Instructions for Admission’s Application

1. Go to: http://www.usfq.edu.ec/Paginas/Inicio.aspx
2. Select the link “Mi USFQ” (upper left hand side of the screen)
3. Click on MiBanner on the bottom under “Estudiantes”
5. Since it is the first time you are entering your info in this site please choose “Creación de cuenta de usuario por primera vez” (Create an account for the first time)
6. Create an ID (up to 9 letters and/or numbers) and a password (NIP – 6 numbers). Click on “Acceso”
   THESE ID and NIP WILL NOT BE THE SAME USED FOR REGISTRATION
7. Choose the Type of Application (Tipo de Solicitud) “10 International Exchange” or “11 Intercambio Internacional” and click on “continuar” (continue).
8. Choose in “Período de Admisión” (Period of Admission) “Segundo Semestre 2012/2013” (Second Semester 2012/2013)
9. Fill out the fields with: your name (nombre), middle name (segundo nombre) and last name (apellido) and click on “Llenar Solicitud” (fill out application)
10. The next window will show ALL the sections you need to complete.
11. Choose “Nombre” (name)
12. Click on SI (YES) or NO for the next two questions and then on “continuar” (continue)
13. On the next window, “Dirección para Envío de Correo” (Mailing Address) complete the fields with an asterisk (*). If you can’t find the correct option in Provincia (State) choose “otro” (another) and enter “0” on Código Postal (zip code). When you are done entering the information in all the necessary fields click on “continuar”
14. In Personal Information complete the fields with an asterisk (*).
   You MUST enter your passport number here. If your number does not fit (has letters etc.) put in what’s necessary to complete the field, it doesn’t matter if it’s incorrect.
   In “Residente” (resident) click on NO
   In Fecha de Nacimiento (Birthdate) make sure you enter the correct information.
   Then click on “continuar” (continue)
15. Información Internacional (International Information)
16. In VISA choose “Intercambio Cultural” (Cultural Exchange)
   Número de Visa (Type of Visa): 12-VIII
   Dates (this information should be in your passport) **
   ** IF YOU HAVEN’T GOTTEN YOUR VISA JUST CHOOSE NONE ON THE FIRST FIELD (VISA) AND CLICK ON CONTINUAR***
17. Programa (Program)
   ¿Cuál Programa de Intercambio estas aplicando? (To what Exchange Program are you Applying?):
   Write down “OPI” (Oficina de Programas Internacionales / Office of International Programs)
   Click on “continuar” (continue)
18. Universidad Actual / Anterior (Current /Previous University)
   Código de Universidad (university Code): write down number 2 (it is faster and easier to put 2 and fill out the rest of the information of your University than to search for your University)
   Fill out the fields that have an asterisk (*) and click on “continuar”
19. Actividad (Activity): Choose Alumno Internacional (International Student). Click on “continuar” (continue)
20. Información Adicional (Aditional Information)
   Answer the question with SI (YES) or No and click on “continuar” (continue)
If you have completed the whole application (all 8 checks ✔️ have to be shown). Please click on “Solicitud Completa” (Application Completed). If it is not complete I won’t be able to get a student number for you and you won’t be able to register.

WHEN YOU ARE DONE PLEASE SEND VERONICA CASTELO AN EMAIL (vcastelo@usfq.edu.ec) AND LET HER KNOW YOU HAVE COMPLETED THE PROCESS.

THANK YOU 😊