



TUTORIAL HOW TO FILL:

APPLICATION FORM FOR BECAS CHILE 2025

Subdirección de Capital Humano
Agencia Nacional de Investigación y Desarrollo



SUBDIRECCIÓN DE CAPITAL HUMANO



ANIDCAPITAL HUMANO

Última actualización: 11-09-2024

WHERE TO APPLY?

All applications are made in the Online Application System (SPL): <https://spl.anid.cl>

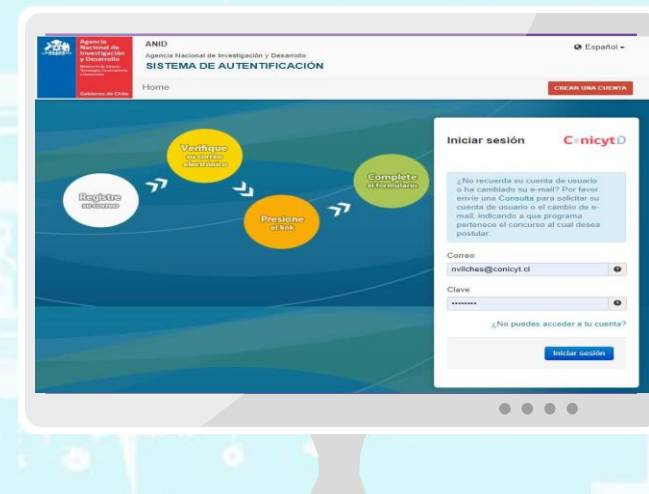
You must follow these 4 steps:

Fill your
Application CV

Attach
required
documents

Fill your
Application Form

Review and Submit
your Application



IMPORTANT

- Only **open scholarship contests** have an **enabled Application Form**.
- The information entered in SPL is **declarative**.
- The Application CV is standard and **transversal to all contests**.
- You can **download** both the CV and the Application Form in PDF.
- The fields marked with (*) are **mandatory** to complete.

HOW TO ENTER THE APPLICATION FORM



Enter to <https://spl.anid.cl> and log in with your **email** and **password**.

If you are **not registered yet**, [enter here](#)

1. Debe ingresar a la postulación a través del **Formulario de Postulación**, donde se irán almacenados los datos de su postulación en curso.
2. Si desea iniciar una nueva postulación, deberá seleccionar la opción **Concursos abiertos**.

Para dudas y/o consultas, favor contacte a la mesa de ayuda indicada en las Bases del concurso al cual desea postular.

Agencia Nacional de Investigación y Desarrollo

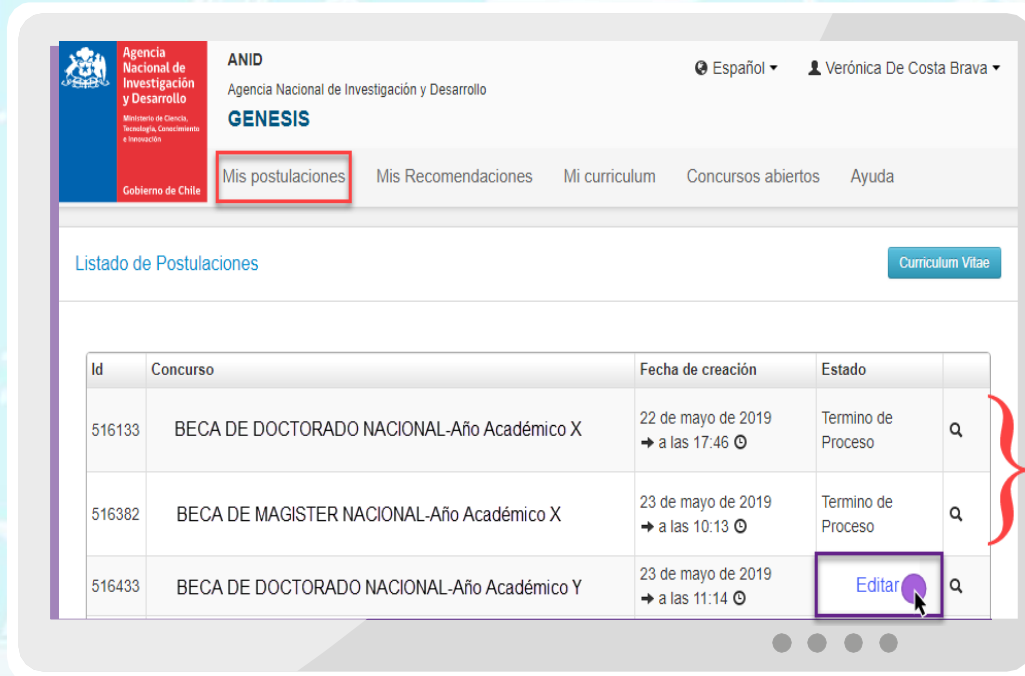
Sistemas de Acceso Público

Sistema

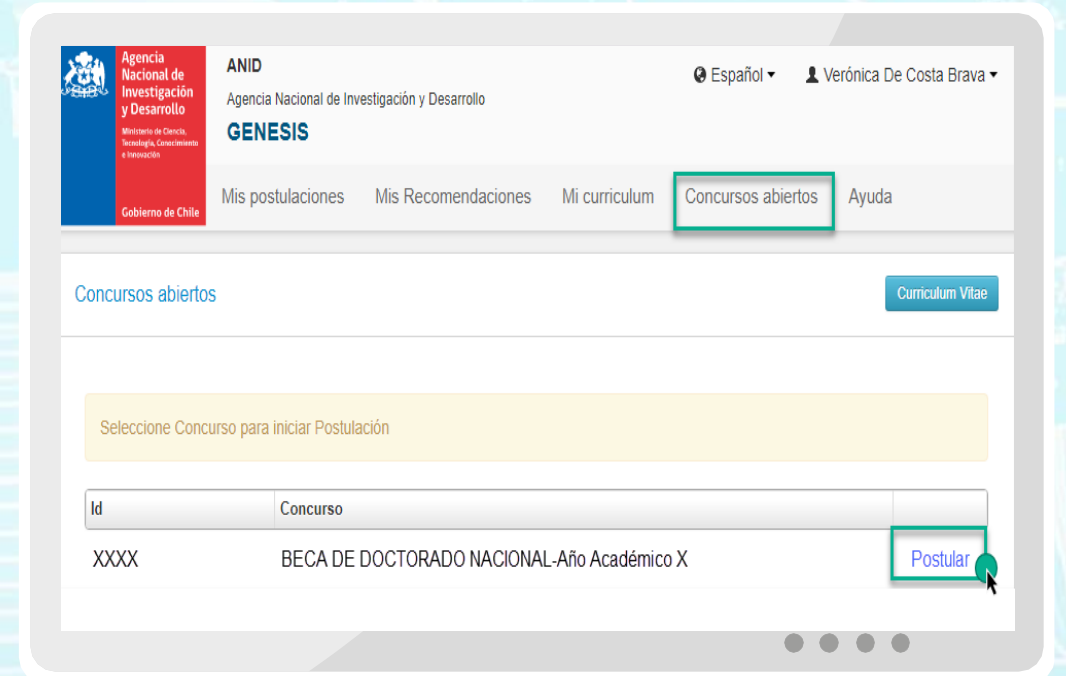
Curriculum de Postulacion	Acceder
Formulario de Postulacion	Acceder
Postulaciones Simplificadas	Acceder

In the **System** section, access to Formulario de Postulación (*Application form*).

HOW TO ENTER THE APPLICATION FORM



Once inside, you Will see a list with **the History of Applications created**. Here you can also see the Forms that you created before and are currently **Editing**.

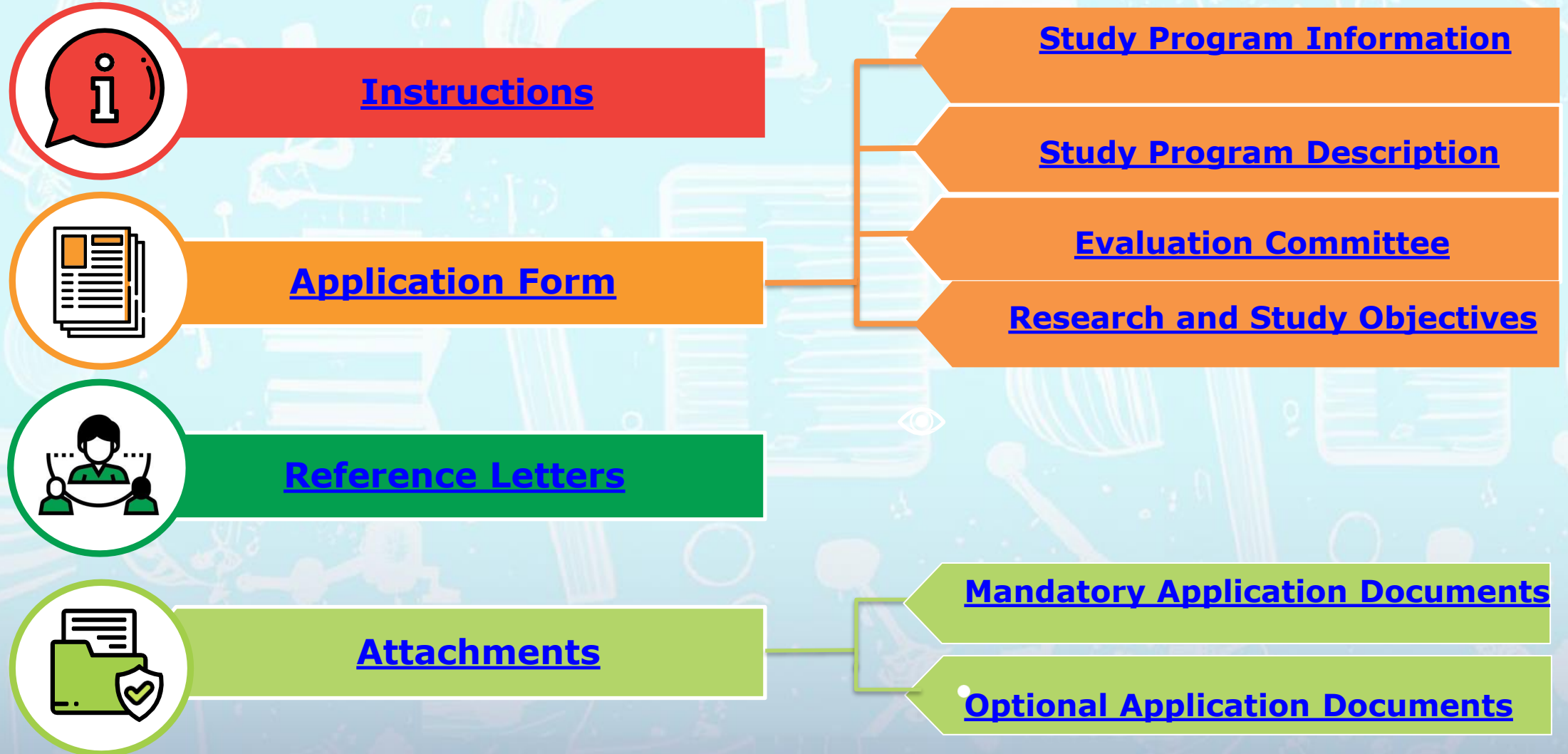


If you have **NOT** yet created an Application Form, you can activate one by entering to **Concursos Abiertos / Open Contests**.

NOTE: You can only activate application forms for **open contests** (current application period).

FILL OUT THE APPLICATION FORM

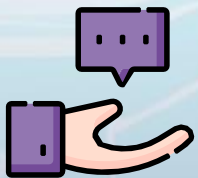
Choose the section or subsection you want to explore





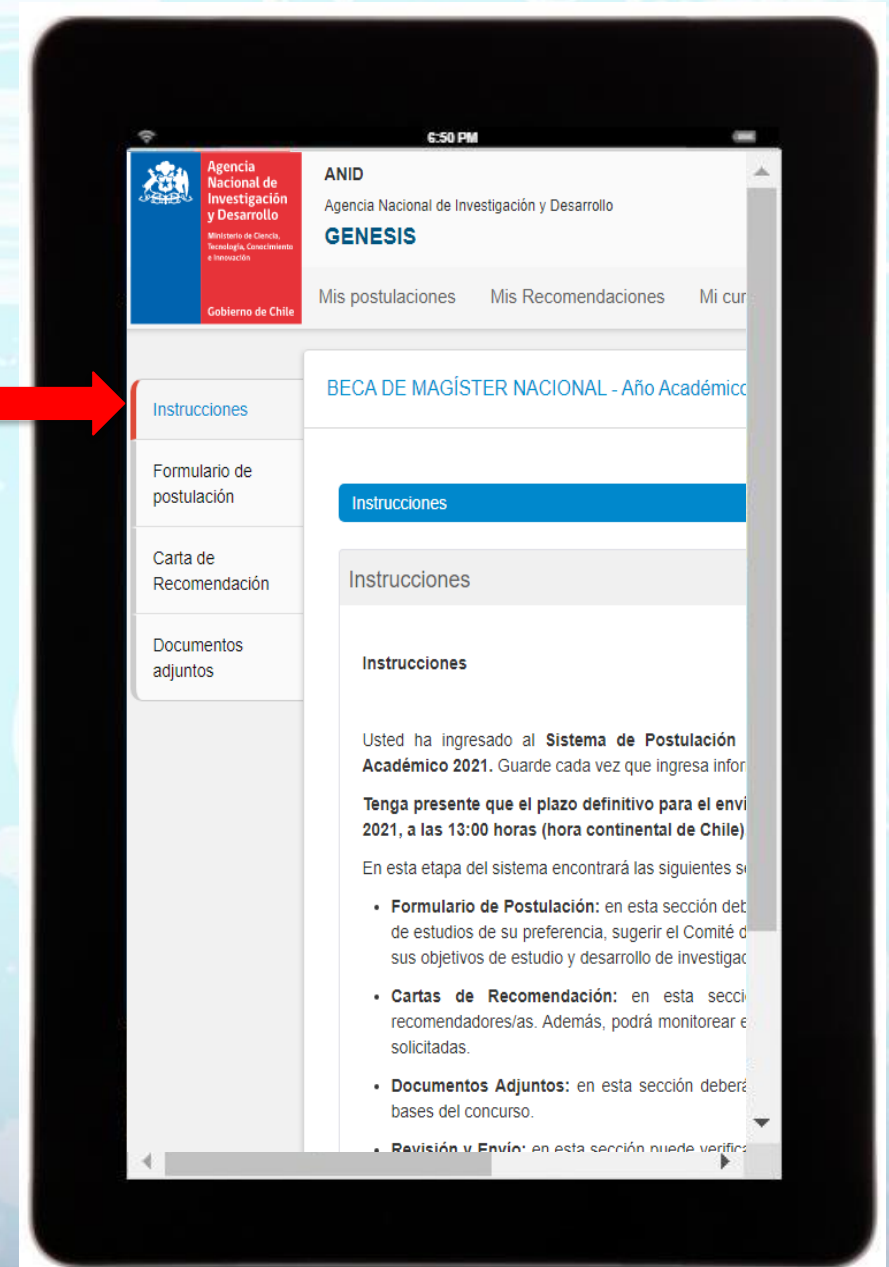
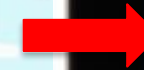
Instrucciones (Instructions)

- **Read carefully** the general **instructions** to complete your application.
- You must **confirm** you have read all **instructions** and **documentation available** for the contest you are applying (*bankruptcy rules, manuals, forms, among others*).
- You must **select** whether or not you authorize the ANID to **notify** you exclusively via **email** (the same one with which you applied).



The fields marked with (*) are **mandatory to complete**.

Remember to **Save** periodically. **The system expires every 45 min.**

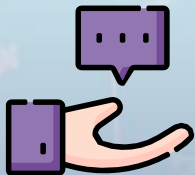




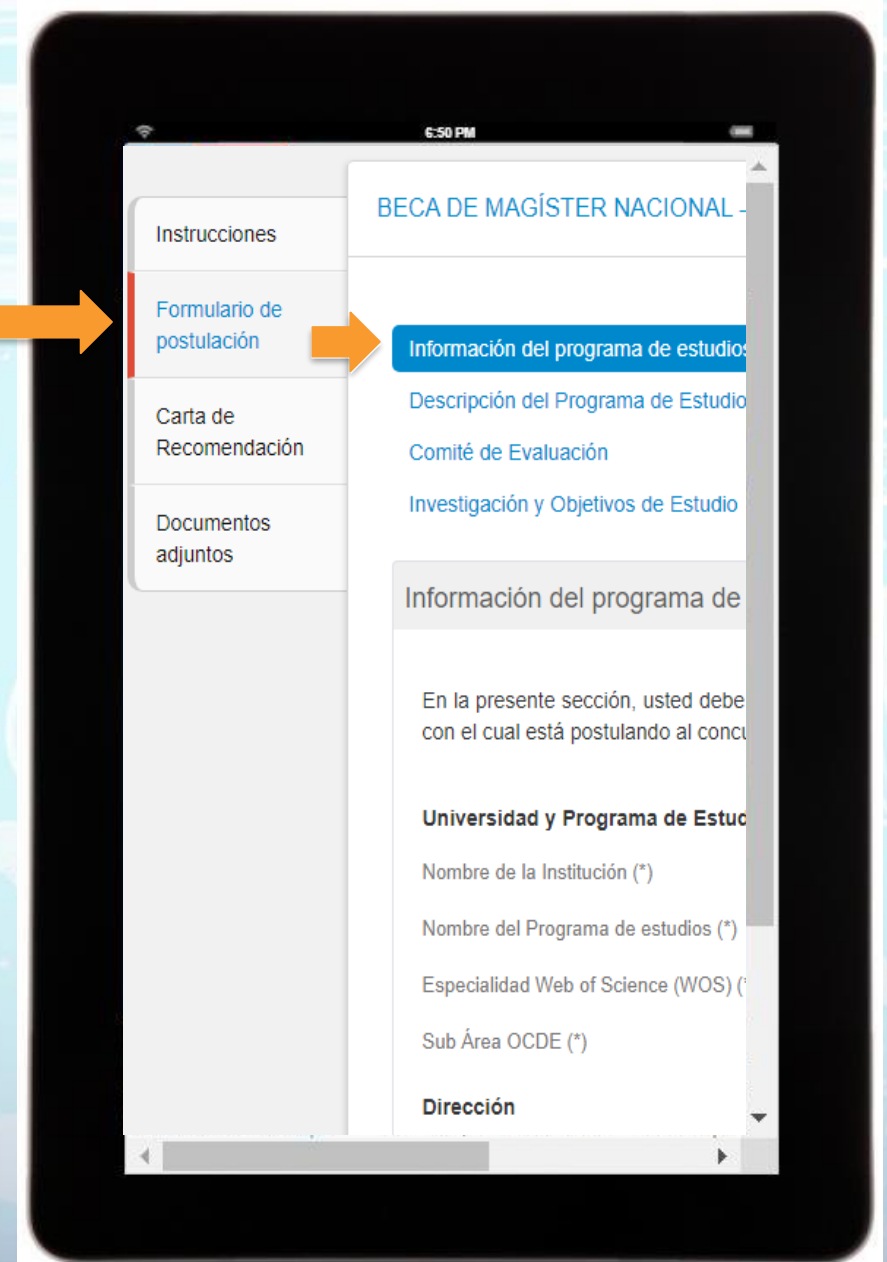
Formulario de Postulación (Application Form)

Study Program Information

- You must complete this subsection with **study program information** of your interest.
- In case **your study program is NOT listed**, [enter here](#).
- **Web of Science Specialty (WOS)**: Select the specialty that corresponds to the graduate program. For more information [enter here](#).
- In order to simulate your destination University Ranking, [check here](#).



Remember to **Save** periodically. **The system expires every 45 min.**



6:50 PM

BECA DE MAGÍSTER NACIONAL

Instrucciones

Formulario de postulación

Carta de Recomendación

Documentos adjuntos

Información del programa de estudios

Descripción del Programa de Estudios

Comité de Evaluación

Investigación y Objetivos de Estudio

Información del programa de

En la presente sección, usted debe con el cual está postulando al concu

Universidad y Programa de Estudio

Nombre de la Institución (*)

Nombre del Programa de estudios (*)

Especialidad Web of Science (WOS) (*)

Sub Área OCDE (*)

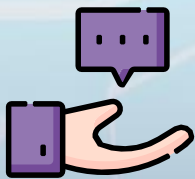
Dirección



Formulario de Postulación (Application Form)

Study Program Description

- You must complete this subsection with the **study program description** of your interest. Typically, this information appears on the **study program website**.
- Line breaks** and **special characters** ("ñ", "?", "%", etc) will be counted as **4 characters**.
- If you are going to **copy** the information from a text editor (MS Word), try to **paste** as **plain text**.



Remember to **Save** periodically. **The system expires every 45 min.**

6:50 PM

BECA DE MAGÍSTER NACIONAL

Instrucciones

Formulario de postulación

Carta de Recomendación

Documentos adjuntos

Información del programa de estudio

Descripción del Programa de Estudio

Comité de Evaluación

Investigación y Objetivos de Estudio

Descripción del Programa

En la presente sección, usted debe describir los estudios de su preferencia.

Objetivo General (*)

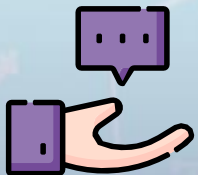


Formulario de Postulación (Application Form)

Evaluation Committee

- First, you must suggest an **Evaluation Committee** for your application. For more information [enter here](#).
- Then, you must select **keywords** (From 1 a 3) according to your **objectives and research proposal**.
 - First Level:** Discipline
 - Second Level:** Knowledge area
 - Third Level:** Complementary

IMPORTANT: Evaluation Committee's choice is **referential** and **could eventually be modified** during the evaluation process



Remember to **Save** periodically. **The system expires every 45 min.**

BECA DE MAGÍSTER NACIONAL

Información del programa de estudio

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Comité de Evaluación

Investigación y Objetivos de Estudio

Comité de Evaluación

Esta sección tiene por objetivo evaluar la propuesta de investigación para que se valore la postulación.

En el primer campo, deberá sugerir antecedentes. Tenga muy presente no perjudicar por eventuales cambios.

En el segundo campo de Palabras clave, deberá seleccionar subespecialidades. Deberá ir seleccionando las que corresponden. Debe seleccionar al menos una.

Para mayor información visite [acceso](#)

Recuerde guardar cada vez que haga clic en el botón de guardar.

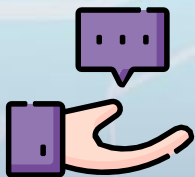
Comité de Evaluación por área sugerida



Formulario de Postulación (Application Form)

Research and Study Objectives

- This section contains **4 questions**. Each of them will serve as input to qualify the **non-parameterized evaluation criteria**. For more information, check **Evaluation Instructions**, consigned in process rules.
- **Line breaks** and/or **special characters** ("ñ", "?", "%", etc.) will be counted as **4 characters**.
- If you are going to **copy** information from a text editor (MS Word), try to **paste** as **plain text**.



Remember to **Save** periodically. **The system expires every 45 min.**

BECA DE MAGÍSTER NAC

Instrucciones

Formulario de postulación

Carta de Recomendación

Documentos adjuntos

Investigación y Objetivos de la Investigación

Actividades de docencia

Objetivos de estudio en



Cartas de Recomendación (Reference Letters)

- You must **Register** your **recommender's** information and **Activate the notification**. If your recommender has an account in the SPL, we suggest notifying to registered email

1

Nombre	Correo	Estado
Recomendador/a 1		✎ Editar
Recomendador/a 2		✎ Editar

2

Recomendador/a

Nombre y Apellido/s (*) Lindsay Ríos

Teléfono (*) 98267232

E-mail (*) lrios@correoelectronico.cl

Cerrar

Guardar

3

Nombre	Correo	Estado
Lindsay Ríos	lrios@correoelectronico.cl	Sin Notificar

[✎ Editar](#)

[🔔 Notificar](#)





Cartas de Recomendación (Reference Letters)

- The application requires sending **2 reference letters**
- Follow up on your letter(s). The states are as follows:
 - **Notified:** Your recommender was notified.
 - **Re-notified:** Your recommender was notified again. You can re-notify **max. 5 times**.
 - **Open Letter:** Your recommender entered the letter but has not yet entered any information.
 - **Saved Letter:** Your recommender saved information in the letter.
 - **Letter Sent:** Your recommender sent the letter.

[Back to sections](#)





Documentos Adjuntos (Attachments)

- All documents must be uploaded **in PDF format** and **must NOT exceed 2,048 Kb (2Mb)**. If you need help with this, [go here](#).
- You can only attach **1 file per box**. But each file can have **more than one page** (Compiled file). For more information [go here](#).
- Files **should NOT be encrypted** and/or **password protected**.
- **File names** must **NOT** contain **special characters** (Eg. /, ñ, *,?, &). (Ej. /, ñ, *,?, &).
- Documents must be legible and have all their pages.
- Make sure that the documents have a **letterhead, stamp or signature** that proves their **official status** when the bases indicate it. For more information [enter here](#).
- **NOT all documents are viewed by Evaluation Committee**. Where you attach your record **DOES matter** and determines the above.

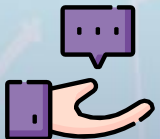




Documentos Adjuntos (Attachments)

Mandatory Application Documents

- You must upload **mandatory application documents** established by **rules process**. These certify that you accomplish **minimum application requirements**.
- Only **Admissibility Unit** will review and have access to uploaded documents in this subsection (*NOT Evaluation Committee*).
- If any of these **mandatory documents** does **NOT** comply with **contest rules's provisions**, you will be **Out of Bases** and your application will **NOT** be **Evaluated**.
- **All these documents** must be issued in **English or Spanish**. Otherwise you **must to add** an **official translation**.
- To know **mandatory application documents** for each contest, [enter here](#).



Prioritize the use of **ANID forms** and **do not** **modify the background content**.

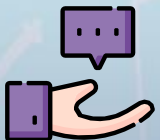




Documentos Adjuntos (Attachments)

Optional Application Documents

- You can upload **optional application documents** established by **contest rules**. These **will complement** your application.
- **Admissibility Unit** will only review the antecedents related to obtaining **bonuses**. The rest of **optional documents** will be viewed and reviewed by **Evaluation Committee**.
- **Only documents to qualify for bonuses** must be issued in **English** or **Spanish** (*Add an official translation if they are issued in a different language*).
- **Optional documents will NOT be validated** in **Review/Submit** section. They are NOT required to send the application.



Download each attached file to confirm that it has been correctly saved.



FORM REVIEW AND SUBMISSION

Revisión / envío

To submit your application, you must access the Review/Submission section.

- **You can check** the completeness of your application (CV and Application Form).
- The application **CANNOT** be **submitted** until you **Complete all required fields**.
- Before submitting your application, you must complete the Declaration of **Truthfulness of the Information**
- Once you submit your application, you Will have Access to download the following documents:
 - **Certificate of Truthfulness**
 - **Certificate of Application Receipt**
- Only once **BOTH** reference letters have been **submitted** will you be assigned and ID, and your application will enter the **contest process**.

The screenshot shows a web application interface for the 'BECA DE DOCTORADO NACIONAL - Año Académico 2021'. At the top right, there are two buttons: 'Curriculum Vitae' and 'Revisión / envío'. The main content area has a blue header bar labeled 'Revisión Postulación'. Below this, there are two links: 'Revisión Curriculum' and 'Envío Postulación'. The section is titled 'Revisión'. At the bottom right, there is a link 'Descargar versión impresa de la Postulación' next to a PDF icon.

YOU MUST CONSIDER



System expires every **45 min**. Try to **Save** periodically.



Line breaks and/or **special characters** are counted as **4 characters**.



There is no specific order to complete the Application Form and you can **gradually complete it** as many times as you want.



The information that you declare both in **Application Form** and **CV**, must **coincide** with indicated in your **documents**.



[Before submitting an inquiry through Ayuda ANID, check the articles in the Centro de Ayuda a Postulantes.](#)



Evaluation Committee will only have Access to review and evaluate part of the uploaded information in **Optional Application Documents, Curriculum and Application Form** subsections in PDF Format.



Take care of **writing, spelling** and **grammar** of your text write



Enter **Review/Submission** section and make sure you have completed **all the mandatory sections and subsections** of Application Form



**Agencia
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Ministerio de Ciencia,
Tecnología, Conocimiento
e Innovación

Gobierno de Chile



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