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Vigilada Mineducación
Welcome greetings

Universidad EAFIT opens its doors to graduate 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 2017-2

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 2017, about application, admission and enrollment procedures.

All the information related to this process can be found on our website at www.eafit.edu.co option Guía para aspirantes a posgrado, Aspirantes a posgrado por primera vez o Aspirantes por transferencia externa. You can also visit Admisiones y Registro at EAFIT Medellín: Carrera 49 7 Sur-50, building 29, first floor; EAFIT Bogotá: Carrera 12 96-23; EAFIT Llanogrande: Km 3.5 vía Don Diego, Rionegro; and EAFIT Pereira: Carrera 19 12-70.
# Application Schedule

<table>
<thead>
<tr>
<th></th>
<th>Important dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Applications</td>
<td>From March 13th to April 26th, for programs and applicants that require admission exams, except those who are going to apply to the MBA program in EAFIT Bogotá or EAFIT Pereira which date is from March 13th to May 13th. From March 13th to May 19th, for programs and applicants that Do Not require admission exams. Application fee: $270,600 COP - ($94 USD).</td>
</tr>
<tr>
<td>2. Submit Documents</td>
<td>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.</td>
</tr>
<tr>
<td>3. Interviews</td>
<td>From April 3rd to May 24th</td>
</tr>
<tr>
<td>4. Admission Exams</td>
<td>May 2nd and 3rd, according to the computer generated appointment after application, except for MBA program in EAFIT Bogotá and EAFIT Pereira which date is May 17th.</td>
</tr>
<tr>
<td>5. Admission Results</td>
<td>June 7th, except the Especialización en Gerencia de Instituciones de la Salud (Specialization in healthcare organizations management) which is June 1st.</td>
</tr>
<tr>
<td>6. Subjects registration and schedule selection</td>
<td>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 7th and 12th, except for the Especialización en Gerencia de Instituciones de la Salud (Specialization in healthcare organizations management) which is June 2nd.</td>
</tr>
<tr>
<td>7. Payment details for tuition fees</td>
<td>For admitted applicants who are going to enter for the first time in postgraduate programs or as external transfers, it will start on June 14th, except for the Especialización en Gerencia de Instituciones de la Salud (Specialization in healthcare organizations management) which will be ready from June 5th.</td>
</tr>
<tr>
<td>8. Deadline to pay tuition</td>
<td>For admitted applicants who are going to enter for the first time in postgraduate programs or as external transfers, it will be July 6th, except the Especialización en Gerencia de Instituciones de la Salud (Specialization in healthcare organizations management) which is June 22nd.</td>
</tr>
<tr>
<td>9. Student ID card</td>
<td>Please see number 8 on the guide.</td>
</tr>
<tr>
<td>10. Online schedule consultation</td>
<td>From June 20th, for those who have already paid for tuition.</td>
</tr>
<tr>
<td>11. Starting date of classes</td>
<td>According to your schedule</td>
</tr>
</tbody>
</table>
1. APPLICATIONS

i) Application process

It is possible for all professionals that have finished his/her 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 a university different than EAFIT and who are interested in completing his/her 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 graduate, 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. 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 database if the *regresar* option (the return page option) is not selected.

If you are unable to pay online, click on *Generar documento de pago* 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 address provided at the moment of application. Also, the system will generates and send the date to take the test or interview if the program requires it. In addition, this information can be found on the *Inscripciones* page doing click on *Continuar inscripción* and then, select the appropriate menu option on the top of the page.

### 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 graduate), 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.

<table>
<thead>
<tr>
<th>Documentation (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>The original of the undergraduate diploma or a Statement of the degree conferred from the University that awarded it on official letterhead and signed. If the degree was granted abroad, please provide a translation in Spanish along with it.</td>
<td>Yes Submit this document before June 6th</td>
<td>Yes Submit this document before June 6th</td>
<td>No</td>
</tr>
<tr>
<td>The 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 Submit this document before June 6th</td>
<td>Yes Submit this document before June 6th</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 Submit this document before June 6th</td>
<td>Yes Submit this document before June 6th</td>
<td>If you have not done it before in Admission’s office. It is also required to the application</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 Submit this document before June 6th</td>
<td>Yes Submit this document before June 6th</td>
<td>Yes Submit this document before June 6th</td>
</tr>
</tbody>
</table>

b. External transfers with recognition of courses

External transfer applicants that wish their subjects to be recognized by EAFIT must take the following documents with them to the interview and it should be sealed by Admissions and Registrar Office, to get the seal submit those documents the day before to the interview at the mentioned Office, also to complete the academic record.
<table>
<thead>
<tr>
<th>Documentation (Documentación)</th>
<th>External transfer (Transferencia Externa)</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 original 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 12th, 2017</td>
</tr>
</tbody>
</table>

Note: External transfer applicants who do not wish their subjects 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. Bloque 29, primer piso
Universidad EAFIT, carrera 49 7 Sur 50, Medellín - Colombia

**EAFIT Bogotá**
Oficina de Posgrados. Carrera 12  96-23, oficina 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 claim them in Admissions office between August 1st and 8th. Otherwise, the documents will destroyed by EAFIT after that date.
Please note that information in the application form has to 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. Those documents must be submitted or sent before fill 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. For Applicants who have a Bachelor's degree in specialty granted in engineering program, might only enroll in the option: 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 a 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 Medellín.
• SPECIALIZATION IN PROJECT MANAGEMENT, Medellín.
• SPECIALIZATION IN MARKETING, Medellín.
• MASTER IN BUSINESS ADMINISTRATION, Bogotá, Medellín y Pereira.
• MASTER IN FINANCIAL ADMINISTRATION, Bogotá y Medellín.
• MASTER IN MARKETING, Medellín.
• MASTER IN MUSIC, Medellín
Note: An admission exam and an interview are admission requirements for the following specializations: Finance (Bogotá and Medellín), Project Management (Medellín) and Marketing (Medellín) and for the Masters in Financial Administration (Bogotá y Medellín) and Marketing (Medellín).

ii) Recommendation to take the admission exam

Please make sure you arrive half an hour earlier and take with you a "Mirado number 2", an eraser, your ID document and the code that identify you at the university. If you do not remember the number, 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. The admission exams will take place on May 2nd and 3rd, from 13:00 to 17:00 hours, according to the appointment assigned and send to you by email. Except for MBA program in EAFIT Bogotá and EAFIT Pereira which date is May 17th.

iii) Consult admission exam manual

Visit http://www.laspau.harvard.edu/admissions-testing/ to consult the manual for the admission exam. The manual contains instructions that will help you taking the admission exam, besides this shows examples of the type of questions found on it.

iv) Admission tests for the Master in Music

Admission exams for the Master in Music, for all the emphasis, will take place on Friday, May 26th, as follows:

a. Theory of music (harmony, counterpoint and analysis), from 8:00 a.m. to 10:30 a.m.

b. Music History, from 10:30 a.m. to 12:00 m.

c. Auditions and interviews for each emphasis, beginning 2:00 p.m.

Requirements for specific test according to the emphasis, can be consulted on http://www.eafit.edu.co/programas-academicos/posgrado/maestria-musica/proceso-admision/Paginas/pruebas-admision.aspx
4. INTERVIEW

According to the appointment generated once application process has finished.

5. ADMISSION RESULTS

Admission results will be published on June 7th (except the Especialización en Gerencia de Instituciones de la Salud (Specialization in healthcare organizations management)) which is June 1st on the following link: www.eafit.edu.co option Guía para aspirantes a posgrado, Aspirantes a posgrado por primera vez or Aspirates por transferencia externa, then Paso 3 Admisión y Matrícula, Resultados de admisión a posgrado. In addition, you will be notified about your admission status at the email address you provided at the moment of the application. **Please note that all documents are required to be admitted.**

Note: The international applicant once being admitted by the University and in order to be formally enrolled must submit the student visa to study at EAFIT that covers the length of the course.

Courses registration and schedule selection for those who were admitted and are going to enter for the first time or as external transfers in postgraduate level programs, it will be done by the University between June 7th and 12th, except for the Especialización en Gerencia de Instituciones de la Salud (Specialization in healthcare organizations management) which is June 2nd.

6. TUITION PAYMENT

Tuition for admitted applicants, who are going to enter for first time in a postgraduate programs or as external transfers, should pay it between June 14th and July 6th, 2017, except for the Especialización en Gerencia de Instituciones de la Salud (Specialization in healthcare organizations management) that is from June 5th to 22nd.

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](http://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 database 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. Then you can pay in one of the authorized banks listed on the payment document and submitting it.

**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 facilities and insurance, please visit [www.eafit.edu.co](http://www.eafit.edu.co) option Estudiar en EAFIT, Guía para aspirantes a posgrado, Aspirantes a posgrado por primera vez o Aspirantes por transferencia externa, and Paso 3 - Admisión y matrícula. You can also visit the Student’s Fees Office in building 29 first floor in Medellín; in EAFIT Bogotá and EAFIT Pereira contact the postgraduate Office; in EAFIT Llanogrande contact the Secretary’s office; call at EAFIT Medellín: (0574) 4489500 or send an email to eafitcartera@eafit.edu.co.

**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.

• It is not allow post-dated checks.

• 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, 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 am to 11:45 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](http://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.

Once you have paid tuition, you can have your photo taken. Please visit the ID Card Issuance Office, located in the office 115, building 7, at the entrance adjacent to “Vivo” Fitness Center (Centro de Acondicionamiento Físico “Vivo”) at the following times:
• **Monday through Friday:** from 8:00 a.m. to 12:00 p.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 claimed at Admisiones y Registro (Admission’s Office) beginning **July 11th. Please note that ID cards will be only given, if all the required documents have been previously sent to Admisiones y Registro.**

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 20th.** Please visit [www.eafit.edu.co/ulises](http://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).
MORE INFORMATION

Universidad EAFIT - Campus principal
Carrera 49 7 Sur 50, Medellín
Fax: (574) 2619236
Teléfono: (574) 4489500
admisiones.registro@eafit.edu.co
eafitcartera@eafit.edu.co

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

EAFIT Pereira
Carrera 19 12-70, Pereira
Fax: (576) 210606
Teléfono: (576) 3214115, ext. 8609
eafit.pereira@eafit.edu.co

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Fax: (574) 5621866
Teléfono: (574) 2619562
llanogrande@eafit.edu.co