

**EXCLUSIVE USE OF THE UNIVERSITY  
APPLICATION NUMBER  
ADMISSION CYCLE**



# **ADMISSION APPLICATION POSTGRADUATE STUDIES**



**POSTGRADUATE**



POSTGRADUATE



## INSTRUCTIONS

Please read the application carefully before filling it out, in order to familiarize yourself with the information requested.

**Important note:** Do not abbreviate any information or skip any questions

If you have previously been a student and / or have graduated from Universidad Anahuac (West Campus)

**WRITE DOWN YOUR STUDENT NUMBER:** \_\_\_\_\_

Name of the program you are applying for: \_\_\_\_\_

Diploma       Intern       Optional Diploma

**ADMISSION APPLICATION  
POSTGRADUATE STUDIES**



**APPLICANT'S GENERAL INFORMATION**

Write down your Name(s) and Surname (s) as they appear on your birth certificate:

First Surname \_\_\_\_\_

Second Surname (if applicable) \_\_\_\_\_

Name(s) \_\_\_\_\_

Place of birth: \_\_\_\_\_  
City State Country

\_\_\_\_\_ Date of birth Nationality

Marital Status:  
 Single  
 Married  
 Divorced  
 Other (specify) \_\_\_\_\_

Religion:  
 Catholic  
 Jewish  
 Other (specify) \_\_\_\_\_

Gender:  
 Male  
 Female

Current address in Mexico City or Metropolitan Area (include house and/or apartment number)

Street \_\_\_\_\_

Neighborhood (colonia) \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

If your permanent residence is outside of Mexico City or abroad, please include your address:

Street \_\_\_\_\_

Area/County \_\_\_\_\_

Zip Code \_\_\_\_\_ City \_\_\_\_\_

State/Province \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Information about Family Members**

Spouse Name \_\_\_\_\_ Date of birth \_\_\_\_\_ day month year

Anahuac alumni: Yes  No

Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Children:

Name

Date of birth

_____	_____
_____	_____
_____	_____

**References** (people whom we can call in case we cannot reach you)

Name

Telephone

Relationship

\_\_\_\_\_ Anahuac alumni: Yes  No

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Anahuac alumni: Yes  No

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Anahuac alumni: Yes  No

\_\_\_\_\_

\_\_\_\_\_

**HIGHER EDUCATION**

	Institution	Program Name	Start and End Date (mm/yy)	Average Grade	Title/Diploma Obtained	
UNDERGRADUATE	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SPECIALIZATION	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
MASTER'S	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
DOCTORATE	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
DIPLOMA	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
OTHERS	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

**WORK EXPERIENCE**

Are you currently working? Yes  No

Starting with your current job, please list your three last full-time jobs.

1) Company: \_\_\_\_\_

From: mm/yy \_\_\_\_\_

Industry:  Business  Industrial  Education  Services  Government  Finance  
 Other (specify) \_\_\_\_\_

Secondary industry: \_\_\_\_\_

Current title: \_\_\_\_\_ Reporting to (title): \_\_\_\_\_

You are a: Employee  Consultant  Owner

Main responsibilities: \_\_\_\_\_

\_\_\_\_\_

Number of people you manage: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

Street Number / Apartment Neighborhood

Postal Code City State / Country

Telephone Extension Fax E-mail

2) Company: \_\_\_\_\_ From (mm/yy) \_\_\_\_\_ To (mm/yy) \_\_\_\_\_

Title: \_\_\_\_\_ Reporting to (title): \_\_\_\_\_

Main Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of people you managed: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3) Company: \_\_\_\_\_ From (mm/yy) \_\_\_\_\_ To (mm/yy) \_\_\_\_\_

Title: \_\_\_\_\_ Reporting to (title): \_\_\_\_\_

Main Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of people you managed: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**ADDITIONAL INFORMATION**

**LANGUAGES**

Indicate the percentage and level of ability for each of the activities below:

	Language	Translation	Speaking	Writing
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

The program will be financed through:

Personal funds       The company I work for       CEFAD\*

Scholarship or student loan (specify): \_\_\_\_\_ Other (specify): \_\_\_\_\_

Briefly describe why you are interested in this program: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Why did you choose the Universidad Anahuac for your postgraduate studies? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your medium- and long-term professional goals? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List in order of preference the journals and newspapers that you read on a regular basis:

	Journals	Newspapers
1.	_____	_____
2.	_____	_____
3.	_____	_____

\*CEFAD – Teacher Training Center (Centro de Formación y Actualización Docente)

How did you find out about the Postgraduate Studies offered by Universidad Anahuac (West Campus)? (specify the name)

- |  |   |
|--|---|
| <input type="checkbox"/> Newspaper _____ | <input type="checkbox"/> Television _____       |
| <input type="checkbox"/> Magazine _____  | <input type="checkbox"/> Family                 |
| <input type="checkbox"/> Flyer           | <input type="checkbox"/> Conference _____       |
| <input type="checkbox"/> Friends _____   | <input type="checkbox"/> University Staff _____ |
| <input type="checkbox"/> Mail            | <input type="checkbox"/> Internet               |
| <input type="checkbox"/> Other _____     |   |

## FINAL CONSIDERATIONS

### Important

I hereby confirm that all of the information provided in this application form is true and correct.

I have not abbreviated nor omitted any information, in order to ensure that my application is considered.

I agree with and am aware that the Universidad Anahuac will not grant permission to register for the next term, or any other term as may be the case, and will not issue any certificate or record of study, unless I provide the documents hereby required.

By signing this application, I accept the Principles and Mission of the Universidad Anahuac, as well as the characteristics of its educational process, its norms and rules.

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Applicant's Signature

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Application Date

Documentation:

Note: The applicant must submit the original and copy of this application, duly signed, in order to proceed with the admission process.

Documents required for Master's or Specialization level studies are:

A) If the applicant holds a professional undergraduate-level degree, the following documents are required:

- Valid original or certified\* copy of the undergraduate diploma or certificate, authenticated by state authorities where applicable.
- Certified\* photocopy of the undergraduate degree.
- Certified\* photocopy of the professional identification.
- Original birth certificate.
- Curriculum Vitae
- 2 reference letters – academic or professional
- 4 ID-size (2.5x3cm) photos
- CURP – Mexican applicants only

If the student studied abroad:

- Original and copy of the undergraduate diploma or certificate, duly authenticated by the Mexican Consulate, or apostilled by the government in the country of origin.
- Copy of professional degree authenticated by the Mexican Consulate.
- Revalidation of studies by the S.E.P. (Secretariat of Public Education)

B) If the applicant wishes to enroll in the specialization or postgraduate program as an optional degree:

1. If the applicant is an Anáhuac graduate and wishes to pursue an authorized program as an optional degree, the following documents are required:
  - Social service release letter
  - Non-official Anahuac certificate outlining all undergraduate studies.
  - Review of studies by S.E.P. (Secretariat of Public Education) (complete studies certificate, official)
  - Curriculum Vitae
  - 2 letters confirming work experience
  - 3 ID-size photos
  - CURP



2) If the applicant is coming from a different institution, has pursued undergraduate studies, but has not yet received a professional diploma (intern) and wishes to enroll in a program as an optional degree, the following documents are required:

- Original birth certificate
- Academic history
- Proof of completion of 100% of undergraduate credits have been completed
- Certificate of undergraduate studies validated by S.E.P., authenticated by state authorities as applicable.
- Letter of authorization from the University of origin to pursue postgraduate studies as an optional degree.
- Curriculum Vitae
- 2 reference letters – academic or professional
- 4 ID-size (2.5x3cm) photos
- CURP – Mexican applicants only

For Doctorate-level studies, the following documentation is required:

- Original birth certificate
- Officially certified photocopy of the undergraduate studies certificate, authenticated by state authorities as applicable.
- Certified photocopy of the undergraduate studies certificate and license.
- Certified photocopy of the professional license.
- Certified photocopy of the Master's studies certificate
- Certified photocopy of the master's degree and license.
- Curriculum Vitae
- 2 reference letters – academic or professional
- 4 ID-size (2.5x3cm) photos
- Personal Statement
- CURP – Mexican applicants only

For international students, in addition to the required documents in the subsection corresponding to each case, the applicant must include the following documentation:

- Original birth certificate, authenticated by the Mexican Consulate in your country of origin.
- Copy of the current immigration form, authorized by the Secretariat of the Interior (SEGOB)

\*The required photocopies must be certified by a Public Notary. Alternatively, the applicant must present the original document alongside the photocopy when submitting their application in person.

**EXCLUSIVE USE OF THE UNIVERSIDAD ANAHUAC**

\_\_\_\_\_  
Name and signature of program coordinator

Application acceptance date: \_\_\_\_\_  
Day Month Year

\_\_\_\_\_  
Academic Administration Approval

Application Accepted: Yes  No

Accepted on: \_\_\_\_\_  
Day Month Year