

COMMITMENT LETTER FOR INTERNATIONAL STUDENTS

Ref. Documents for Admission to Postgraduate School, Apostille, Validation, Call to Degree

Under the General Regulations of this University, students who attend any postgraduate academic program at this institution must file the following documents:

1. Students Application (print, complete, sign)
2. Original Birth certificate (For graduation you will need to; If your country is with the Hague Convention then apostille* if your country is not then validated by the nearest Mexican Embassy or consulate).
3. High School Diploma, including transcripts
4. Diploma or proof of a bachelor's degree (For graduation you will need to; If your country is with the Hague Convention then apostille* if your country is not then validated by the nearest Mexican Embassy or consulate).
5. Bachelors Transcripts of the four years of studies (For graduation you will need to; If your country is with the Hague Convention then apostille* if your country is not then validated by the nearest Mexican Embassy or consulate).
6. If you have a master's degree or Ph.D., you may send us a copy. Apostille not required
7. Two letters of academic or job recommendation
8. Curriculum Vitae/ Resume
9. Current Valid ID copy (Passport or Country ID)
10. One recent digital photograph, black and white, passport size.
11. Motivation letter: Describing the applicant's motivations to enroll in the MDGB, what are the competencies and skills he/she would like to achieve, future perspectives and aspirations after the Masters.
12. Commitment Letter for Foreign Students. (Printed and signed).
13. Personal interview.

The student must be aware that these documents must be filed with the Registrar of Postgraduate Office at the University and constitute a mandatory requirement to start and continue any postgraduate.

The student shall also be aware that in the event of having completed studies abroad through an undergraduate or higher level, he (she) must submit the abovementioned documents or the equivalent thereof together with the corresponding revalidation certificate or a technical report issued by the Ministry of Education (SEP). It is essential to know that graduation options are subject to the condition precedent that the SEP issues the corresponding Technical Opinion.

The student shall be responsible for paying the fees corresponding to the Technical Opinion or Validation of documents.

The student should be responsible for paying a fee when the CALL TO DEGREE comes. (The fee varies every year it is around \$18,150 Mexican pesos approx. \$907 USD) Once the process is done the student

will be confer the degree. Usually takes 6-8 months after the completion of the master. (Note: If the student receive discount for the tuition it doesn't apply to the Call to degree.)

Certification of Documents:

Any non-Mexican students who have completed their studies outside Mexico must submit the following documents duly apostilled or validated by the competent authorities.

1. Original birth certificate.
2. Diploma or proof of a bachelor's degree.
3. Bachelor's transcripts. Four years of studies.

If the international student's country is a member of The Hauge Convention, the student must contact the office in charge of the Apostille application.

If the international student's country is not a member of The Hauge Convention, the student must contact the closest Mexican Embassy or Consulate and have the original documents duly validated by such authority.

Graduation options.

When students have finished and passed the 18th subjects of the master's degree, they will be eligible to graduate.

1. Students who have completed the official requirements for an apostille or validated documents will be granted the official Mexican master's degree by the Ministry of Education.
2. All students who complete the 18 courses will be granted the 60 ETC credits offer by the *Ateneo Regina Apostolorum*. To obtain the 60 ETC credits, students must comply with another procedure and pay the fee.

The required apostille or validated documents must be filed 6 months after the admission to the program.

By these means, I confirm that I have read this Commitment Letter and accept the terms and conditions expressed herein.

Printed name of the student: _____

Signature: _____

Date and place: _____