APPLICANTS’ GUIDE FOR POSTGRADUATE PROGRAMS 2018-2
Table of contents

5 Welcome greetings
6 Applicants’ guide for postgraduate programs
7 Application schedule
8 1. Applications
   i) Application process
9 2. Admission documents
   i) List of documents
      a) General documents
      b) External transfer with recognition of courses
10 ii) Submit admission documents
11 iii) Application requirements
12
13 3. Admission exam
   i) Programs that require admission exam
   ii) Recommendation to take admission exam
   iii) Consult admission exam manual
   iv) Admission exam for the Master in Music
14 4. Interviews
14 5. Admission results
14 6. Tuition payment
16 7. Courses recognition
16 8. Student ID card
17 9. Online schedule
Welcome greetings

Universidad EAFIT opens its doors to postgraduate applicants and hopes to have the honor to have them as students.

Keeping our principles and following our mission statement, the University contributes to the social, economic, scientific and cultural growth of the country. This is achieved by maintaining permanent interaction with corporate, governmental and academic sectors through the development of postgraduate and undergraduate programs, as well as the construction of applied and scientific investigation. All these processes take place in an environment of ideological pluralism and academic excellence to train people to be globally competent.

In our role as an educational institution, we make a great effort to achieve the participation of our postgraduate students in an academic process that goes deeper into professional education, and goes beyond knowledge, in order to contribute to their personal education as well as make an impact on society.

From the very moment that you decide to join Universidad EAFIT, you will be able to co-exist in an environment that allows you to theorize and make knowledge a practical matter.

We wish you success on the path that you decide to undertake. We will be waiting for you to be part of the EAFIT community with enthusiasm.

Sincerely,

Juan Luis Mejía Arango
President
Applicants’ Guide for Postgraduate Programs 2018-2

This guide is published by Admisiones y Registro (the admissions and registrar’s office) of Universidad EAFIT. The purpose of this guide is to inform applicants, who are interested in joining Universidad EAFIT in the second semester of 2018, about application, admission and enrollment procedures.

All the information related to this process can be reviewed at the Admissions and Registrar’s office on building 29, first floor; at EAFIT Bogotá on Carrera 12 96-23; at EAFIT Llanogrande on Km 3.5 vía Don Diego, Rionegro; and at EAFIT Pereira on Carrera 19 12-70. This information can also be reviewed online at www.eafit.edu.co/admisiones.
# Application Schedule

<table>
<thead>
<tr>
<th></th>
<th>Important dates</th>
</tr>
</thead>
</table>
| 1. Applications | From February 7\(^{th}\) to May 15\(^{th}\), for programs and applicants that require admission exams.  
From February 7\(^{th}\) to May 25\(^{th}\), for programs and applicants that Do Not require admission exams.  
**Application fee:** $282,800 COP - ($94 USD). |
| 2. Submit Documents | To Admisiones y Registro (Admission and Registrar’s office) at EAFIT Medellín.  
To the postgraduate office in EAFIT Bogotá, EAFIT Pereira or the Secretary’s office in EAFIT Llanogrande. |
| 3. Interviews | From February 12\(^{th}\) to May 28\(^{th}\) |
| 4. Admission Exams | According to the established date after your application has been completed. |
| 5. General Admission Results | June 6\(^{th}\), except for the Management of Health Institutions Specialization, which will be published on May 31\(^{st}\). |
| 6. Courses registration and schedule selection | For admitted applicants who are going to enter for the first time in postgraduate programs or as external transfers, it will be done by the University between June 6\(^{th}\) to 12\(^{th}\), except for the Management of Health Institutions Specialization, which will be done on May 31\(^{st}\). |
| 7. Payment details for tuition fees | For admitted applicants who are going to enter for the first time in postgraduate programs or as external transfers, it will start on June 14\(^{th}\), except for the Management of Health Institutions Specialization that will start on the 1st of June. |
| 8. Deadline to pay tuition | For admitted applicants who are going to enter for the first time in postgraduate programs or as external transfers, it will be July 5\(^{th}\), except for the Management of Health Institutions Specialization, which will be until on June 20\(^{th}\). |
| 9. Student ID card | Please see number 8 on the guide. |
| 10. Online schedule consultation | From June 19\(^{th}\), for those students who have already paid for tuition. |
| 11. Starting date of classes | According to your schedule |
1. APPLICATIONS

i) Application process

It is possible for all professionals that have finished their studies at a bachelor degree level, at a nationally or internationally recognized university (recognized by competent educational authorities), to apply for admission to one of the postgraduate programs. Please note that application process at the University is not open to technical, technology or specialized technology postgraduates.

Applicants that have been enrolled at any postgraduate level program at an university different than EAFIT and who are interested in completing their studies at Universidad EAFIT, must select Transferencia externa (external transfer) as tipo de aspirante (applicant type). If on the other hand, it is the first time that you are going to study a postgraduate level program, and you are not an EAFIT Alumnus, you must select Estudios por Primera Vez (first time applicants). If you have been enrolled in an undergraduate or postgraduate level program of EAFIT, the system will display the list of applicant types that applies to you according to the selected program. Otherwise, please send an email to admisiones.registro@eafit.edu.co in order to request authorization; include your full name, ID type and number, the program that you studied in EAFIT and the one that you want to study, as well as the city.

In order to apply, please visit www.eafit.edu.co, Select Inscripciones and click on the button Iniciar inscripción, then fill out the application form. Check in this guide published on the first page of the Inscripciones about how to fill out the form. Fill out the form entirely.

Application fees can be paid online by using a credit card or a debit account from a bank registered in PSE. Please contact your bank for more information before making the payment.

In order to pay for application fees, visit www.eafit.edu.co and click on Inscripciones. Fill out the online application form, if you have not done it yet. After completing the form, the options for payment of the application fee will be available to you.

After making the payment, a message of success will be displayed confirming the transaction. Do not close the window. Please note that the information will not reach our data base if the regresar option (the return page option) is not selected.
If you are unable to pay online, at the end of the application form click on Ver Liquidación to obtain a printable version of the payment details. Please print the document on a laser printer and pay at one of the banks mentioned on the payment document.

For problems related to the printable document, contact, in EAFIT Medellín, Admisiones y Registro located in building 29, first floor, or send an email to: admisiones.registro@eafit.edu.co.

If the problem is related to payment, please contact the Student’s Fees Office (sección Cartera) located in building 29, first floor, at EAFIT Medellín; in EAFIT Bogotá and EAFIT Pereira, please visit the postgraduate programs office (oficina de posgrados) or the Secretary’s office in EAFIT Llanogrande. You can also send an email to: eafitcartera@eafit.edu.co

The application fee can be paid from abroad through an international bank transfer. For more information about our bank account details, please contact the department of Treasury office by email at: tesoreria@eafit.edu.co

Once the University has received the application payment, the system sends the personal ID code from EAFIT by email to the address provided at the moment of application. Also, the system will generate and send the date to take the test or interview should the program requires it. In addition, this information can be found on the Inscripciones page by clicking on Continuar inscripción and then click on Mis procesos (my processes) menu option.

2. ADMISSION DOCUMENTS

i) List of documents

a. General documents

Those are required to every applicant. If you have already received the personal ID code number from EAFIT and according to the type of your application (for first time applicant, external transfer, or EAFIT University Alumnus), please submit the documents mentioned on the tables below to the following office: Admisiones y Registro in Medellín; to the postgraduate programs office (oficina de posgrados) in Bogotá and Pereira or the Secretary's office in EAFIT Llanogrande.
### Documentation

<table>
<thead>
<tr>
<th>Documentación</th>
<th>First time applicant (Estudios por primera vez)</th>
<th>External transfer (Transferencia Externa)</th>
<th>EAFIT graduate (Graduado de la Universidad EAFIT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original of the undergraduate diploma or a Statement of the degree conferred from the University that awarded it on official letterhead and signed.</td>
<td>Yes Required to be admitted</td>
<td>Yes Required to be admitted</td>
<td>No</td>
</tr>
<tr>
<td>If the degree was granted abroad, please provide a translation in Spanish along with it.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original certificate stating the final grades obtained in undergraduate or a certified copy thereof. The certificate should be on official letterhead and signed.</td>
<td>Yes Required to be admitted</td>
<td>Yes Required to be admitted</td>
<td>No</td>
</tr>
<tr>
<td>A 150% enlarged copy of your ID (passport). Please have both sides of the document copied, vertically, on one side of the paper.</td>
<td>Yes Required to be admitted</td>
<td>Yes Required to be admitted</td>
<td></td>
</tr>
<tr>
<td>A recent color photo (3x4 cm on a white background). Please have your photo pasted on a white piece of paper with your full name and ID type and number written below the photo. (the last one is for foreigners the Passport and its number).</td>
<td>Yes Required to be admitted</td>
<td>Yes Required to be admitted</td>
<td>Yes Required to be admitted</td>
</tr>
<tr>
<td>Personal letter addressed to Admissions and Registrar’s Office explaining the reasons why you want to make the transfer, indicate the courses that you wish to be recognized by EAFIT.</td>
<td>No</td>
<td>Yes Required to be admitted</td>
<td>No</td>
</tr>
</tbody>
</table>

### b. External transfers with recognition of courses

External transfer applicants that wish their subjects (courses) from their current university to be recognized by EAFIT, need to send at least one day in advance, the following documents, these will be returned to you once they have been scanned and stamped, so they can be presented to the interviewer as well.
<table>
<thead>
<tr>
<th>Documentation <em>(Documentación)</em></th>
<th>External transfer <em>(Transferencia Externa)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript certificate from your current or previous university stating the courses taken, final grades and number of hours. This certificate should be signed and stamped on official letterhead.</td>
<td>Yes Submit this document before the interview</td>
</tr>
<tr>
<td>For the courses that you wish to be recognized by EAFIT, please provide detailed programs of study. The official document needs to be signed and stamped by your current or previous university.</td>
<td>Yes Submit this document before the interview</td>
</tr>
<tr>
<td>For the courses you are currently taking and desired to be recognized, please provide a certificate from your current university stating the number of hours and detailed programs. Those official documents should be signed and stamped on official letterhead. As recognition depends on the final grades obtained, please provide a certificate stating your final grades for those courses.</td>
<td>Submit this document before July 10th</td>
</tr>
</tbody>
</table>

Note: External transfer applicants who do not wish their subjects (courses) to be recognized by EAFIT, please ignore this numeral but inform it to the interviewer.

All documents are required to be admitted.

**ii) Submit admission documents**

**EAFIT Medellín**

*Admisiones y Registro.* Building 29, first floor
Universidad EAFIT, carrera 49 7 Sur 50, Medellín - Colombia

**EAFIT Bogota**

*Oficina de Posgrados.* Carrera 12 96-23, office 304
Bogotá - Colombia

**EAFIT Pereira**

*Oficina de Posgrados.* Carrera 19 12-70, Pereira - Colombia

**EAFIT Llanogrande**

*Secretaría.* Km 3.5 vía Don Diego, Rionegro - Antioquia - Colombia

If you send the documents by mail, you may pick them at the Admissions office between August 8th and August 15th. Otherwise, the documents will be destroyed by EAFIT after that date.
Please note that information in the application form must match the documents received, otherwise the application will be annulled.

iii) Application Requirements

Applicants to the Master in Earth Sciences must submit the documents mentioned below to the Coordinator of the Master, on the office 632, building 19 or send by email to mmarince@eafit.edu.co. These documents must be submitted or sent before filling out the application:

a) Applicant’s Curriculum Vitae.

b) Research proposal.

• Applicants to the Master in Engineering (MA.) Must have a professional degree according to the profile of the emphasis selected. Applicants with a licenciatura degree can only apply to the option of: Tecnologías de Información para la Educación (Information Technologies for Education) both MA or MSc. Applicants who have different degree from Engineering such as Administrator, Communicator, Architect, Industrial Designer, between others or degrees such as Doctor, Lawyer, Chemical, Physics, Math, between others, require prior approval by the committee of the Master.

3. ADMISSION EXAM

i) Programs that require admission exam

Applicants to the following postgraduate level programs must take an admission exam depending on the city of application:

• SPECIALIZATION IN FINANCE, Bogotá and Medellin.
• SPECIALIZATION IN PROJECT MANAGEMENT, Medellin.
• SPECIALIZATION IN MARKETING, Medellin.
• MASTER IN BUSINESS ADMINISTRATION, Bogota y Medellin.
• MASTER IN FINANCIAL ADMINISTRATION, Bogota y Medellin.
• MASTER IN MARKETING, Medellin.
• MASTER IN MUSIC, Medellin.
Note: An admission exam and an interview are admission requirements for the following specializations: Finance (Bogota and Medellin), Project Management (Medellin) and Marketing (Medellin) and for the Masters in Financial Administration (Bogotá y Medellin) and Marketing (Medellin).

ii) Recommendation to take the admission exam

a. Bogotá and Pereira, hard copy
   Please make sure you arrive half an hour earlier and have with you a “Mirado number 2” pencil, an eraser, your ID and the code that identifies you at the university. The admissions exam will be held on May 17th between 8 a.m. and 12 m.

b. Medellín, Online exam
   Please make sure you arrive half an hour earlier and have with you a black ink pen, you ID and the code that identifies you at the University. The admissions exam will be held on the day scheduled after you have completed the application.

   If you do not remember the number (code), you can find it on the Inscripciones page, doing click on Continuar Inscripción and then, select the appropriate menu option at the top of the page.

iii) Review admission exam manual
   To prepare for the exam, it is recommended to visit the following webpage: http://www.laspau.harvard.edu/admissions-testing/ to review the manual for the admission exam. At the bottom part of the page, you will find a practice exam, divided in the different sections of the exam.

iv) Admissions exam for the Master in Music
   The admission exam for the Master in Music, for every emphasis, will be held on May 24th and May 25th as follows:

   a. May 24th, audition and interview regarding the emphasis, throughout the day.
   b. May 25th, Theoretical exam, from 8 in the morning to noon.

   In some cases, and according to the applicants’ previous request, the interview and the audition can be scheduled for the afternoon of May 25th.
The requirements for the specific tests of the various emphasis can be found in the following link: http://www.eafit.edu.co/programas-academicos/posgrado/maestria-musica/proceso-admision/Paginas/pruebas-admision.aspx.

4. INTERVIEW

According to the received appointment once the application process has been completed.

5. ADMISSION RESULTS

General admission results will be published on June 6th, except for the Management of Health Institutions Specialization, which will be published on May 31st. Results can be found on the following link: http://www.eafit.edu.co/admisiones/tramites-y-servicios/Paginas/lista-admitidos-posgrado.aspx; applicants will be notified as well in the email address they completed the application form with. To be admitted it is mandatory to have sent all the required documentation.

Note: For foreigner applicants, once admitted to the University, you must send to the admissions office, the required Colombian study visa, with the total duration of the program you will be enrolled in.

Course registration and schedule selection, for those who have been admitted for the first time to a postgraduate program or as an external transfer, will be done by EAFIT from June 6th to June 12th, except for the Management of Health Institutions Specialization, which will be done on May 31st.

6. TUITION PAYMENT

Tuition for admitted applicants, who are going to enter for the first time to a postgraduate program or as external transfers, should make the payment between June 14th and July 5th, except for the Management of Health Institutions Specialization students, who must pay tuition between June 1st and June 20th.

Online payments can be made by credit cards (all franchises are allowed) or debit to a bank account through PSE or Safety pay to international checking or savings accounts. Before making the payment, we advise you to contact your bank for more information about requirements for online payments.
To pay, please visit www.eafit.edu.co and select *pago en línea*. Please type your student ID code and proceed with the payment. After you make the payment, a message of success will be displayed confirming the transaction. Do not close the window. Please note that the information will not reach our data base if the *regresar* option (the return page option) is not selected.

If you are unable to use this service, please contact the Student’s Fees Office (sección Cartera) to request payment details, at EAFIT Medellín located in building 29, first floor; EAFIT Bogotá and EAFIT Pereira, please contact the postgraduate programs office; in EAFIT Llanogrande contact the Secretary's office. Then you can pay in one of the authorized banks listed on the payment document and submitting it.

If the company in which you are working is going to pay your tuition, either partially or totally, in order to proceed with the invoice, please provide a letter of authorization signed by the legal representative or the authorized person. Submitting this document to the Student’s Fees Office (sección de Cartera) in building 29, first floor in Medellín; in EAFIT Bogotá or EAFIT Pereira at postgraduate office; in EAFIT Llanogrande, please contact the Secretary's office.

**Note: Please make sure you send this document before the final payment dates.**

For problems related to payment or for more information about payment options, credit opportunities and insurance, please visit the following link: [http://www.eafit.edu.co/admisiones/tramites-y-servicios/Paginas/Alternativas-de-financiacion-y-pago.aspx](http://www.eafit.edu.co/admisiones/tramites-y-servicios/Paginas/Alternativas-de-financiacion-y-pago.aspx) or send an email to eafitcartera@eafit.edu.co.

You can also visit personally the Student’s Fees Office (sección de Cartera) on building 29th, first floor in EAFIT’s main campus in Medellín, or at the Postgraduate Office at EAFIT Bogotá or Pereira or at the Secretary Office at EAFIT Llanogrande, according to each specific case. You can also call the attention to customer service phone line in Medellín at 4489500.

**PAYMENT IN BANKS**

It is done by using the payment document format with the bar code only. Visit one of the banks mentioned in the payment document and take into account the following recommendations:
• For payment by local check (not from other zones), please write down the student ID code, payment document number and phone at the back of the check.

• Post-dated checks are not allowed.

• The amount paid should be equal to the TOTAL AMOUNT according to the payment deadline shown in the payment document. The bank will not receive payments for a higher or lower amount.

• For tuition payment by local check and cash (Mixed payment), visit one of the following banks: Corpbanca (Bank Itaú, from March 2018), Banco de Occidente, Banco Davivienda and Bancolombia (EAFIT branch only). Please note that mixed payments are not received by any other financial institution.

• Mixed payments using credit card are received at the cash register located in building 29-first floor, through Monday to Friday, from 8:00 a.m to 11:45 a.m and from 2:00 p.m to 4:45 p.m.

Please note that payment is only valid if it is done as described above. Any other form of payment such as, transfers, among others, are not valid.

7. COURSE RECOGNITION

You can find further information about the Postgraduate Regulations (2013), Postgraduate Academic Regulations (2012 version), as well as its instructions for use and everything related with the admission to the postgraduate programs, on EAFIT’s homepage: www.eafit.edu.co, then Estudiar en EAFIT option, Home Admisiones y Registro, Estudiantes de posgrado, and click on Reglamentos.

8. STUDENT ID CARD

In order to take the photo, It is necessary submit your original ID document.

If you are a student from Medellín, once you have paid tuition, you can have your photo taken at the first floor of “Vivo” Fitness center at the following times:

• Monday through Friday: from 8:00 a.m. to 12:00 m. and from 2:00 p.m. to 6:00 p.m.
• Saturday: from 8:00 a. m. to 12:00 m.

Student's ID cards can be picked up at Admisiones y Registro, building 29, first floor, from July 10th onwards, in order to pick up you ID, you must have sent to the Admissions Office all of the required documents.

If your place of study is EAFIT Bogotá, EAFIT Pereira or Llanogrande, the photo for the ID card, will be taken on the first day of classes.

9. ONLINE SCHEDULE

If you are a student who is going to enter for the first time in postgraduate programs or as an external transfers and have already paid your tuition, you can consult your schedule of classes from June 19th. Please visit www.eafit.edu.co/ulises and select the line that allows you to use ID type and number. Then, type your ID number and as password type your ID number again. After that, go to Consultas and then click on Horario (schedule).
Inspira Crea Transforma
MORE INFORMATION
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Carrera 49 7 Sur 50, Medellín
Fax: (574) 2619236
Telephone: (574) 4489500
admisiones.registro@eafit.edu.co
eafitcartera@eafit.edu.co

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Carrera 12 96-23
Telephone: (571) (1) 6114618, ext. 9231
eafit.bogota@eafit.edu.co

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Carrera 19 12-70, Pereira
Fax: (576) 210606
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