate.

After being admitted, a student can choose to study at any of our campuses, as long as there are places available when he/she confirm his/her intention to attend. If student needs a financial-aid and decide to study at a different campus, he/she will have to check the availability of financial aid at the campus selected.

Application Process

1. Create an account and complete the admission process online.
    -   Log on to the online admission process, create an account and start the admission process. Complete the online application form, attach the documents requested and pay the application fee.

2. Comply with all the requirements and schedule the academic aptitude test.
    -   Upload in the official system the birth certificate and schedule the academic aptitude test.

3. Pay the application fee.
    -   Payment of the application fee will depend of the admission dates.

4. Essay.
    -   Fill in the essay form in the official system. For the essay, students will be asked to write a reflection on the experiences that have helped them to become the persons they are today, their expectations for the future and why they think Tecnológico de Monterrey should admit them as a students.

5. Create a résumé
   - Fill in the résumé form in the official system. It is very important that student:
     • Spend sufficient time on writing résumé, to include a narrative of achievements, skills and aptitudes acquired and developed in previous studies.
     • Have proof of activities and achievements.

6. Complete the application file.
   - Submit the following documentation at the Campus selected:

Undergraduate

▪ Copy of high school transcript including the GPA.

▪ Copy of a current official ID, including a photograph and signature, of the person who will be responsible for paying the fees (IFE/INE voter's card, professional license, military service record, immigration form or an official identification from the guardian's country of origin).

▪ If the student is a minor, copy of a current official ID, including a photograph and signature, of his/her guardian (IFE/INE voter's card, professional license, military service record, immigration form or an official identification from the guardian's country of origin).

▪ If the student is an adult (18 or over), copy of the student's current ID, including a photograph and signature.

▪ The last two pages of the application form duly completed and signed by the student, guardian and the person responsible for paying the fees.

Graduate

▪ Birth certificate issued in the current year (foreign candidates must have their birth certificate notarized and legalized by their country or embassy)

▪ Copy of your bachelor's degree certificate

▪ Copy of your proof of address

- Copy of your professional license (not applicable to foreign candidates)

- TOEFL score, no more than one year old (only if required by the program).

- Foreign students must meet the visa requirements defined by the Mexican Ministry of Foreign Affairs and submit a copy of their immigration form.

- Each Graduate School can ask you for additional documents as part of their evaluation, such as Résumé.

- Essay describing the area of work on which you would like to write your thesis

- Copies of any publications

- Letters of recommendation

- Documentary proof of work, academic and/or research experience

In addition, some of the programs may ask you to take a proficiency exam

7. Take the academic aptitude test

Undergraduate

This test is divided into mathematics and verbal skills and evaluates the student's academic potential to pursue a university degree. It is not a knowledge-based test. The campuses offer courses to familiarize you with the test.

To take the Academic Aptitude Test, student may go to the campus on the selected date. Students must have printed test pass and an official current ID, including a photograph and signature, or will not be allowed to take the test.

Graduate

The test consists of five basic areas: Verbal Reasoning, Quantitative Reasoning, Cognitive Skills, Writing and English.

Important notes:

- *The test score is valid for two years. If student do not achieve the required score, will have to wait approximately four to six weeks to apply for a second opportunity.*
- *The entrance exam is administered at the Sites, Campuses and Schools that offer graduate studies.*
- *Schedule exam it´s based on the application deadlines for the graduate programs.*

Candidates who are in a country where the PAEP is not administered can take the GRE (Graduate Record Examination) or the el GMAT (Graduate Management Admission Test) instead. The Graduate Program Director can inform you which exam should take.

8. Additional information

The Admissions Committee of the selected campus might ask for additional information that will help Tecnológico de Monterrey to learn more about the student, such as:

- Letters of recommendation (no more than three): These letters can be written by faculty members who know the student, school directors, a businessperson or a leader from the community. The letter can be completed by hand or on a computer, as long as the recommender's handwritten signature is included.

- Complementary evaluations that will be performed at the campus.

- Interview with one of the campus's directors.

- If students have documentary proof of their level and proficiency in the English language, they can submit one of the following accepted official documents:
  - ✓ TOEFL.
  - ✓ FCE (First Certificate in English).
  - ✓ CAE (Certificate in Advanced English).
  - ✓ Cambridge English o PET (Preliminary English Test).

9. Notification of the application outcome

Once students have met these requirements, they will be notified of the outcome of their application on the date specified.

The outcome could be:

- Decision pending (This indicates that we require further information that will enable us to get to know the student better and reach a final decision on their admission. The Admissions Director of the campus to which student is applying will inform about the additional components student needs to submit and/or fulfill.)
- Accepted.
- Not accepted.
- Waiting list (for majors with limited capacity).

If student is accepted, complete the definitive enrollment, as follows:

1. Confirm intention to attend the Tecnológico de Monterrey.

2. Take the placement exams and formulate class schedule.

3. Submit official documents.

The deadline for submitting the documents required for enrollment is 60 calendar days after the first day of classes of the academic period in which you have enrolled as a student.