

**Welcome and thank you for your application to undertake postgraduate studies at our faculty. Our Postgraduate Office will be responsible for guiding and connecting you with the different fields in which you are interested.**

## **1. Application requirements**

In order to apply you must have completed a university degree. It is normally required that it has a duration of not less than 4 years of study and with an attendance time of no less than 2,600 sixty-minute attendance hours. In case your Bachelor Degree is less than 4 years of study you must submit proof of at least 3 months of working and/or research experience in your field of study

**All application documents, including the Application Form must be sent to [applications.master-open-design@hu-berlin.de](mailto:applications.master-open-design@hu-berlin.de)**

- a. Download the *Postgraduate Admission Form*, fill it and sign it
- b. *Curriculum Vitae* (abbreviated and in word file), giving the full first- and surnames, postal address (do not forget to include the name of the city/town), telephone numbers, passport number and/or ID card number of your country of origin
- c. *Portfolio* (when applicable) or other *academic* and/or *professional antecedents* (texts, project descriptions etc.) not exceeding 10 MB  
*Motivation letter* in English
- d. Applicants must submit a *certificate of advanced English knowledge* (C2 or its equivalent: *Certificate of Proficiency English* (CPE) / TOEFL -/250-300/600-677 / IELTS 7.5+ / Trinity Grade 12)
- f. Applicants whose official language is not Spanish must have *basic knowledge of it with an A2* or equivalent level.

**Once this initial postgraduate application has been accepted, the *Postgraduate Department* (Foreigners' Department) shall notify you of your acceptance in order for you to submit your *enrolment documentation*.**

## **2. Enrolment requirements and procedure**

Your decision to study in the AUGUST-2017 academic year requires that the details we need are to be sent between April 30<sup>th</sup> and July 17<sup>th</sup>, 2017

**SEE CALENDAR 2017**

[www.posgrado-fadu.com.ar/img/Calendario\\_2017.pdf](http://www.posgrado-fadu.com.ar/img/Calendario_2017.pdf)

**In case you need a letter of admission to apply for any student loans (IECE - ICETEX - CADIVI, ETC), scholarships, flight discounts (e.g.: OIM), provide the necessary details and the addressee to whom the letter is to be sent, fax no., etc. Letters will only be written once. It is therefore important that you check that these are valid in your country of origin.**

**These must be requested from: [certificaciones.extranjeros@fadu.uba.ar](mailto:certificaciones.extranjeros@fadu.uba.ar)**

**To see medical cover: [www.dosuba.com.ar](http://www.dosuba.com.ar)**



To see the basic Academic Programme, timetable and fees for each offer, go to page: [www.master-open-design.org](http://www.master-open-design.org)

If you agree with the proposal, you must send the following documentation by e-mail to be evaluated by the Undergraduate/Postgraduate and/or Programme Department.

The documents must not be sent in a hard copy format.

- a. *Letter sent to the Postgraduate/Undergraduate/Programme Director requesting acceptance*
- b. *Scan of the Graduation Qualification (Diploma) \*.jpg* It must be a University degree whose duration is not less than 4 years of study and with an attendance time of no less than 2,600 sixty-minute attendance hours.
- c. *Certificate issued by your home university certifying the total number of study hours*, expressed in clock hours. The course load for the undergraduate programme being studied cannot be less than 2,600 hours (60 minutes). Admission will not be granted without this certificate.
- d. *Scan of the transcript (showing the subjects with the qualifications) \*.jpg* .
- e. *Curriculum Vitae (abbreviated - .in word file)*, giving the full first- and surnames, postal address (do not forget to include the name of the town), telephone numbers, passport number and/or ID card number of your country of origin.
- f. *A scan of the passport. \*.jpg*

**WHERE REQUESTED BY THE POSTGRADUATE OFFICE:**

- g. If requested for the course you have chosen, *letters of recommendation* or a *guarantee* must be provided.
- h. If requested by the Postgraduate Office, the *complete syllabus of your degree programme* provided by your university.

Documentation you feel relevant to be taken into consideration with regard to the academic programme (publications, research topics, if taught, fees, etc.).

E-mail: [extranjerospos@fadu.uba.ar](mailto:extranjerospos@fadu.uba.ar)

**Procedures to be carried out in your country of origin.**

**Original documents (diploma and transcript) must be stamped by:**

- a. *Ministry of Education* or equivalent institution in your country.
- b. Qualification to bear the Hague Apostille or accreditation stamp of the Ministry of Foreign Affairs in your country. Some countries, which do not have an agreement with, The Hague shall go to the Argentine Consulate after going through Foreign Affairs in order for both documents to be certified.
- c. Secure a medical, accident and disability insurance with international coverage.
- d. Find out in your country what procedures you will need to carry out and the required documentation for the Temporary Residence, which will need to be applied for in Buenos Aires. (National Department for Immigration). Upon registration, once in Buenos Aires, please provide original documents (diploma and transcript). Under no circumstances should you present certified copies.



**Important: Documents issued in a language other than Spanish are to be translated in by a sworn translator (please contact the Argentinian Embassy of your country of residence for contact details of certified translators).**

### **3. Registration Procedure**

The completion of the registration form shall be carried out at the Postgraduate Office - FADU at the time of completing your registration subsequent to your arrival in our country. The payment of fees for those with official residence in Argentina at the time of application shall also be carried out at the Postgraduate Office – FADU.

**To complete the admissions application, the student must adhere to the following processes at our faculty upon arrival in Buenos Aires. Please remember to bring your Graduation Qualification (Diploma) and the transcript for verification:**

- a. Schedule an appointment at the Postgraduate Office so that the original documents can be verified.
- b. Registration: Complete the registration form which has the nature of a sworn statement.
- c. Attach:
  - 2 (two) copies of the qualification, certified in Uriburu 950 (11 am to 4 pm), Capital Federal, Buenos Aires (UBA Authentication Department), requesting an appointment over the internet:  
*[www.legalizacionesturnos.rec.uba.ar](http://www.legalizacionesturnos.rec.uba.ar)*
  - 1 (one) copy of the academic transcript, also certified by the UBA (list of subjects with marks and degree syllabus where required by the chosen activity).
  - A 4x4 cm colour photo.
  - 2 (two) photocopies of your passport (pages showing first- and surnames, passport number, address and visa page)
  - 1 (one) photocopy of the application for temporary residency.
  - Once the ID application has been started, submit the proof of application.
  - 2 (two) copies of your ID

**(As they will be requested by the UBA at the time of copy certification, please do not forget to bring the originals of the diploma and academic transcript).**

#### **IMPORTANT:**

**Entry requirements: award of a university degree whose duration was not less than 4 (four) years. Under no circumstances shall students be admitted whose qualification is pending.**

- **With regard to the information set out, it is important to mention that the start of each activity is subject to the number of applications registered for it. Otherwise, its start will be postponed to the following academic period. When the chosen activity is suspended, the student may opt for some of the other academic programmes.**
- **Similarly, the fees shown relate to the current year and may incur changes for subsequent academic periods.**
- **Preference in respect of scholarships is given to academic staff and graduates of the Faculty of Architecture, Design and Urban Planning and therefore the quota is fully allocated each year.**



- **Where a letter and syllabus is required to obtain a loan or scholarship application, please make this clear in the e-mail giving the name of the Institutions providing this benefit in order to speed up the process.**
- **To extend temporary residency and the ID card, the student must request the certificates for completing the application, which shall be explained on the day of postgraduate registration.**

#### **4. Residence permits procedure**

STAGES AND REQUIREMENTS FOR FORMAL NON-MERCOSUR FOREIGN STUDENTS  
PROVISION No 20.669/2006 - NATIONAL DEPARTMENT FOR IMMIGRATION.

POSTGRADUATE COURSE OF BETWEEN 6 MONTHS TO 2 YEARS

After arriving in the country (with a tourist visa with a duration of 90 days, with the possibility of a further 90 day extension), the student must normalise their immigration status by requesting an appointment at the National Department for Immigration (Departamento Nacional de Migraciones) through their online system. This can be accessed at: [www.migraciones.gov.ar/accesible/?turno\\_online](http://www.migraciones.gov.ar/accesible/?turno_online) (Av. Antártida Argentina 1353- Edificio 4, Buenos Aires). You will need to submit the following documentation:

- a. Criminal record certificate issued by the country of origin or for the last 5 years of residence, officially certified. (Apostille by the Ministry of Foreign Affairs of Argentina Consulate for countries, which have not signed the Hague Convention.)
- b. Current passport or the valid document used for entering the country
- c. An official certified copy of the birth certificate or Civil Register. (Apostille by the Ministry of Foreign Affairs of Argentine Consulate for those countries which have not signed the Hague Convention.)
- d. Criminal Record in Argentina. (This can be obtained from the Federal Argentine Police or from the National Register of Repeat Offenders under the Ministry of Justice and Human Rights, Buenos Aires)

**The first three documents must be obtained by the student from his or her country of origin.**

**We recommend that as the first step, the student should call the Postgraduate Office to make an appointment for final registration and the International Relations Office to request the registration certificate for the National Immigration Department: 4789-6283**

***To apply for residency and ID, you must attach an officially certified birth certificate.***



## Contact

### **Rodrigo Martin Iglesias**

*Coordinator master degree program Open Design /*

*Diseño Abierto para la Innovación*

Faculty of Architecture, Design and Planning

Ciudad Universitaria, Pabellón III, 4to. piso

(C1428BFA) City of Buenos Aires

Argentina

Telephone: +54 11 4789 6361

E-mail: [opendesign@fadu.uba.ar](mailto:opendesign@fadu.uba.ar)

### **Mariana Arambarri**

*Head of the Postgraduate Division*

*Postgraduate Office*

Faculty of Architecture, Design and Planning

Ciudad Universitaria, Pabellón III, 4to. piso

(C1428BFA) City of Buenos Aires

Argentina

Tel: +54 11 4789 6235/36

Fax: +54 11 4789 6240

E-mail: [posgrado@fadu.uba.ar](mailto:posgrado@fadu.uba.ar) (posgrado)

Web: [www.fadu.uba.ar/php/posgrado/index.php](http://www.fadu.uba.ar/php/posgrado/index.php)