

a. Upon Arrival

Postdoctoral researchers must have a sponsoring academic advisor who will support them during their setup and stay in the unit where they will work.

Every postdoc must be introduced to the administrative head of the unit to:

- Process their contract (if applicable).
 - Receive information about their rights, facilities, procedures for the TUI (University ID Card), email, etc.
-

b. Contact with the Academic, Research, and Innovation Office

Each unit must notify the **Academic, Research, and Innovation Office** about the arrival of a postdoctoral researcher.

Contact:

Valeria Villagrán Arancibia

✉ valeria.villagran@fcfm.uchile.cl

c. @uchile.cl Email, MIUchile Account, and University ID Card (TUI)

1. **TUI:** The administrative head of the unit must request it by submitting a square photograph with a white background and completing a form.
 2. **@uchile.cl Email:** The postdoc must:
 - Create a *Pasaporte* account at: <https://cuenta.uchile.cl/>.
 - For the institutional email, follow the procedure requested via ✉ valeria.villagran@fcfm.uchile.cl.
-

d. Creating a Profile on the Postdocs Website

FCFM has a dedicated website for postdocs, featuring profiles organized by department/center and alphabetically:

🌐 <http://ingenieria.uchile.cl/postdoctorantes>

Profile Requirements:

- Photograph.
 - Researcher's CV (with no personal information).
📎 Send both to ✉ valeria.villagran@fcfm.uchile.cl.
-

e. Postdoctoral Mailing List

Currently, the Faculty has about 50 postdoctoral researchers. To join the postdoctorales@ing.uchile.cl mailing list, request access when reporting to the Academic, Research, and Innovation Office.

f. Rental Information

A file is available with information on landlords offering apartments near the Faculty (or other districts), often flexible with foreigners or without pay-slip requirements.

 **Download rental data** (link)