



Admission Process for Graduate Applicants with Previous Studies Abroad

This procedure is intended for individuals who wish to apply for admission to a graduate program whose previous academic studies were completed outside of Mexico. Please follow each step carefully and respect the established deadlines to ensure a successful application.

1. Required Documents

Prepare a digital file with the following official documents.
Make sure each document meets the specified requirements.

- **Degree or “cédula profesional”** (with Spanish translation and apostille or legalization issued by the Mexican Consulate)
- **Academic transcript** (minimum overall score of 8.0, with Spanish translation and apostille or legalization issued by the Mexican Consulate)
- **Syllabus of the completed program** (with a simple Spanish translation)
- **Birth certificate**
- **Proof of English reading comprehension** (official certification such as TOEFL, or an equivalent test, depending on the program)
- **DELE B2 or SIELE Global certificate** (required for applicants whose native language is not Spanish)
- **Revalidation issued by the Secretaría de Educación Pública** (if applicable)

2. Submission and Validation of Documents

Send your set of documents to the email address of the Office of Internationalization and Academic Cooperation (ODICA). This office will review and validate the completeness of your file.

dgrica_operatividad@ucol.mx

3. Review Fee (if applicable)

If you do not have a study revalidation issued by the Secretaría de Educación Pública (SEP), you must pay a review fee according to the region where your previous studies were completed. Payment instructions will be sent to you by ODICA via email once your documentation from Step 1 has been received.

- **Latin America:** \$800 MXN
- **USA, Canada, and Europe:** \$1,000 MXN
- **Africa, Asia, and Pacific countries:** \$1,200 MXN

4. Process Timeline

It is essential to meet both the deadlines of the general University of Colima call for applications and those specific to your program of interest. The following dates apply to the process managed by the Office of Internationalization and Academic Cooperation (ODICA) and are independent of the “Graduate Admission 2026” calendar.

- **Submission of documents and payment:** February 1 – May 15, 2026
- **ODICA validation:** May 15 – June 30, 2026

5. Admission and Immigration Procedures

Once your application has been approved, you will receive an **Institutional Letter of Acceptance**. This document is required for your **immigration process** if you are not a Mexican national.

MORE INFORMATION

General Directorate of Graduate Studies

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