

Institution's Admission Policy

One of the objectives of the Institution is the selection of young people who have enormous potential to become leaders, with an entrepreneurial spirit, humanistic outlook and who are internationally competitive. Undergraduate and Graduate Admission Regulations have been created to guarantee the efficient application and timely dissemination of these provisions.

Tecnológico de Monterrey seeks to incorporate talented students whose characteristics match the objectives of the Institution. Therefore, in order to be admitted, applicants are evaluated by an admissions committee in a comprehensive process that considers:

Graduate

- 1) Score on the Graduate Admission Test (PAEP).
- 2) Undergraduate grade average.

Each national graduate school may have additional assessment requirements, such as:

- Curriculum vitae.
- Essay or statement of purpose explaining the area of work in which the candidate wishes to develop his or her thesis, research project or professional practice, according to the corresponding type of graduate program (research or professionalization).
- Interview.
- Copies of published works.
- Letters of recommendation.
- Documentary proof of work, academic and/or research experience.
- Results of the TOEFL exam or equivalent authorized by the institution.

Applicants who are in another country where the PAEP is not administered, can take the GRE (Graduate Record Examination) or GMAT (Graduate Management Admission Test) instead. Applicants will be duly informed of the exam they should take.

The information provided by the applicant comprises his or her file. Applicants are notified of the result of the Graduate Admission Test (PAEP) on the dates established, at the Admissions Office.

The student admission process is supported by the:

- a) Admissions and Financial Aid Office of the Office of the Academic Regulations and Student Affairs Vice Rector.
- b) The Academic Department of the Office of the Research Graduate Studies and Continuing Education Vice Rector.
- c) The Graduate Studies Office or its equivalent at each of the national graduate schools.
- d) The Admissions Committee for each graduate program.
- e) The Research and Graduate Studies of each Regional Vice Presidency.
- f) The Admissions Office at each Campus.

The Admissions and Financial Aid Office is the department in charge of monitoring and evaluating the admission process at each of the campuses and national graduate schools. It also authorizes the specific criteria to be applied in the admission process, at the proposal of the national graduate schools.

As a minimum, the admissions committee for each graduate program is made up of the graduate program director and at least two members of the academic council.

Its main responsibility is to issue a decision on the admission status of the candidates by reviewing their files.

Once the committee makes the decision to accept an applicant, the program director sends the result to the Admissions Office.

The admissions committee for each graduate program makes the acceptance decision based on the score on the Graduate Admission Test (PAEP), or equivalent test, undergraduate grade average and the specific criteria established for that program.

The decision on the admission status for the requested academic period will be one of the following:

- Applicant
- Accepted
- Decision pending
- Rejected

The decision of each graduate program's admissions committee will be documented in accordance with the confidentiality policies for handling applicants' files.

The admission process is private and confidential. Tecnológico de Monterrey does not disclose the reasons and judgments that lead to the applicant's acceptance or rejection. Decisions issued by the admissions committee of each graduate program are final.

The Admissions Office of each campus, or its equivalent at the national graduate schools, must enter the admission status of each applicant into the admissions system. In addition, it sends an official communication with the resolution to the applicant.

The admissions committee of each graduate program holds periodical sessions to decide on applicants' admission status.

At the end of the session, the members of this committee formulate and sign a certificate with the results of the files reviewed, which is filed in the office of each graduate program.

Applicants who are admitted for an academic period and do not enroll will have one year as of the date on which they were accepted to do so, as long as the score obtained on the Graduate Admission Test (PAEP) is current and the admissions committee of the graduate program so decides. The result of the Graduate Admission Test (PAEP) is current for two years as of the date on which it was taken; however, the other admission process requirements must be updated, as determined by the admissions committee of each graduate program.

For a student who has completed courses in a graduate program, the result of the Graduate Admission Test (PAEP) remains current indefinitely, unless otherwise required by the graduate program. Moreover, graduate program applicants who previously earned an academic degree at Tecnológico de Monterrey and who at that time did not take the Graduate Admission Test (PAEP), will not have to take it in their admission process.

Applicants cannot be admitted to two graduate programs simultaneously. If they choose another graduate program, they must complete the necessary procedures for their file to be reviewed again by the admissions committee of the corresponding graduate program.

The Attraction Office of each campus, or its equivalent at the national graduate schools, contacts admitted students directly to provide them with the information required to complete their enrollment process.

Any questions, observations, suggestions or recommendations regarding these regulations can be sent to the Academic Services Department of the Office of the Research, Graduate Studies and Continuing Education Vice Rector by email: serviciosacademicos.vipec@servicios.itesm.mx

Undergraduate

1. The current score on the Academic Aptitude Test (PAA).
2. The general grade average from the previous academic level.
3. Current essay explaining the reasons for applying to Tecnológico de Monterrey.
4. A current résumé that describes achievements and competencies, such as: academic recognitions (public speaking competitions, poetry, debates, Knowledge Olympiads, among others), achievements in sports and other extracurricular activities (student organizations, leadership and entrepreneurship, cultural, community outreach, among others).
5. Letters of recommendation, interviews and other requirements, at the request of the admissions committee.

The information provided by the applicant comprises his or her file. Once applicants have been evaluated by the admissions committee, they can find out the results of the Academic Aptitude Test (PAA) on the dates established, and which are posted on the Admissions Portal.

Apart from the Academic Aptitude Test, the Scholastic Aptitude Test (SAT), administered by the College Board, and the American College Testing (ACT) are valid tests for applying for admission. Applicants must present the official valid SAT or ACT score report, which will serve for equivalency purposes corresponding to the Academic Aptitude Test.

Applicants who have official evidence of proficiency in the English language, authorized by the Institution, can submit it at the campus to which they are applying. Applicants who do not submit such evidence, or the result obtained is insufficient, must take the initial English assessment at the campus before completing their planning process, in the case of undergraduate students at Tecnológico de Monterrey, in accordance with the guidelines provided for this purpose. Candidates who are applying to high school must take this test in order to receive their admission decision, as must undergraduate candidates when so required by the Admissions Committee.

The admission process is guided by current guidelines and regulations established by the Office of the Academic and Educational Innovation Vice Rector.

As part of the admission process, applicants must submit the following documents to the campus Admissions Office in order to complete the procedure for their admission to Tecnológico de Monterrey:

1. Original of the last two pages of the admission application form, with the authorized signature of the person responsible for paying the tuition fees.

2. Official identification, including the photograph and signature, of the person responsible for paying the tuition fees.
3. Official identification, including the photograph and signature, of the legal guardian, if the applicant is a minor.
4. Official identification, including the photograph and signature, of the applicant, if he or she is an adult.
5. Print or digital copy of the documentary proof of the grade average from the previous academic level, authorized by Tecnológico de Monterrey.

Digital documents to be attached in the online admission process:

1. Birth certificate
2. Résumé
3. Essay
4. Additional elements requested by the Admissions Committee.

This process is carried out in accordance with the procedures stipulated by the Office of the Academic and Educational Innovation Vice Rector. These are non-public, restricted-access documents.

The valid documents that new applicants can submit to prove their grade average in the previous academic level are:

- a) Report cards issued by official institutions, with the corresponding seal and signature.
- b) Academic records or transcript from official institutions, with the corresponding seal and signature.
- c) Final certificates issued by official institutions, with the corresponding seal and signature.
- d) Revalidation agreement for previous studies issued by official institutions.
- e) Documentary proof of partial grade averages established by the Office of the Academic and Educational Vice Rector.

In the case of studies completed abroad, the following must be taken into consideration:

- a) If the document is in a language other than Spanish or English, a translation into Spanish must be included.
- b) Grade average equivalence to Mexico's scale is carried out with the official scales used by Tecnológico de Monterrey.

Applicants who studied abroad beforehand must comply with the corresponding legal requirements for such studies to be recognized in Mexico.

The valid documents that a new applicant can submit as identification with a photograph and signature are:

For the person responsible for paying tuition and the legal guardian:

- a) Passport.
- b) IFE/INE voter's card.
- c) Military service record.
- d) Professional license.
- e) Official identification from the country of origin.
- f) Official identification card from the Ministry of National Defense or the Ministry of the Navy.

For the applicant:

- a) Passport.
- b) IFE/INE voter's card.
- c) IMSS/ISSSTE membership card.
- d) School ID card.
- e) ID card from SEP or official educational institutions.
- f) Official document from the school with a photograph.
- g) Driver's license.
- h) Military service record.
- i) Official identification from the country of origin.

The documents must be valid at the time of submission.

The Admissions Committee is made up of at least five participants, representing the academic and administrative areas. Their main responsibility is to issue a decision on the admission status of the candidates by reviewing their files.

The Readmissions Committee is responsible for evaluating readmission cases.

Tecnológico de Monterrey offers programs that, owing to their discipline, call for additional requirements or different admission criteria, such as undergraduate degrees in the area of health, among others.

The admissions committee makes the acceptance decision based on the results obtained by the candidate in the admission process. The admissions committee, if necessary, can request additional components. The decision on the admission status for the requested academic period will be one of the following:

- a) Decision pending (for reasons defined by the committee).
- b) Accepted.
- c) Not accepted.
- d) Waitlisted (for academic programs with limited capacity).

The decisions issued by the Admissions Committee are final and valid at any Tecnológico de Monterrey campus for the requested program or area of study, in accordance with the validity of the same.

Students who postpone their academic enrollment for more than one semester or trimester academic period and wish to reapply for admission must submit a letter of intention. The Readmissions Committee will review the application, taking into account the student's academic records and, where appropriate, can request additional elements to issue a readmission decision. The readmission decision is final.

Each campus's Admissions Office notifies applicants of the decision issued through the official site of Tecnológico de Monterrey intended for this purpose, by email, in person at the campus or by sending an official letter to their home address with the outcome of their application.

When applicants are admitted to an academic period, they must enroll for the first time within three semesters as of the period in which they were admitted, as long as they maintain the academic level shown at the time when the Admissions Committee evaluated them and made its decision. Special admission applicants can enroll only in the period in which they applied for admission. If they decide to enroll in a subsequent period, they will have to complete the admission process again.

Once the admission validity has expired, applicants who wish to enroll in a subsequent period will have to complete the admission process again, in accordance with the guidelines provided for this purpose.

For undergraduate programs, candidates must select a campus. Applicants cannot be admitted to two campuses. Candidates who switch to a program with limited capacity or complementary requirements must complete additional procedures for their file to be reviewed again by the corresponding Admissions Committee.

The following provisions apply to applicants who are not admitted to an academic level, a specific program or an academic period:

- a) To an academic level: they cannot reapply for admission to the same academic level.

- b) To an area of study: they can apply for admission to the same area of study in a subsequent academic period, or apply for admission in the same academic period to another area of study, apply for admission in the same academic period to another
- c) To a specific program or undergraduate degree: they can apply for admission to the same program or undergraduate degree in a subsequent academic period or apply for admission in the same academic period to another program, apply for admission in the same academic period to another or area of study.
- d) In an academic period: they can apply for admission to a subsequent academic period, complying with the requirements requested by the Admissions Committee.

Each campus's Admissions Office must provide the applicants who have been admitted with the information required to complete their enrollment process, either through the Student Portal or direct contact with the admitted student. This information refers to: the deadlines for submitting official documents, any initial assessments required, enrollment and the corresponding payments.

The applicant's file must be safeguarded under the confidentiality and record management policies at the campus the applicant has selected, unless the admission application is for a program, area of study or undergraduate degree designated to a special committee, in which case it will be channeled to the corresponding campus.

At the beginning of each academic period, the National Admissions Office posts on the Admissions Portal statistics related to the average score obtained on the Academic Aptitude Test (PAA) and the grade average obtained by students admitted to Tecnológico de Monterrey in previous semesters.

Applicants can check their admission status on the official site of Tecnológico de Monterrey intended for this purpose, in person at the campus or by email of an official letter sent to their home address an official letter with the outcome of their application. The selection process is private and confidential, and Tecnológico de Monterrey reserves the reasons and decisions that result in an applicant being accepted or not accepted.

Tec High School graduates who apply to the undergraduate level will be admitted as long as they:

- a) Graduate with a grade average equal to or higher than 80.
- b) Update the online admission application and select the area of study or undergraduate degree in which they wish to enroll.
- c) Submit information related to the legal guardian and the person responsible for paying tuition.

Applicants whose grade average is not 80 must complete complementary activities in their admission process, as applicable.

Applications to undergraduate degrees with limited capacity or differentiated admission require follow the admission process established for such degree programs.

Admissions for New Students

There are three types of admission processes:

- a) Early admission.
- b) Regular admission.
- c) Late admission.

The deadlines for each type of process will be duly posted by the National Admissions Office on the Admissions Portal.

The cost of the admission process for each of the dates will be duly posted by the National Admissions Office on the Admissions Portal. This fee covers the entire admission process and is nonrefundable.

The fee will depend on the date on which the candidate begins the process. The fee covers the entire admission process and is not refundable in any case.

In order to start the admission process, applicants create an account on the Admissions Portal with an email and a password, so that they can be assigned an identification number.

The documents required in the admission process must be submitted directly to the Admissions Office of the applicant's campus of choice.

These documents are as follows:

1. The last two pages of the admission application form. These documents must be signed by the applicant, the legal guardian and the person responsible for paying the tuition fees.
2. Official identification of the person responsible for paying the tuition fees, the legal guardian and the applicant.
3. Copy of the documentary proof of the applicant's grade average.
4. Résumé mentioning achievements and additional competencies.
5. An essay explaining the reasons for applying to Tecnológico de Monterrey.
6. Letter of recommendation.

7. Interview and other complementary requirements at the request of the admissions committee.
8. Result of the English language test authorized by the Institution.

The documents included in points 4, 5 and 6 admission process must be sent through the official system for the admission process.

Applicants will be notified of the admission decision on the established date and by means of the official document issued by the Office of the Academic and Educational Innovation Vice Rector.

Admitted applicants or applicants with special admission status must take the initial assessment to measure their level of knowledge in a discipline before completing the “Enrollment planning” process, in accordance with the guidelines provided for this purpose.

Admitted applicants or applicants with special admission status who complete their enrollment process acquire the status of students with all the rights and obligations established in the regulations and provisions of Tecnológico de Monterrey.

The enrollment process consists of:

- 1) Class schedule.
- 2) Administrative registration.
- 3) Tuition payment in accordance with the guidelines provided for this purpose

Admissions for External Transfer Students

There are two types of admission processes:

- a) Agreement: students come from a foreign university with which Tecnológico de Monterrey has signed a current international academic cooperation agreement. Their application for participation has been authorized by the institution of origin:
 - i. Exchange: the student covers the costs of tuition at the institution of origin.
 - ii. Study abroad with nomination: the student covers the costs of tuition at Tecnológico de Monterrey.
- b) International visiting student.
 - i. Study abroad without nomination: students come from a foreign university with which Tecnológico de Monterrey has signed a current international

academic cooperation agreement. Their application for participation has not been authorized by the institution of origin. The student covers the costs of tuition at Tecnológico de Monterrey.

- ii. Independent from a prestigious university: students come from a foreign university with which Tecnológico de Monterrey has not signed an international academic cooperation agreement. However, the Internationalization Office considers that it is a prestigious university comparable to Tecnológico de Monterrey based on accreditation agencies or rankings, such as QS World University Rankings®, among others. The student covers the costs of tuition at Tecnológico de Monterrey.
- iii. Independent: students come from a foreign university with which Tecnológico de Monterrey has not signed an international academic cooperation agreement. The student covers the costs of tuition at Tecnológico de Monterrey.

All students must create an account on the Study in Mexico portal with an email and a password, so that they can be assigned an identification number.

The admission requirements for external transfer applicants by agreement and exchange are as follows:

- 1) Duly completed application for International Programs of Tecnológico de Monterrey.
- 2) Copy of valid passport.
- 3) Nomination letter from the university of origin.
- 4) If the international student is a minor, the following must be submitted:
 - a. Letter of consent from the parent or legal guardian.
 - b. Copy of the passport of the signing parent or legal guardian.
- 5) Any other requirement established for the program to which they are applying.

The admission requirements for external transfer applicants by agreement and study abroad are as follows:

- 1) Duly completed application for International Programs of Tecnológico de Monterrey.
- 2) Copy of valid passport.
- 3) Nomination letter from the university of origin.
- 4) Payment of the established percentage or total of the tuition fees.
- 5) If the international student is a minor, the following must be submitted:
 - a. Letter of consent from the parent or legal guardian.
 - b. Copy of the passport of the signing parent or legal guardian.

- 6) Any other requirement established for the program to which they are applying.

The admission requirements for external transfer applicants as international visiting students and study abroad without nomination or international independent visiting students from a prestigious university are as follows:

- 1) Duly completed application for International Programs of Tecnológico de Monterrey.
- 2) Total or partial transcript issued by the foreign institution of origin, no more than 6 months beforehand, and which shows the accumulated grade average equivalent to at least 80/100 on the Tecnológico de Monterrey grade scale.
- 3) Copy of valid passport.
- 4) Letter of recommendation from the university of origin.
- 5) Payment of the established percentage or total of the tuition fees.
- 6) Payment of the admission process fee.
- 7) If the international student is a minor, the following must be submitted:
 - a. Letter of consent from the parent or legal guardian.
 - b. Copy of the passport of the signing parent or legal guardian.

The admission requirements for external transfer applicants as international independent visiting students are as follows:

- 1) Duly completed application for International Programs of Tecnológico de Monterrey.
- 2) Apostilled or legalized total or partial transcript issued by the foreign institution of origin, no more than 6 months beforehand, and which shows the accumulated grade average equivalent to at least 80/100 on the Tecnológico de Monterrey grade scale.
- 3) Signed and sealed documentary proof specifying that the applicants fulfilled the admission process to their university and they are enrolled students.
- 4) Copy of valid passport.
- 5) Letter of recommendation from the university of origin.
- 6) Payment of the established percentage or total of the tuition fees.
- 7) Payment of the admission process fee.
- 8) If the international student is a minor, the following must be submitted:
 - a. Letter of consent from the parent or legal guardian.
 - b. Copy of the passport of the signing parent or legal guardian.
- 9) Any other requirement established for the program to which they are applying.

The Office of the Academic Vice Rector notifies applicants at the appropriate time of the admission process fee. This fee covers the entire admission process and is nonrefundable.

Applicants who are admitted as external transfer students and have completed their enrollment process acquire the status of students, with all the rights and obligations stipulated in the regulations and provisions of Tecnológico de Monterrey.



External transfer students who wish to obtain a high school diploma, or undergraduate or academic degree at Tecnológico de Monterrey must complete the established admission process.