ONLINE APPLICATION MANUAL FOR SUMMER SCHOOL PROGRAMS
The application site for International Students is [https://uchile-horizons.symplicity.com/](https://uchile-horizons.symplicity.com/)

(Main Site of the Online Application System)

Here you can register an account, search for the right program to apply and check your application status

**REGISTRATION**

- You can register and create your online account on the main site.
- Create only one account on the system. If you think you have already an account on the system you can contact us and we will check.
- Your username will be your registered email address, it is highly recommended to check in with a regular used e-mail. If you forget your password, it can be reset in the same website.
- Press the **Register Now** button under **Student Login**
FILL OUT REGISTRATION FORM

- Remember, you must have a passport number in order to register on the system. If you have a Chilean “rut” you can use this as passport number.

- Be sure to fill out correctly all of your personal information.

- Your registered email will be your login address and the address in which you will receive information about your current application status. Be sure to use your main email address.

- Once you’ve completed your registration form and set your password you will be able to login into the system to begin your application for an exchange program.

(Registration Form)

SEARCH OF A PROGRAM

- Once you have completed the registration process you can log in with your registered email address and password and apply for a PROGRAM

- Click on Search Programs on top of the main page
• Use the filter option to find the right PROGRAM, using filters Provider: Facultad de Ciencias Físicas y Matemáticas; Destination: Chile. You can find the program available for Summer School students:
By clicking the program name on the Search Programs list you can view that program information.

APPLICATION

- To apply, press the Apply for button under the programs information or in the options column in the Search Programs screen.

- Fill out your application with all the required information. At the end you can review and save all the information of the application.
• In any given time you can save your application form and finish later. To continue with your application form just sign in with your registered email address and password and press on “My Application” on top of the main page.

(SAVE & FINISH LATER AND SAVE & CONTINUE BUTTONS AT THE END OF APPLICATION FORM)
SUBMIT APPLICATION

- Once you’ve completed your application form you must press the **SUBMIT YOUR APPLICATION** option under “My Application”

(SUBMIT YOUR APPLICATION OPTION)

- Once you’ve submitted your application you will receive a system alert and an email notification

(SUCCESSFUL APPLICATION SUBMISSION CONFIRMATION)

- Now your application is pending for evaluation. You will receive an email notification with the result of your application. You can also view the status of your application by login in to the system with your account
• Once you are accepted, we’ll send you a notification by e-mail, and we’ll send the original acceptance letter.

For doubts and assistance, please write to rrii@ing.uchile.cl