

How to nominate exchange students to Tec de Monterrey

A step-by-step guide

Welcome

In this guide you will find detail information about how to nominate your students to Tec de Monterrey.



How to Login

Tecnológico de Monterrey

MOBILITY-ONLINE


English Login


Back

Login L01213447

Password

Login Forgot your password?

 NOMINATION LOGIN CREDENTIALS REQUEST
[CLICK HERE](#)
(Exclusive for university's study abroad representatives)

 IF YOU HAD ANY TECHNICAL PROBLEM
[REPORT IT HERE](#)

Ready for the

To login to the platform type the username and password shared by your Tec de Monterrey advisor.

You can choose the language of your preference. (English or Spanish).

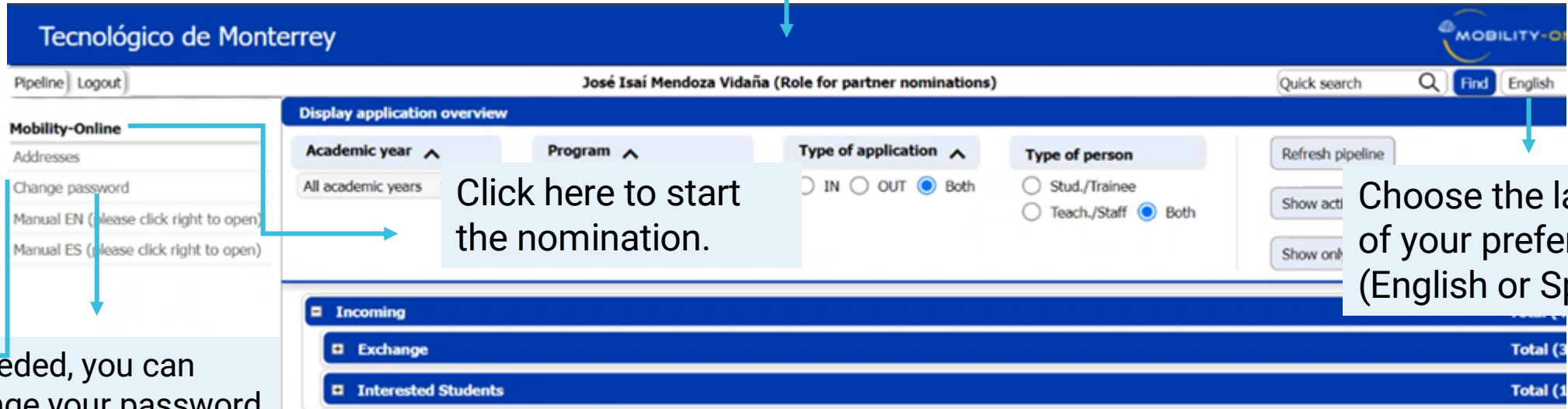
If you don't remember your password, you can obtain a new one.

In case you don't have the credentials to login, please use this form to ask for a username.

Note. In case you don't know or remember your **Username (login)** please contact your advisor at Tec de Monterrey.

The Home Menu

Your name/information will appear here.



Choose the language of your preference. (English or Spanish).

Click here to start the nomination.

If needed, you can change your password here.

Here you will be able to upload your delivery parcel address of the university/institution (more information on page 22)

This menu will give you access to the information of your students' applications (past and new ones), where you can check their application status and more information.

- You will find two type of student's profile:
- **Exchange:** The list of students that you have nominated (past and recent students).
 - **Students requesting for nomination:** Students that have express interested in been nominated to Tec de Monterrey (more information on the next page)

Type of Students

Incoming	Total (47)
Exchange	Total (36)
Interested Students	Total (11)

Exchange Student

- Students that haven't been nominated by you or other partner from your institution.
- It will display all nominations from your institution that have been registered on this platform, divided by year.

Students requesting for nomination

- A student from your institution that has started the application process by filling a request for nomination.
- These students need an approval/verification from your part to be considered as nominated students.

Note. The list of "interested students" will be displayed at the home screen only if you have at least one student that has started the application process before being nominated by you.



Steps to do a nomination

Exchange students

Required Information

The screenshot shows the top navigation bar with the 'errey' logo on the left and 'MOBILITY-ONLINE' on the right. Below the navigation bar, the user's name 'Karina Lizbeth Pagaza Villarreal (Role for partner nominations)' is displayed. To the right of the name is a search bar with 'Quick search' and a magnifying glass icon, followed by a 'Find' button and a language dropdown menu set to 'English'. Below the navigation bar, the word 'Nomination' is centered. A yellow highlighted box contains the text 'All fields marked with (*) must be completed.' Below this, there are four expandable sections: 'Institution contact data' with sub-links 'Open all sub_groups' and 'Close all sub_groups', 'Student personal data', 'Academic data', and 'Privacy policy'. At the bottom of the form are two buttons: 'Cancel nomination' on the left and 'Send' on the right.

You will need to fill 4 sections for each student. Please fill the sections in the next order:

1. Institution contact data

Information about your university.

2. Student personal data

Personal information about the student that will be nominated

3. Academic data

Information about the period, academic proposes etc. of your student during their exchange.

4. Privacy policy

Information about our notice of privacy

Institution Contact

All fields marked with (*) must be completed.

– Institution contact data [Open all sub groups](#) [Close all sub groups](#)

Country *

Institution *

Contact person *

+ Student personal data

+ Academic data

+ Privacy policy

You will find your university information (name and country) pre-loaded.

Please make sure that the information is correct and, in case a change is needed, please contact your advisor at Tec de Monterrey.

Choose your information. It could be your name and last name, or the name of your international office (if you don't have a personal account).

Personal Data

All fields marked with (*) must be completed.

+ Institution contact data [Open all sub groups](#) [Close all sub groups](#)

- Student personal data

Name *

Last name *

Second last name

Gender Female Male *

We are well aware of gender diversity and will use your preferred/chosen name and/or pronouns. Unfortunately, due to pending legal decisions, we need to ask you to select the sex listed in your passport/national ID.

Date of birth *

Is the student underage? Yes No *

Email address *

Same Email address for verification *

+ Academic data

+ Privacy policy

Cancel nomination

Send

This section is for personal and contact information about your nominated student.

The **email address** that you share with us will be the one use to send important information about the application process to your student.

Note. Please make sure to type the correct **date of birth** of the student, since it will be necessary for them to create their account for the application.

Academic Data

Host country *

Receiving institution *

Internal Exchange Programme *

Type of nomination *

Main discipline of interest to study at Tec de Monterrey *

Agreement *

Academic level *

*Bachelor = Undergraduate
Master = Graduate
Doctorate = Postgraduate*

Academic year the student is currently enrolled at 1 2 3 4 5 6 *

Mode of study *

Year *

Academic Term *

During the Winter (January-February) and Summer Term (June-July), regular courses are only available in Spanish.

Academic Term #2

This section is for the academic information of your students during their exchange at Tec de Monterrey.

Information about Tec de Monterrey will be pre-loaded.

Choose the agreement* your student will be nominated for.

**The agreements include a small description that list: the academic levels and disciplines covered.*

Note. If the student will be participating in more that one academic term, chose the additional terms as well.

Academic Data

Language: in which the student will take their courses *

Will the student take business courses in English as part of their academic load? Yes No *

Program *

Subprogram *

Campus *

Additional details regarding campus
There are still 180 characters available

Minimum number of credits the student is obligated to take at Tec de Monterrey
30 ECTS = 18 Tec credits

Communication language *

Application status *

Additional comments
There are still 150 characters available
Coordinators at Tec de Monterrey.

The program and subprogram apply for the first academic term. *If your student will participate in a different program in an additional academic term, please specify it on the "additional comments" section.*

Here you can list other campuses where your student can do the exchange at Tec de Monterrey. *In case the campus of first choice doesn't have enough spots, we can admit your student in the other campuses you list here.*

The language of communication selected will be the language of communication with your student.

If you have any additional comment about the nomination, you can write them here.

Final Step

– Privacy policy

Notice of Privacy *

<https://tec.mx/en/privacy-policies-tecnologico-de-monterrey>

Cancel nomination Send

After confirming that you have checked our privacy policy, you can send the nomination.

Nomination Completed

Action successful!

Thank you for filling in the nomination. You have now successfully nominated your student at Tecnológico de Monterrey. Should you have any technical questions regarding Mobility-Online please do not hesitate to contact us at international@uni.edu. If you have other questions, please reach out to the respective International Office.

Close

After sending the nomination a message of “action successful” will appear.

Note. If you have more student to nominate, you can start a new nomination by clicking on “**Partner Nomination**”.



Steps to accept or reject an interested student request

Students requesting for nomination

Interested Students



Hello Test Tec,

Thank you for your request for nomination to participate as an exchange student at Tecnológico de Monterrey.

To continue with the application process, we require confirmation from your home university that the information you have uploaded is correct and, that you will be nominated as an exchange student.

Your home university has received a copy of this email to notify them of your request. We recommend you to be in contact with your exchange advisor at your home university for more information about the process.

You will receive more information and details of the steps to follow in the next days.

Kind regards,

International Programs

Tecnológico de Monterrey

You will be able to know that a student from your institution is interested in be nominated for an exchange at Tec de Monterrey by receiving a copy of an email that indicates that the student have submitted a request for nomination.

After this email you will be able to check your student information at the nomination platform.

Nomination Verification

Quick search

Display application overview

Academic year

Program

Type of application IN OUT Both

Type of person Stud./Trainee Teach./Staff Both

Refresh pipeline

Show active steps only

Show only steps with new

Incoming

Exchange

Interested Students

2024

Nomination verification

PENDING STUDENT REQUEST APPLICATIONS	2	Verify/Modify applications
ACCEPTED STUDENTS REQUEST APPLICATIONS - Students not yet transferred to "Exchange"	1	Transfer students to "Exchange" program
REJECTED STUDENTS REQUEST APPLICATIONS - Confirmation e-mail sent to student - CASE CLOSED	10	Display applications
STUDENTS INTERESTED IN PARTICIPATING IN AN EXCHANGE PROGRAM	3	Display list of students nominations

Note. To proceed with the student request we will need an approval or rejection form from your part.

Once you have received a request from one student to be nominated as an exchange student at Tec de Monterrey the option "Interested Students" will be displayed.

You will need to follow the next steps shown at the menu:

1. Pending students request applications

List of all the requests that need to be either approved or rejected (new and old ones).

2. Accepted students request applications

List of all the requests that you have approved on the first step

3. Rejected students request applications

List of all the requests that you have rejected on the first step.

4. Students interested in participating in an exchange

List of all the requests that have been approved and are now part of the application process.

Pending Students Request

Bewerbungen Incomings Generate serial letters

Preselection

Show further search fields Search Reset all filters

<input type="checkbox"/>	<input type="checkbox"/>	Search	<-- Please sele.#	<-- Please sele.#	<-- Select all -->	<-- Please sele.#	<-- Select all -->	<-- Select all -->
		Last name, First name, Degree	Discipline of your studies	Discipline of your interest at Tec	Academic level	Mode of study	Academic Term	Agreement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mendoza Vidania, Test Tec	Architecture - 073	Architecture - 073	Bachelor	Presential - P	Trimester Apr - Jul 2024	217601 / Bachelor / B
<input type="checkbox"/>	<input type="checkbox"/>	Mendoza Vidania, Test Tec 2	Architecture - 073	Architecture - 073	Bachelor	Presential - P	Trimester Apr - Jul 2024	217601 / Bachelor / B

Bewerbungen Incomings Generate serial letters

Preselection

Show further search fields Search Reset all filters

		Discipline of your interest at Tec	Academic level	Mode of study	Academic Term	Agreement	Approved	Rejected		
e - 073	Architecture - 073	Architecture - 073	Bachelor	Presential - P	Trimester Apr - Jul 2024	217601 / Bachelor / Bachelor / Intercambi...	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
e - 073	Architecture - 073	Architecture - 073	Bachelor	Presential - P	Trimester Apr - Jul 2024	217601 / Bachelor / Bachelor / Intercambi...	<input type="checkbox"/>	<input type="checkbox"/>		

Show 20 entries [Display all records](#) Showing 1 to 2 of 2 entries [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[Back to the application overview](#) [Verify/Modify applications](#)

You will find information about the students that are requesting to be nominated as exchange students to Tec de Monterrey.

To approve or reject a request, follow the next steps:

1. Check the student information

Check that the information of the student is correct. *You can change information such as the agreement, but if you need to correct other fields, please contact us to ask for the modification.*

2. Select the request

Select the request that will be accepted or rejected. You can select more than one.

3. Approved or Rejected

Check the option that you want for the student request. **After this click the "Verify/Modify option"** to complete the step.

Note. Students that have been rejected will receive an automatic email on the next hours, informing them about the rejection. A copy of this email will be sent to you as well.

Accepted Students Requests

Display application overview

Academic year: All academic years | Program: All programs | Type of application: Both | Type of person: Both

Incoming: Total (49)

Exchange: Total (36)

Interested Students: Total (13)

2024: Total (13)

Nomination verification: Total (13)

- PENDING STUDENT REQUEST APPLICATIONS (1) - Verify/Modify applications
- ACCEPTED STUDENTS REQUEST APPLICATIONS - Students not yet transferred to "Exchange" (2) - Transfer students to "Exchange" program
- REJECTED STUDENTS REQUEST APPLICATIONS - Confirmation e-mail sent to student - CASE CLOSED (10) - Display application
- STUDENTS INTERESTED IN PARTICIPATING IN AN EXCHANGE PROGRAM (3) - Display list of students nominations

ACCEPTED STUDENTS REQUEST APPLICATIONS - Students not yet transferred to "Exchange"

Transfer students to "Exchange" program

Preselection

Show further search fields

Applicant-ID	Program	Person-ID	Last name, First name, Degree	App. status	Home.Inst.	Free field 15 (variable character)
232066	Interested Students	273868	BENI TEST, TEST	Application - Filling out	Universidad Alfonso X el Sabio (ESP-UNI-096)	
232212	Interested Students	0	Mendoza Vidaña, Test Tec	Initial Application	Universidad Alfonso X el Sabio (ESP-UNI-096)	

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Back to the application overview | Transfer students to "Exchange" program

All accepted requests need to be transferred to the "Exchange" profile.

This action allows the information from the student to be passed to the Tec de Monterrey's International Programs office, in order to proceed with the application process.

To transfer an accepted student request, follow the next steps:

1. Accepted students request application

Access to the list of accepted students request.

2. Select the student

Select the students that will be transferred. You can select more than one.

3. Transfer students to "exchange" program

Click the "Transfer student to "Exchange" program" to send the information. *After this an "Action successful!" window will be display.*

Note. After completing the transfer, the student will receive an automatic email on the next days, informing them about their nomination and with the instructions to complete their application.



How to check your nominations and your students' applications status

Exchange and Students requesting for nomination

How to see your nominations

The screenshot shows the 'Display application overview' interface. At the top, there are filters for 'Academic year' (set to 'All academic years'), 'Program' (set to 'All programs'), 'Type of application' (with radio buttons for 'IN', 'OUT', and 'Both', where 'Both' is selected), and 'Type of person' (with radio buttons for 'Stud./Trainee', 'Teach./Staff', and 'Both', where 'Both' is selected). There are also buttons for 'Refresh pipeline', 'Show active steps only', and 'Show only steps with new applications'. Below the filters, the 'Incoming' section is expanded to show 'Exchange' (Total 47), which is further expanded to show '2024' (Total 36) and 'Before traveling: Nomination' (Total 33). A yellow box contains the text: 'As long as the student's application has not been admitted, **changes can be made** to the nomination. If the student has already been admitted, **no changes can be made**, the application must be cancelled and the member must register a new nomination.' Below this, there is a button for 'ALL NOMINATIONS' with a '33' indicator and a '+1' indicator, and a link for 'Display list of nominations'.

If you want to check your students' nominations and application status, please check the **“Exchange”** option and then select the year of interest.

It will display “All nominations” options.

Note. This option will display not only the recent nominations, but also the past ones.

How to see your nominations

ALL NOMINATIONS Select All ?

Advanced Search Show further search fields Search Reset all filters

Search	Exchange	Search	Search	<-- Select all -->	<-- Select all -->	Search	<
Applicant-ID	Program	Person-ID	Last name, First name, Degree	App. status	Home.Inst.	Free field 15 (variable character)	Co ho
232180	Exchange	0	4 Enero, Prueba	Application - Cancelled	Universidad Alfonso X el Sabio (ESP-UNI-096)		Spa
232200	Exchange	273999	Admisión, VoBo	Application - Cancelled	Universidad Alfonso X el Sabio (ESP-UNI-096)		Spa
232203	Exchange	274007	Admisión, Prueba VoBo	Admission - VoBo PI confirmed	Universidad Alfonso X el Sabio (ESP-UNI-096)		Spa
232204	Exchange	274008	Admisión 2, Prueba VoBo	Admission - In progress	Universidad Alfonso X el Sabio (ESP-UNI-096)		Spa
232205	Exchange	274009	Admisión 3, Prueba VoBo	Application - Cancelled	Universidad Alfonso X el Sabio (ESP-UNI-096)		Spa
232206	Exchange	274010	Admisión 4, Prueba VoBo	Application - Filling out	Universidad Alfonso X el Sabio (ESP-UNI-096)		Spa
232202	Exchange	274006	cancelar 22 01, Prueba cancelar	Application - Cancelled	Universidad Alfonso X el Sabio (ESP-UNI-096)		Spa
232158	Exchange	273965	Exchange, Prueba	Application - Filling out	Universidad Alfonso X el Sabio (ESP-UNI-096)		Spa
232155	Exchange	0	Exchange Social. Prueba	Application - Cancelled	Universidad Alfonso X		Spa

Show 20 entries Display all records Showing 1 to 20 of 33 entries First Previous 1 2 Next Last

The option “**Display list of nominations**” will show information of all the nominated students, such as:

- Name and Last name
- Application status
- Academic level
- Academic period
- Campus
- Program and subprogram

Note. Here you can download a report of this information as a PDF or Excel file.



How to upload your parcel delivery address

For admission letters and transcripts reception

Upload the parcel delivery address

In this section you will be able to upload your parcel address of the university/institution.

You can complete this step either before or after the nominations are registered.

It is extremely important to upload this information as it will be the address to which important documents, such as admission letters and academic transcripts, will be sent.



How upload the address

Tecnológico de Monterrey

Pipeline Logout José Isai Mendoza Vidania (Role for partner nominations)

My Mobility-Online

- Addresses
- Change password
- Manual EN (please click right to open)
- Manual ES (please click right to open)

Addresses

Create new record Advanced Search

<-- Select all --> Search Search Search

Country	Post code	City	Street an number
Mexico	64849	Monterrey	Av. Eugenio Garza Sada 2501 Sur, Tecnológico

To upload the parcel delivery address you need to access the **Addresses** section at the menu and click on “Create new record”.

Note. You will notice that there is an address already registered. This address correspond your university/institution and not necessary to a delivery parcel address.

How upload the address

The screenshot shows a web form titled 'Addresses' with a blue header bar. Below the header are 'Back' and 'Save' buttons. The form contains several input fields and dropdown menus. Five fields are highlighted with blue boxes: 'Address (Street and number)', 'Country', 'City', 'Comment', and 'Dataset active'. The 'Address' field has a character count of 255. The 'Country' field is a dropdown menu with a search icon. The 'City' field has a search icon. The 'Comment' field has a character count of 100,000. The 'Dataset active' field has a checked checkbox and a help icon. Other fields include 'Post code', 'Region', 'District', 'Phone number', 'Fax number', and 'E-Mail address'.

You will need to fill at least the following mandatory fields:

- Address (Street and number)
- Country
- City

Information such as Post code, Region, District (only if applies) and contact phone number will be appreciated.

Note. At the **Comment field** you will be able to include details that could be useful to share with the Delivery Company; to ensure the correct delivery of the admission letters and academic transcripts.

Assign the address to your user

✔ Action successful!

Record created

Back to general overview

Forward to allocation Persons

José Isai Mendoza Vidaña (Role for partner nominations) Quick search Find En Display

Addresses (ID = 815411)

Back Complete / Edit

Master data **Persons (0)** Institutions (0)

City (if not listed above) ?

Address (Street and number) Av. Eugenio Garza Sada 2501 Sur, Tecnológico ?

Country Mexico ?

Post code 64849 ?

City Monterrey ?

Region Nuevo León - 018 ?

District <-- No choice --> ?

Phone number ?

Fax number ?

E-Mail address ?

Homepage ?

Comment ?

After filling the address fields and saving the information a message of “action successful” will appear. **Please make sure to select the option “Forward to allocation Persons”.**

This action will display the information saved and three banners that show if the address has been assigned to a person or an institution.

Note. It is important to complete the “allocation persons” step, otherwise the system will not be able to track and find the information uploaded.

Assign the address to your user

Allocation of people to addresses

Master data **Persons (0)** Institutions (0)

Address (Street and number) Av. Eugenio Garza Sada 2501 Sur, Tecnológico

Post code 64849

City Monterrey

Cancel Create new allocation (Person-ID) Show further search fields

Search <-- Select all --> Search Search

Last name, First name, Degree Type of address Phone number E-Mail address

No data available in table

Show 20 entries Display all records Showing 0 to 0 of 0 entries

Cancel Create new allocation (Person-ID)

Select the **“Persons”** option at the banner section and then click on **“Create new allocation (Person-ID)”** to assign the address to your user.

Note. It is important to complete the “allocation persons” step, otherwise the system will not be able to track and find the information uploaded.

Assign the address to your user

Allocation of people to addresses

Back Save

Quick search Find En

Upload do

José Isai Mendoza Vidania (Role for partner nominations)

Address 64849 Monterrey, Av. Eugenio Garza Sada 2501 Sur, Tecnológico

Person-ID Mendoza Vidania, José Isai

Type of address [k-- Please select -->]

Address additional information <-- Please select -->

District Address at the home institution

Phone number Foreign address

Mobile number Main address

Fax number Parcel delivery address

E-Mail address Partner permanent address

Homepage Permanent address

Comment Workplace address

There are still 100000 characters available

Valid until Today

Use as mailing address

Dataset active

Back Save

To assign the address to your user, simply fill out the following fields:

- **Person ID**

Type your last name and first name to find your user. If you are not sure what name your user is registered under, check the name above the action screen.

- **Address Type**

Select the “parcel delivery address ” option.

After completing these steps, simply save the information.

Contact us

If you have any doubt about the nomination process, please contact your Tec de Monterrey advisor.

Region	Regional Advisor for Undergraduate	Email
Belgium, Latvia, Croatia, Lithuania, France, Monaco, Ireland, United Kingdom	Mariana Vieyra	mcvieyrac@tec.mx
Denmark, Norway, Finland, Portugal, Iceland, Spain, Netherlands, Sweden	Pamela Mora	pam.mora@tec.mx
Austria, Hungary, Italy, Czech Republic, Estonia, Poland, Germany, Russia, Slovakia, Slovenia, Switzerland	Rocío Godínez	rociogr@tec.mx
Asia & Middle East, Australia & New Zealand, United States, Canada, Central, South America & The Caribbean	Charlene Poiré	charlene@tec.mx

Other Academic levels / Schools	Advisor	Email
Medicine and health sciences School	Verónica Fernández	vfernandez@tec.mx
Postgraduate in Engineering	Jenny Von Westphalen Medina	jmedina@tec.mx
EGADE School of Business	Rodrigo Osuna	rodrigo.osuna@tec.mx

