

UNDERGRADUATE APPLICANTS' GUIDE

SEMESTER 2018-1

UNIVERSIDAD
EAFIT[®]





Undergraduate Applicant's Guide Semester 2018-1

Greetings

For EAFIT is an honor to have you as an applicant. We hope the admission process you are starting on enables you to be an active student in our institution.

Through education, people develop themselves in an integral context. Not only their brains, but their hearts and their ability to love, desire, feel and integrate in a community to make it better.

Universidad EAFIT in its mission to educate those committed to the integral development of their communities, has placed education in a process that understands, on top of academic preparation, the freedom of expression, execution of co-curricular activities, the permanent advice and accompaniment from career heads, coordinators, teachers and specialized employees that offer support.

From the moment that you join the University, you will be able to coexist with an environment that will allow you to act as a person that contribute, that questions themselves and learn from the academic world. That is the University's reason for being. We wish you success in this process and we hope to see you as a part of our University.

Sincerely,



Juan Luis Mejía Arango
President



Schedule of activities

for applicants who are interested in studying an undergraduate program at EAFIT in the first semester of 2018

If it is the first time that you are going to study at any institution of higher education, please apply as *Aspirante Bachiller- Estudios por primera vez* (high school applicant). On the other hand, if you have been enrolled at any institution of higher education (technical, technological or undergraduate level) please check the information and apply as *Transferencia Externa* (external transfer).

Please, take into account the enrollment and admission information by type of applicant.

1. **Apply and submit admission documents.**
 - Fill out the online application form
 - Pay application fees
 - Submit admission documents to *Admisiones y Registro* (the Admissions and registrar's office)
2. **Admission results**
3. **Photo taken for ID card**
4. **Tuition payment**
5. **Schedule**
6. **Attend orientation**
7. **Schedule of activities for new applicants and reserved places.**

1. Apply and submit admission documents

Applications: from August 1th to November 24th

Fill out the online application form

The application is an online process. In order to apply, please fill out our online application form located at www.eafit.edu.co, *Inscripciones* and click on the button *Formulario de inscripción*. Please keep in mind that applicants who have been enrolled at any institution of higher education (technical, technological or undergraduate level), must select **Transferencia Externa** (external transfer) as *Tipo de Aspirante* (applicant type); otherwise, please select **Estudios por primera vez** (First time studies).

Fill out the form accordingly:

High School Applicants (<i>Aspirantes Bachilleres</i>)	External Transfer (<i>Transferencia Externa</i>)
For the courses/areas requested, please type the grades obtained on the last year of high school that were approved in year 10, 11 or 12.	
Please select the welfare activity that you want to take during the first semester. Check the leaflet called " Folleto Asignatura Bienestar Universitario " on the page of <i>inscripciones</i> .	Please select the welfare activity that you want to take during the first semester. Check the leaflet called " Folleto Asignatura Bienestar Universitario " on the page of <i>inscripciones</i> .
For International Business, a recognized test to confirm your level of English according to the University bilingualism regulations. Please follow this link for more information www.eafit.edu.co/bilinguismo	For International Business, a recognized test to confirm your level of English according to the University bilingualism regulations. Please follow this link for more information www.eafit.edu.co/bilinguismo
If you are applying for the Music degree program, please select the emphasis that you are interested in.	If you are applying for the Music degree program, please select the emphasis that you are interested in.

Pay application fees

Application fees: \$168.450 COP (\$58 USD).
Valid through December of 2017

Application fees can be paid online through **e-commerce** 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 application fees, please 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 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 option) is not selected.

If you are unable to pay through e-commerce, click on **Ver liquidación**, located at the end of the form, to obtain a printable version of the payment details. Please print the document on a laser printer and pay at one of the banks listed on the payment document.

For problems related to the printable document, please contact **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**) by email to: eafitcartera@eafit.edu.co or visit the office located in building 29 on the first floor.

Application fees can be paid from abroad by an international bank transfer. For more information about our bank account details, please contact the Treasury Office by email to: tesoreria@eafit.edu.co

Once the University has received the application payment, the system sends the personal ID code number from EAFIT by email address provided at the moment of application. Also, the system will 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 the application form, doing click on **Continuar inscripción** and then, select the appropriate menu option at the top of the page.

Submit admission documents to the Admission's office (*Admisiones y Registro*)

1. Admission Documents

- a. If you have already received your personal ID code number from EAFIT and according to the type of applicant (High School Applicant or External transfer, or in agreement and University experience), please submit the documents mentioned on the tables below to the following office: *Admisiones y Registro* (Admission's office).

Documentation (<i>Documentación</i>)	High School Applicants (<i>Aspirantes bachilleres</i>)	External Transfer applicants (<i>Aspirantes de transferencia externa</i>)	Applicants in agreements and University Experience (<i>Aspirantes por convenio y pasantías colegios</i>)
A 150% enlarged copy of your ID (for foreigners it is the passport). Please have both sides of the document copied, vertically, on one side of the paper.	Yes It is required to the admission	Yes It is required to the admission	Yes It is required to the admission
A sample of the "examen del saber 11" (ICFES). If you studied abroad, please visit the website of the "ICFES" to check the list of international exams that are recognized to gain admission to a Colombian institution of higher education. Please provide the exam certificate.	Yes If you have not finished high school, please make sure you hand in this document by January 16 th , 2018.	Yes It is required to the admission	No
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 (for foreigners it is the passport).	Yes It is required to the admission	Yes It is required to the admission	No

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Documentation (Documentación)	High School Applicants (Aspirantes bachilleres)	External Transfer applicants (Aspirantes de transferencia externa)	Applicants in agreements and University Experience (Aspirantes por convenio y pasantías colegios)
<p>If you are an underage applicant, please provide along with your documents the authorization form, located on the <i>Inscripciones</i> page at the link of the <i>Información de interés</i>, filled out by the responsible person of the payment. A 150% enlarged copy of the responsible person's ID is also required. Please have both sides of the document copied, vertically, in one side of the paper.</p>	<p>Yes It is required to the admission</p>	<p>Yes It is required to the admission</p>	<p>No</p>
<p>An original certificate that shows final grades (transcript of academic records) for year 10, 11 or 12. Please note that this certificate must be on official letterhead and signed. Also, it must be the same as you typed in the application form. Applicants to the Marketing program must submit, the grades certificate that typed in the application form, at the moment of the interview.</p>	<p>Yes It is required to the admission</p>	<p>No</p>	<p>No</p>
<p>The original of graduation certificate from the high school. This certificate must be on official letterhead and signed. If the degree was granted abroad, please provide the validation certificate of degree issued from el Ministerio de Educación Nacional de Colombia (the Colombia Ministry of National Education).</p>	<p>Yes If you have not finished high school, please make sure you hand in this document by January 16th, 2018.</p>	<p>Yes Submit it in Admissions Office before the interview</p>	<p>No</p>

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Documentation (Documentación)	High School Applicants (Aspirantes bachilleres)	External Transfer applicants (Aspirantes de transferencia externa)	Applicants in agreements and University Experience (Aspirantes por convenio y pasantías colegios)
Address a personal letter to Admissions and Registrar's Office, saying the reasons behind your request, as an external transfer. Please write if this request is with or without recognition of the subject matters. In case of recognition, write a list the subject matters that wish to be recognized.	No	Yes Submit it in Admissions Office before the interview	No

b. External transfer with recognition of courses

External transfer applicants that wish their subjects to be recognized by EAFIT must take the following certificates with them to the interview but one day before the interview, submit those documents in **Admisiones y Registro** (Admission's office) to complete the academic record.

Documentation (Documentación)	High School Applicants (Aspirantes bachilleres)	External Transfer applicants (Aspirantes de transferencia externa)	Applicants in agreements and University Experience (Aspirantes por convenio y pasantías colegios)
Transcripts certificate from your current or previous university stating the courses taken, final grades and number of hours. This certificate should be on official letterhead and signed.	N/A	Yes Submit it in Admissions Office before the interview	N/A
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.	N/A	Yes Submit it in Admissions Office before the interview	N/A

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Documentation (Documentación)	High School Applicants (Aspirantes bachilleres)	External Transfer applicants (Aspirantes de transferencia externa)	Applicants in agreements and University Experience (Aspirantes por convenio y pasantías colegios)
For the courses you are currently taking and desire to be recognized, please provide a certificate from your original university stating the number of hours and detailed programs of study. Those official documents should be on official letterhead and signed. As recognition depends on the final grades obtained, please provide a certificate stating your final grades for those courses.	N/A	Hand this certificate in Admissions office before January 16 th , 2018	N/A

c. Additional requirements

Documentation (Documentación)	High School Applicants (Aspirantes bachilleres)	External Transfer applicants (Aspirantes de transferencia externa)	Applicants in agreements and University Experience (Aspirantes por convenio y pasantías colegios)
For the International business program, an original English certificate not older than 6 months is required. Follow this link for more information about University bilingualism regulations: www.eafit.edu.co/bilinguismo In addition, a third language has to be selected from the application form. This third language will be a requirement for the pre-internship.	Yes It is required to the admission	Yes It is required to the admission	No
National and international applicants that have completed high school in a country other than Colombia, and aim to gain admission to a Colombian institution of higher education to study an undergraduate program, must provide, on top of the other requirements, a high school degree recognized – validated by the Colombia Ministry of National Education, according to “ <i>las Resoluciones 631 y 6571 de 1977, y 2985 de 1993, del Ministerio de Educación Nacional</i> ”.	Yes Deadline to hand in this document is within the next 6 months.	Yes Deadline to hand in this document is within the next 6 months.	No

Admission documents can be handed in at the office of *Admisiones y Registro* (Admission's office), or sent by certified mail to the following address:

Admisiones y Registro

Bloque 29, primer piso.

Universidad EAFIT, carrera 49 7 Sur- 50

Medellin, Colombia

If you send the documents by mail, you may claim them in Admissions office between February 12th and 21th, 2018. 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.

Admission exam for the Music degree program

Theoretical exam

Date: November 14th or 27th According to the scheduled appointment

Place: Music building

Room: 30-301

Time: 1:45 p.m.

Audition of the emphasis

Date: November 15th, for theoretical exam taken on the 14th, November 28th, for theoretical exam taken on the 27th. The time is defined by Music Department.

2. Admission results

Admission process will start on August 9th. For those who were admitted will receive a notification by using the email address provided at the moment of application. In addition, the admission results may be found on the *Inscripciones* page the application form by clicking on **Continuar inscripción** and then click on **Mis procesos** (my processes) menu option.

General results will be published on November 28th on www.eafit.edu.co, select on the button *Guía de aspirantes a pregrado* and click on *Aspirantes Bachilleres* then, *Paso 2 - Admisión* (step 2 Admission).

High School Applicants	External Transfer applicants
<p>If your high school has up to year 11 and you are currently studying at this year, admission will be based on the final grades obtained at year 10.</p> <p>If your high school has up to year 12 and you are currently studying at this year, admission will be based on the final grades obtained at year 11.</p> <p>If you were graduated of high school, admission would be based on the final grades obtained in the final year of your high school.</p>	<p>Admission will be based on the interview. If you are admitted, a letter will be sent to you by email. Please note that the letter will be sent to you at the email address you provided in the application form.</p>
<p>For the high school applicants' admission, a 150% enlarged copy of your ID (for foreigners it is the passport), a recent color photo (3X4 cm on a white background) and the certificate of grades which should be the same as you typed in the application form.</p> <p>These documents are compulsory requirements for admission.</p>	<p>Please note that for those who applied as external transfers, all documents are required to be admitted.</p>

Note: International applicants, once admitted to the University and before selecting schedule and paying tuition, will be asked to provide a student visa to study at EAFIT covering the length of the course.

3. Photo taken for ID card

To have your photo taken, it is necessary submit your original ID document (for foreigners it is the passport).

Once you being admitted, you can have your photo taken before December 15th or after January 14th, 2018. Please visit the I.D. Card Issuance Office, located in office 115 in building 7 at the entrance adjacent to "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 claimed at Admisiones y Registro, 4 business days after photo is taken

4. Tuition Payment

High School Applicants, Reserved Places and those admitted to the Music leveling course	External Transfer Applicants
<p>Payment deadline shown in the payment document.</p> <p>After this date, places at the University are not guaranteed</p>	<p>Once the schedule is selected, payment details can be generated. Please check the payment document for more information about deadline to pay tuition.</p>

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.

In order to pay online, please visit www.eafit.edu.co, and select **Pago en línea**. Please type your student ID code number and proceed with the payment by using a debit account, current account or credit card. 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 return page option *regresar* is not selected.

If you are unable to use this service, please contact the Student's Fee Office (*sección Cartera*) to ask for payment details. It is located in building 29, first floor.

For more information about payment options, credit facilities and insurance, please visit www.eafit.edu.co select button *Guía de aspirantes a pregrado* and then *click on Aspirantes Bachilleres* and Step 3 *Proceso de Matricula*. You can also visit the Student's Fees Office (*sección Cartera*) in building 29, first floor or send an email to eafitcartera@eafit.edu.co or call at EAFIT Medellín: (0574) 4489500.

PAYMENT IN BANKS

It is done by using the payment document format with the bar code only. Visit one of the banks listed 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 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.

5. Schedule

Subject registration and schedule selection are done by the University for high school applicants, reserved places, and the applicants admitted to the music leveling course. Please note that this process is done once the tuition payment has been received only.

Schedule can be consulted from July 10th, providing that all the documents requested have been submitted to the Admission's Office (*oficina de Admisiones y registro*). 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 (for foreigners it is the passport number), and as password, type your ID number again. After that, go to *consultas* and then click on *Horario* (schedule).

Please print your schedule and take it with you to the orientation day.

6. Orientation

Orientation is part of the plan of studies; therefore, should attend to it, all students who are joining to an undergraduate program at Universidad EAFIT for the first time as a high school, as external transfers. Orientation includes an EAFIT open house session and an introductory course to the university.

The open house will take place on January 16th, 17th and 18th at the Fundadores Auditorium:

- January 16th, from 7:30 a. m. to 2:30 p. m., for the first time as a high school, as external transfers of Ingeniería Civil, Ingeniería de Diseño de Producto, Ingeniería de Procesos, Ingeniería de Producción, Ingeniería de Sistemas and Ingeniería Mecánica.
- January 17th, from 7:30 a. m. to 2:30 p. m., for the first time as a high school, as external transfers of Administración de Negocios, Contaduría Pública, Mercadeo y Negocios Internacionales.
- January 18th, from 7:30 a. m. to 2:30 p. m., for the first time as a high school, as external transfers of Biología, Ciencias Políticas, Comunicación Social, Derecho, Economía, Finanzas, Geología, Ingeniería Física, Ingeniería Matemática, Música y Psicología.

The introductory course to the university will take place on January 19th and 20th, from 7:00 a. m. to 12:00 m., in the classrooms and groups programmed.

7. Schedule of activities for new applicants and reserved places

Applications

From August 1st to November 24th

Admission exam for Music degree program

Theoretical exam: November 14th or 27th According to the scheduled appointment at Music building, room 30-301, time: 1:45 p. m.

Audition of the emphasis: November 15th, for theoretical exam taken on the 14th, November 28th, for theoretical exam taken on the 27th. The time is defined by Music Department.

Admission process

Beginning August 9th

General Admission results

November 28th

Payment details for tuition of new applicants and reserved places

Beginning November 1st

Deadline to pay tuition for new applicants and reserved places

Payment deadline shown in the payment document

After this date, places at the University are not guaranteed.

Photos and ID card for students

Once you being admitted; please check the schedule on this guide.

Online consultation schedule for those students who have already paid for tuition and for those who have already submitted all documents is.

Beginning January 15th

Orientation

January 16th, 17th, 18th, 19th and 20th. Please consult more information on this guide.

Class begin:

January 22th

ADMISIONES Y REGISTRO

(Admissions and Registrar's office)

April 2017





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

EAFIT Llanogrande

Km 3.5 vía Don Diego, Rionegro

Fax: (574) 5621866

Teléfono: (574) 2619562

llanogrande@eafit.edu.co