

**TUTORIAL HOW TO FILL:**

# **APPLICATION FORM FOR BECAS NACIONALES 2025**

Subdirección de Capital Humano  
Agencia Nacional de Investigación y Desarrollo



SUBDIRECCIÓN DE CAPITAL HUMANO

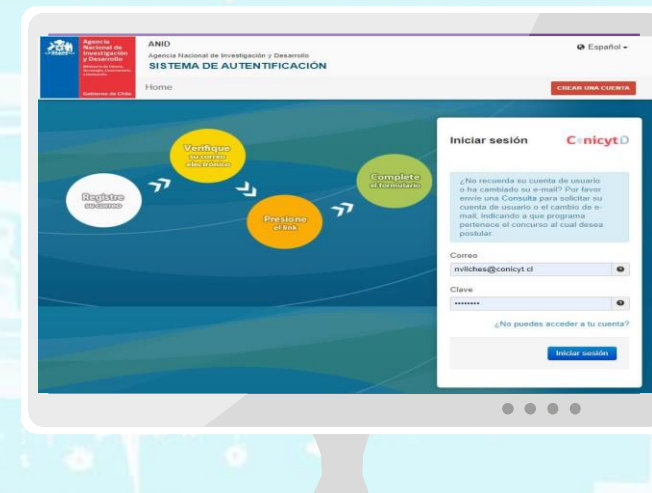


**ANID**CAPITAL HUMANO

Última actualización: 03-03-2025

# 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. Debes 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	<a href="#">Acceder</a>
Formulario de Postulacion	<a href="#">Acceder</a>
Postulaciones Simplificadas	<a href="#">Acceder</a>

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

# HOW TO ENTER THE APPLICATION FORM

The screenshot shows the 'Mis postulaciones' (My applications) section of the ANID GENESIS portal. The user is logged in as Verónica De Costa Brava. The page displays a table of applications created by the user.

Id	Concurso	Fecha de creación	Estado	
516133	BECA DE DOCTORADO NACIONAL-Año Académico X	22 de mayo de 2019 → a las 17:46 ⌚	Termino de Proceso	Q
516382	BECA DE MAGISTER NACIONAL-Año Académico X	23 de mayo de 2019 → a las 10:13 ⌚	Termino de Proceso	Q
516433	BECA DE DOCTORADO NACIONAL-Año Académico Y	23 de mayo de 2019 → a las 11:14 ⌚	<a href="#">Editar</a>	Q

A red box highlights the 'Historico de postulaciones creadas' (History of created applications) label, and a red bracket groups the first two rows of the table. A purple box highlights the 'Editar' button in the third row.

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**.

The screenshot shows the 'Concursos abiertos' (Open contests) section of the ANID GENESIS portal. The user is logged in as Verónica De Costa Brava. The page displays a list of open contests.

Id	Concurso	
XXXX	BECA DE DOCTORADO NACIONAL-Año Académico X	<a href="#">Postular</a>

A green box highlights the 'Concursos abiertos' (Open contests) label, and a green box highlights the 'Postular' (Apply) button.

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



[Instructions](#)



[Application Form](#)



[Reference Letters](#)



[Attachments](#)

[Study Program Information](#)

[Study Program Description](#)

[Evaluation Committee](#)

[Research and Study Objectives](#)

[Mandatory Application Documents](#)

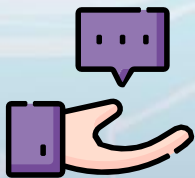
[Optional Application Documents](#)





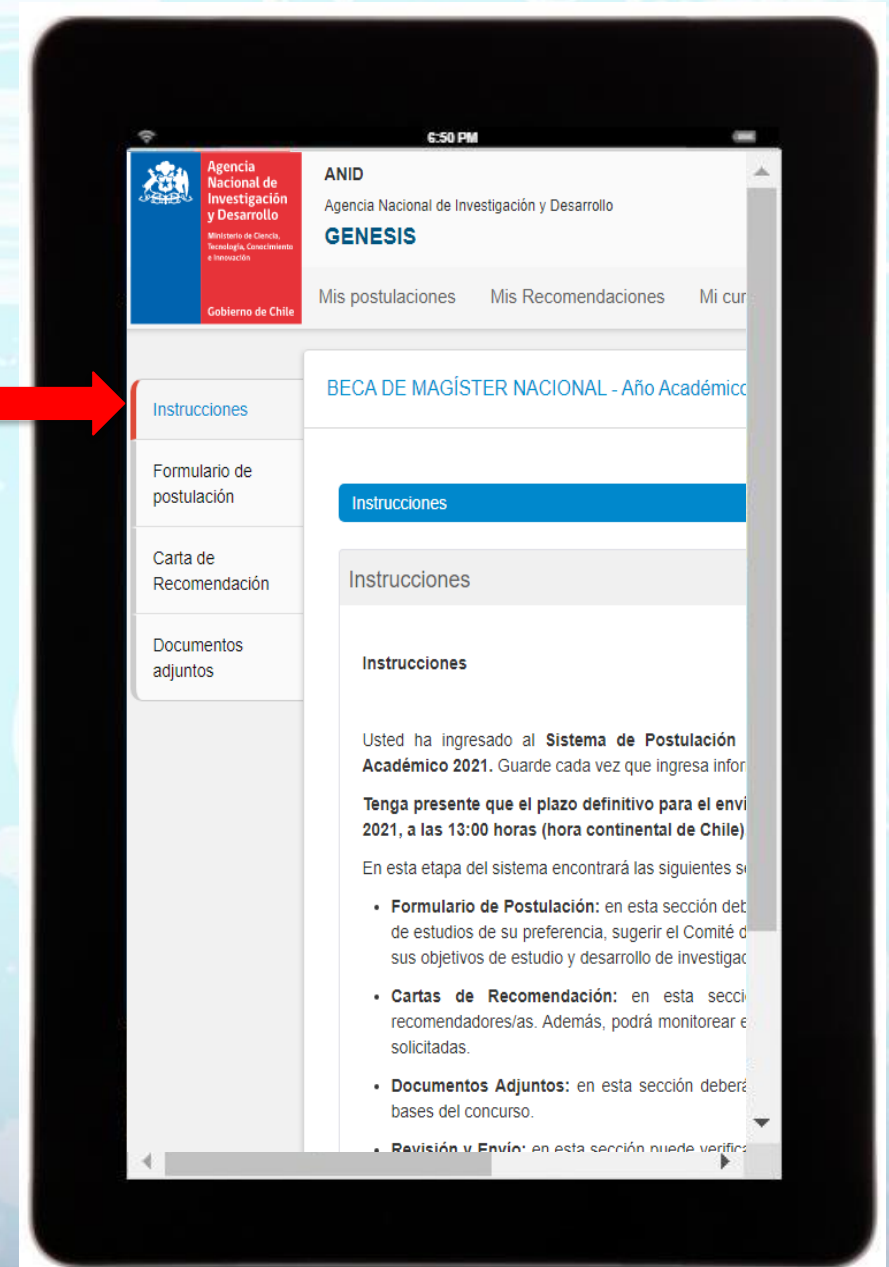
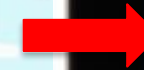
## Instrucciones (Instructions)

- **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.**

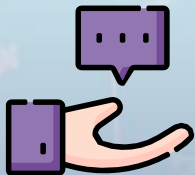




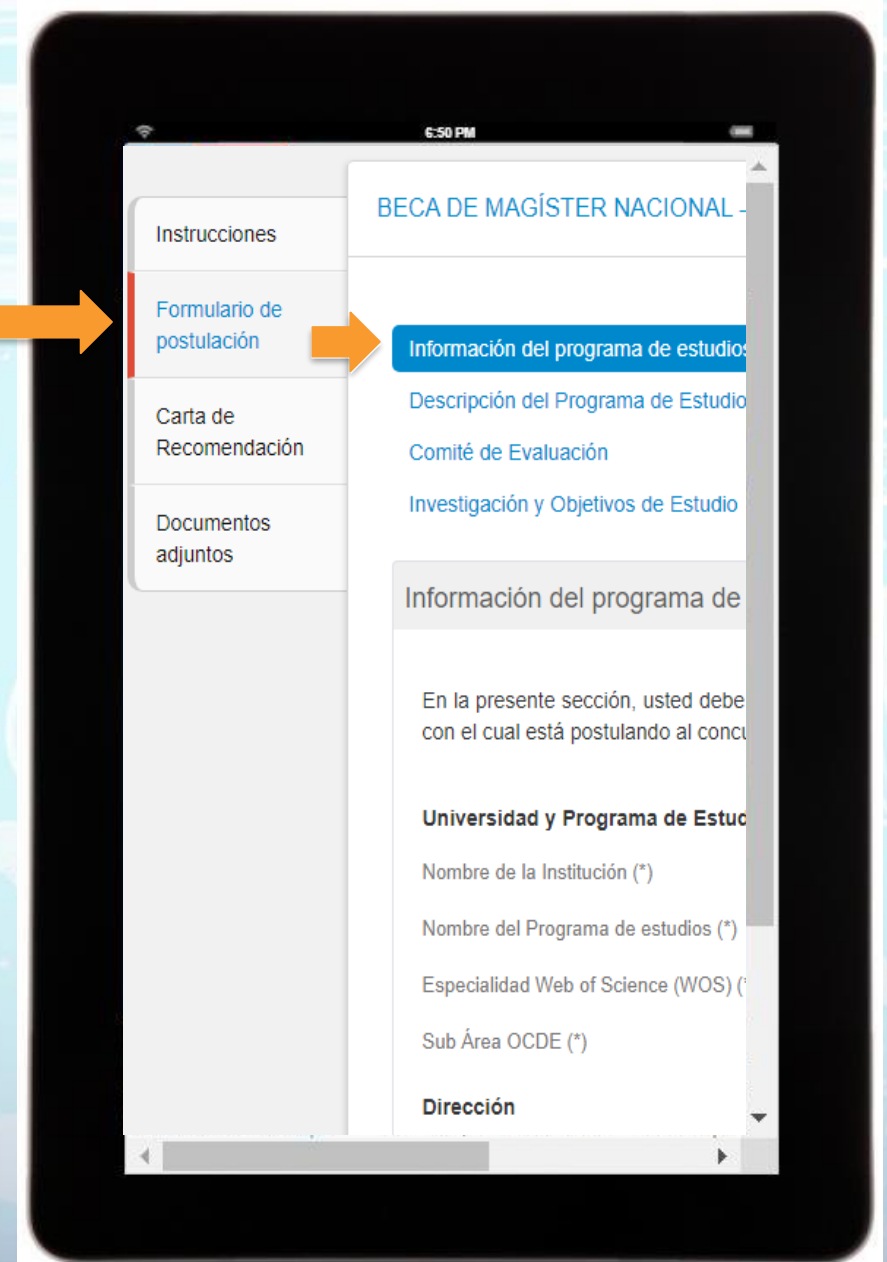
## Formulario de Postulación (Application Form)

### 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](#).
- **Application Status**: You must select **the same status** that indicates the **acceptance document** you will attach (*Acceptance letter, regular student certificate or Form N°2*).



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

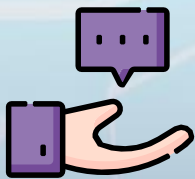




## Formulario de Postulación (Application Form)

### 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 (\*)



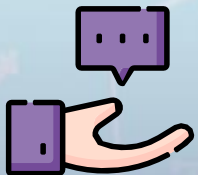


## Formulario de Postulación (Application Form)

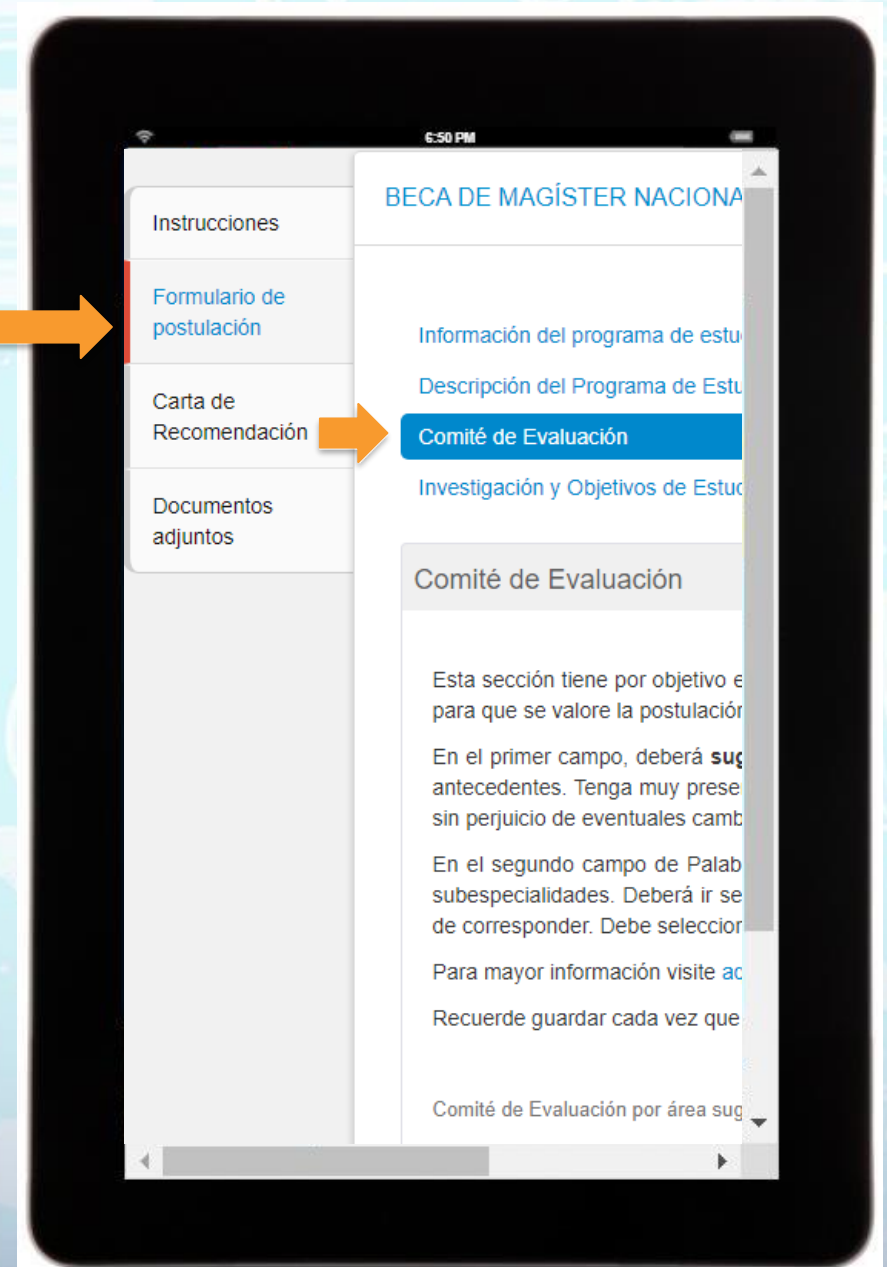
### Evaluation Committee

- 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.**

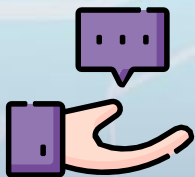




## Formulario de Postulación (Application Form)

### 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

6:50 PM

Instrucciones

Formulario de postulación

Carta de Recomendación

Documentos adjuntos

Investigación y Objetivos de la Investigación

Actividades de docencia

La información que pre...  
investigación que usted...  
Evaluación para califica...  
postgrado" señalado en la...  
enriquezca los anteceder...  
de docencia e investigac...  
relevante.

Objetivos de estudio en

Las respuestas a las Pre...  
que el Comité de Evaluac...





## 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		<a href="#">✎ Editar</a>
Recomendador/a 2		<a href="#">✎ Editar</a>

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](#)

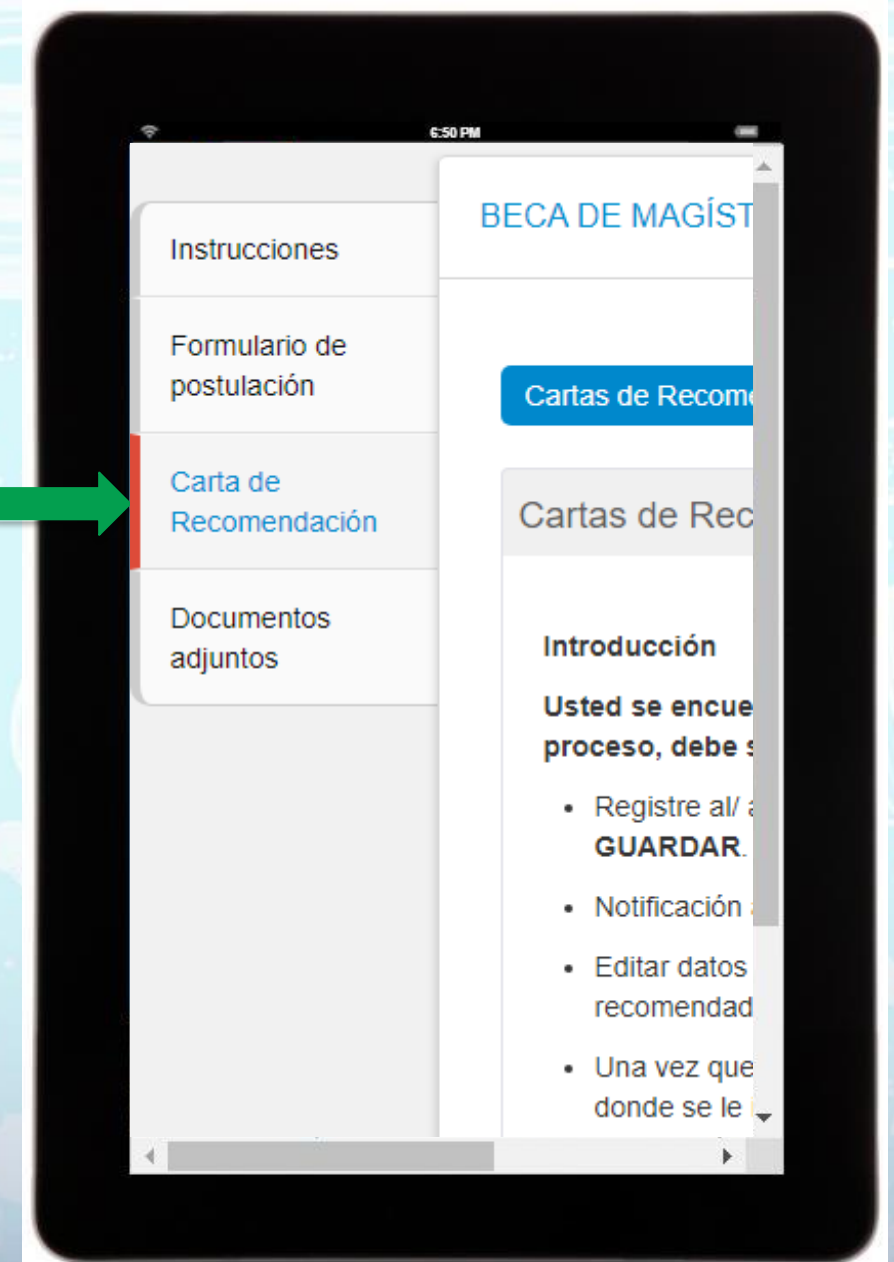




## Cartas de Recomendación (Reference Letters)

- 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.

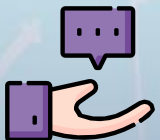




## Documentos Adjuntos (Attachments)

### 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**.



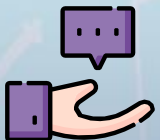




## Documentos Adjuntos (Attachments)

### 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.

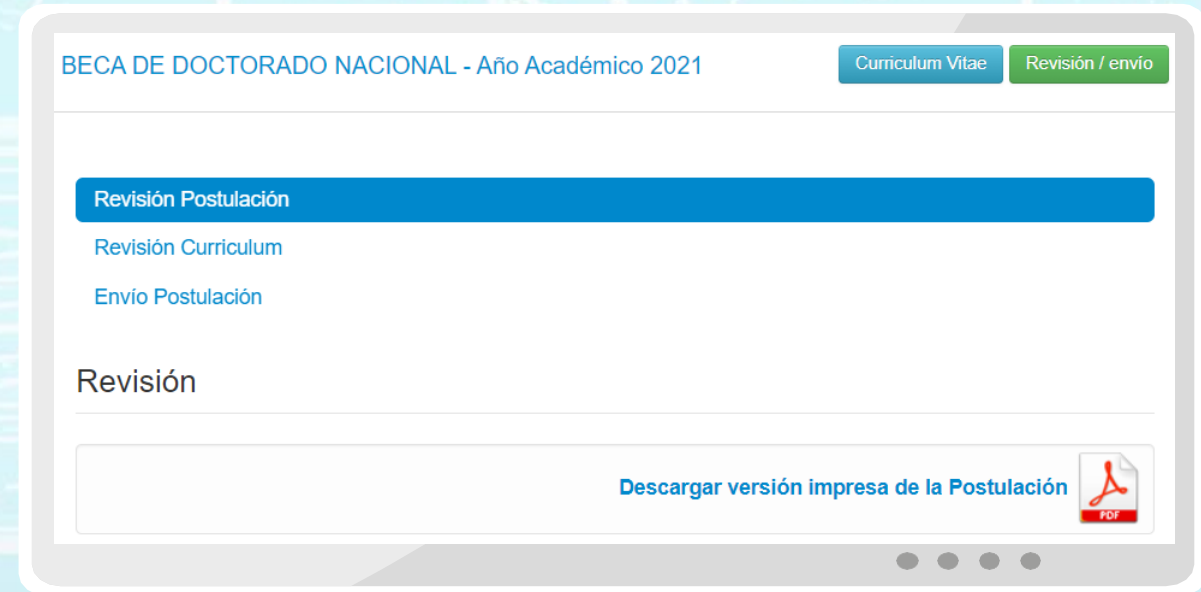


## FORM REVIEW AND SUBMISSION

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 interface for the 'BECA DE DOCTORADO NACIONAL - Año Académico 2021'. At the top right, there are two buttons: 'Curriculum Vitae' and 'Revisión / envío'. Below the header, there is a blue bar labeled 'Revisión Postulación'. Underneath this bar, there are two links: 'Revisión Curriculum' and 'Envío Postulación'. The main section is titled 'Revisión'. At the bottom right of the main section, 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  
Nacional de  
Investigación  
y Desarrollo**

Ministerio de Ciencia,  
Tecnología, Conocimiento  
e Innovación

**Gobierno de Chile**



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