



Step 1. Take the admission test and be admitted.

Step 2. Pay the Administrative Registration Fee.

Get your ballot to pay the registration fee of \$700.00. per semester, and \$1000.00 for medical specialties per year, in the following page:

<http://www.siaa.uadec.mx/boletadepago/seleccionaficha.htm>

Payments can only be made at authorized Banks and accounts, as stated in your payment slip.
The fee to be paid will be given to you at the School you are applying to. **

Step 3. Document submission

The dates of submission of documents for admission will be given in the school where accepted.

The necessary documents to be submitted for admission to a postgraduate course are:

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| <ul style="list-style-type: none">✓ Proof of payment of the registration fee✓ Updated birth certificate in original✓ Academic transcript in original✓ Professional ID✓ University Degree✓ Identity Card✓ Medical Students: ENARMInternational Students:✓ Abroad studies recognition✓ Documents duly apostille:✓ University Degree✓ Birth Certificate✓ Academic Transcript✓ Translation of Documents✓ Visa/ Passport that certifies the visit to the country✓ Identity Card (CURP) [If you don't have it, you can get it at: http://virtuami.izt.uam.mx/registro/curp.html] |
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If any of the documents mentioned above are damaged, mutilated or in poor condition, will not be accepted for approval. It is recommended that a replacement document is requested at the corresponding office before beginning the submission process.

The administrative registration will be done once the documents submitted have been approved and authorized by the postgraduate staff of the school you will be applying to.

If you do not pay your administrative registration fees in authorized Banks and accounts, within the established dates and/or do not submit your documents, automatically you **lose your place in the University**

Step 4. Academic Enrollment and the Payment of Internal School Fees.

Academic Enrollment will be at the School you are applying to.

There is an internal fee that must be paid at the School of admission (the amount varies according to the place of admission) and is supplementary to the administrative enrollment fee.

Procedure for obtaining optional student insurance

The optional insurance is an alternative for students who **do not have medical care**, to apply for free care at the Mexican Institute of Social Security (IMSS) while studying at the University.

Follow these steps for registration as of **November 23, 2022 1**

You must have the following information at hand: CURP, address and e mail

2.-

- Recibirás en tu correo un documento con tu número asignado (NSS)
- En caso de no poder realizar tu registro, acude personalmente a tu Subdelegación del IMSS más cercana.

3.- Envía un correo electrónico para autorizar tu afiliación, con los siguientes documentos:

- Hoja de asignación de NSS (número de seguridad social).
- Copia del pago de inscripción.
- Numero de Matricula.
- Nombre de Escuela a ingresar.

Envíalo a la dirección que corresponda, según tu lugar de ingreso:

Unidad Saltillo	segurofacultativous@uadec.edu.mx	(844) 4152951 y 52
Unidad Norte	segurofacultativoun@uadec.edu.mx	(866) 6496084
Unidad Torreón	El alumno de nuevo ingreso deberá acudir a la Escuela/Facultad donde fue aceptado	(871) 7293239
Escuela de Bachilleres Venustiano Carranza en Torreón y Matamoros	segurofacultativopvc@uadec.edu.mx	(871) 7211151
Facultad de Contaduría y Administración Torreón	segurofacultativofca@uadec.edu.mx	(871) 7161587 y 81

Si tienes alguna duda, puedes llamar a los teléfonos que aparecen aquí arriba.

4.- Comprueba tu alta. Este trámite puede durar alrededor de una semana. Ingresa a www.imss.gob.mx, elige la opción de *IMSS DIGITAL* y selecciona *VIGENCIA DE DERECHOS* para verificar tu afiliación.