



TUTORIAL TO COMPLETE YOUR:

APPLICATION FORM

International Scholarship

Human Capital Department
National Research and Development Agency

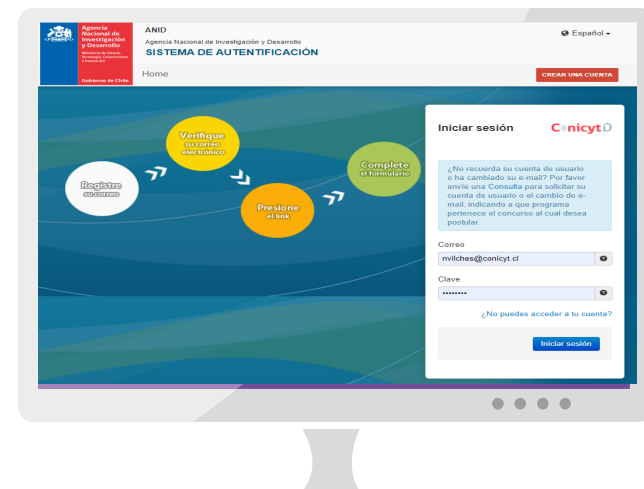
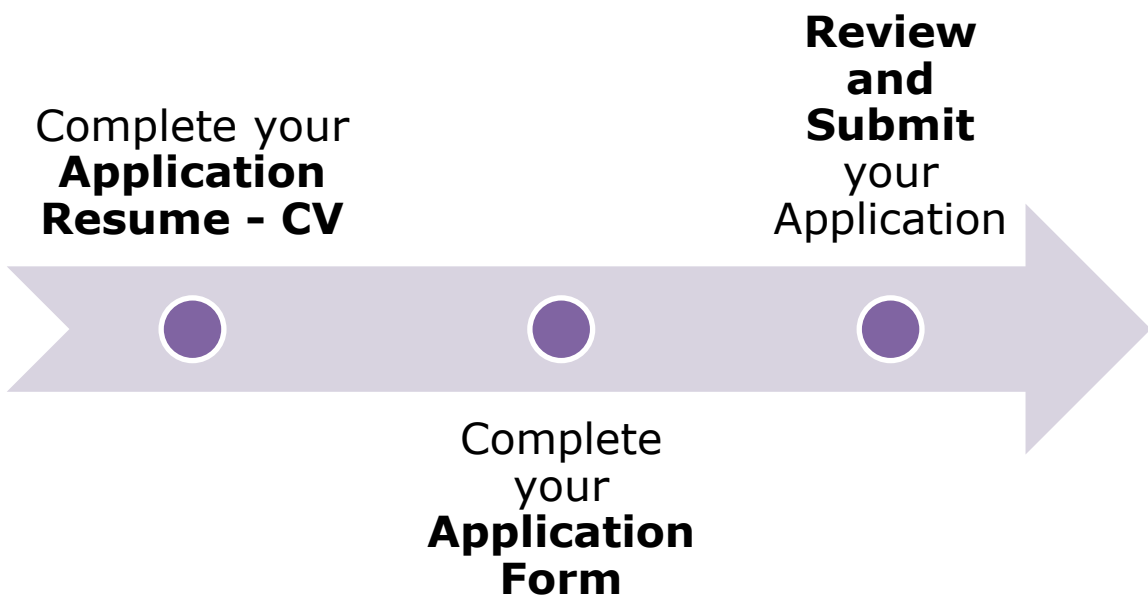


HUMAN CAPITAL DEPARTMENT

WHERE TO APPLY?

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

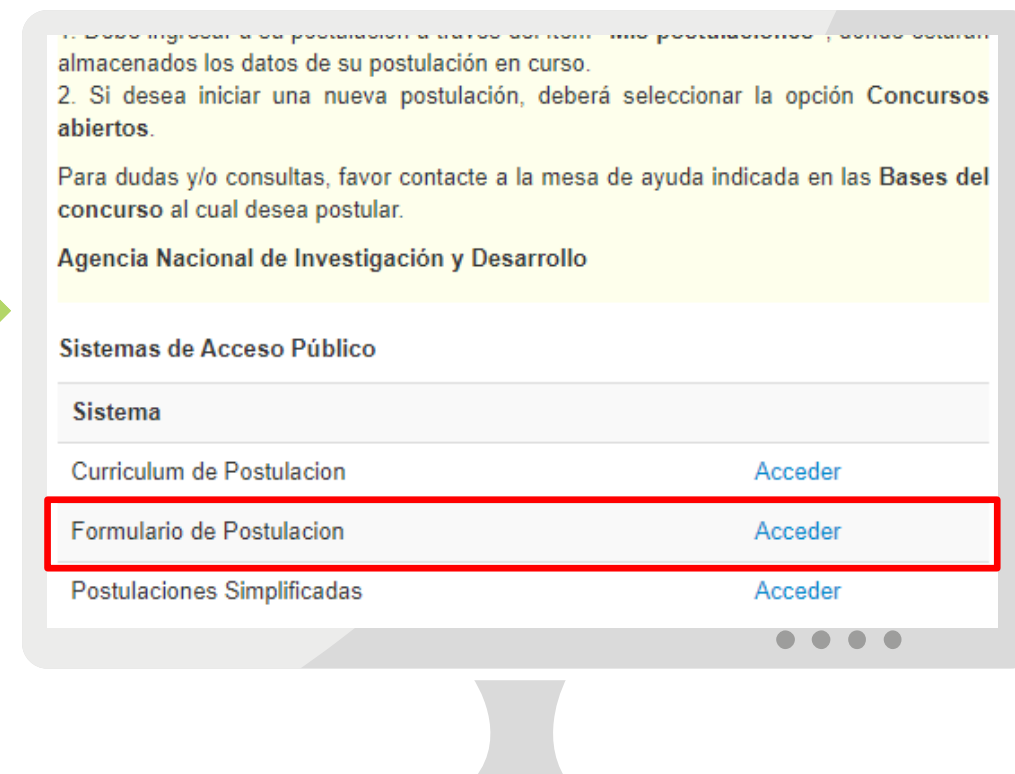
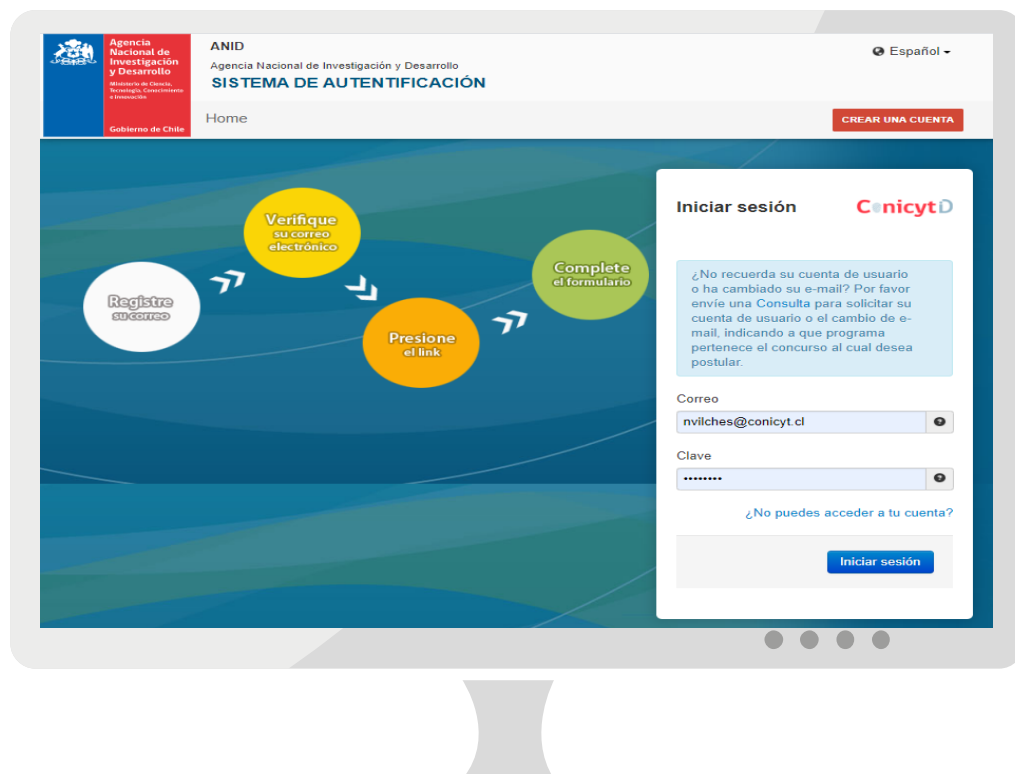
You must follow these **3 steps**:



IMPORTANT

- Only **open scholarship contests** have an **active Application Form**.
- The information **provided** in the SPL is **declarative**.
- The Application Resume - CV is standard and **transversal for all contests**.
- You can **download** both the CV and the Application Form as a PDF file.
- Fields marked with (*) are **mandatory**.

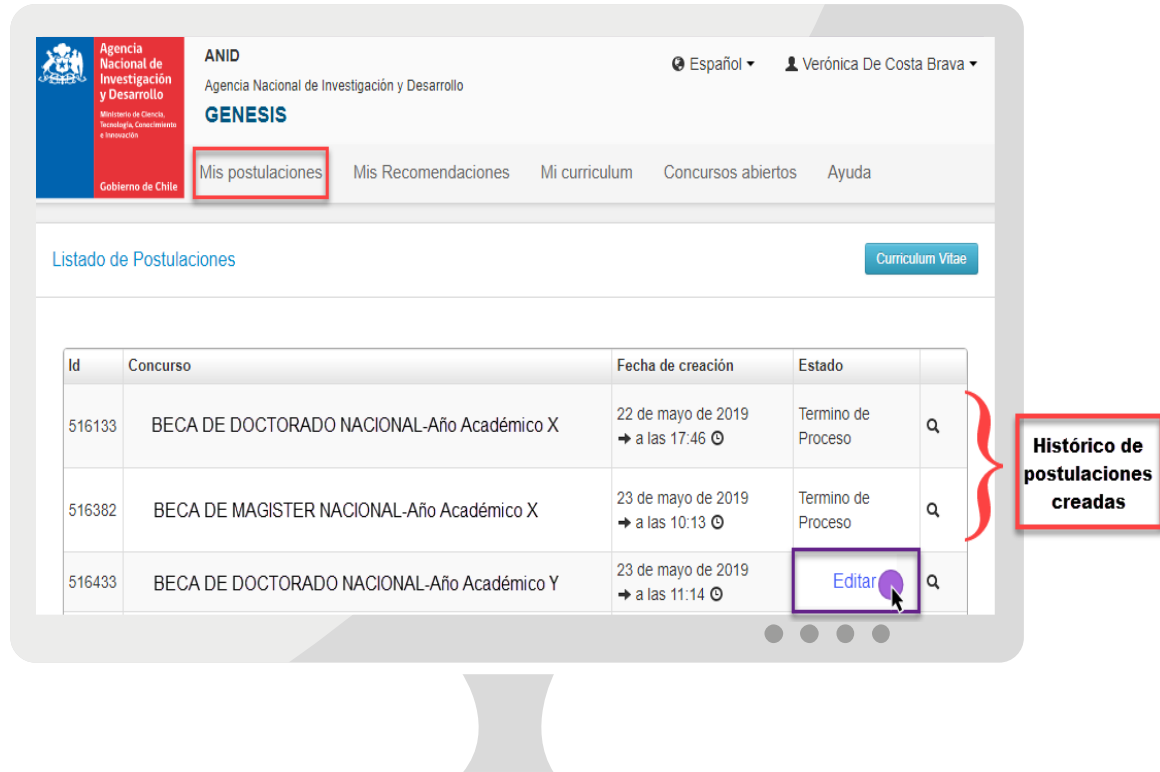
ACCESS TO THE APPLICATION FORM



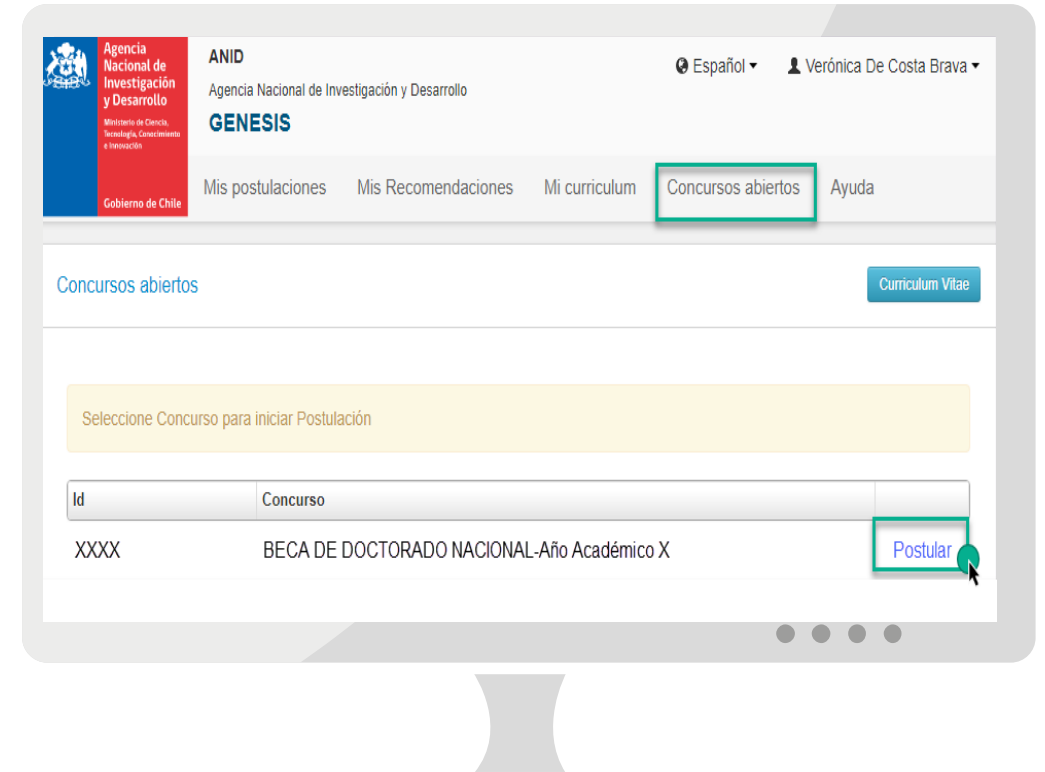
Go to <https://spl.anid.cl> and log in with your **email** and **password**.
If you are **not registered**, [click here](#).

In the **Sistema** section, choose the **Formulario de Postulación (Application Form)** option.

ACCESS TO THE APPLICATION RESUME



Once inside, you will see a list of your **Created Application Forms**. Here you will be able to find all the forms you have created and those that are currently being **Edited**.



If you have **NOT** yet created an Application Form, you can activate one by going to **Concursos Abiertos (Open Contests)**. **NOTE:** You can only activate application forms for contests currently in the application period.



COMPLETE THE APPLICATION FORM

Choose the section or subsection you want to explore



Instrucciones
(Instructions)



Formulario de Postulación
(Application Form)



Cartas de Recomendación
(Reference Letters)



Documentos Adjuntos
(Attachments)



Información del Programa de Estudios

(Study Program Information)



Descripción del Programa de Estudios

(Study Program Description)

Comité de Evaluación (Evaluation Committee)



Investigación y Objetivos de Estudio

(Research and Study Objectives)



***Actividad Docente Actual** (Current Teaching Activity)

***Capacitaciones y Otros** (Trainings and Others)

***Desempeño Docente** (Teaching Performance)

Documentos Obligatorios de Postulación

(Mandatory Application Documents)



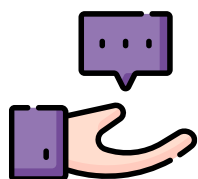
Documentos Opcionales de Postulación

(Optional Application Documents)



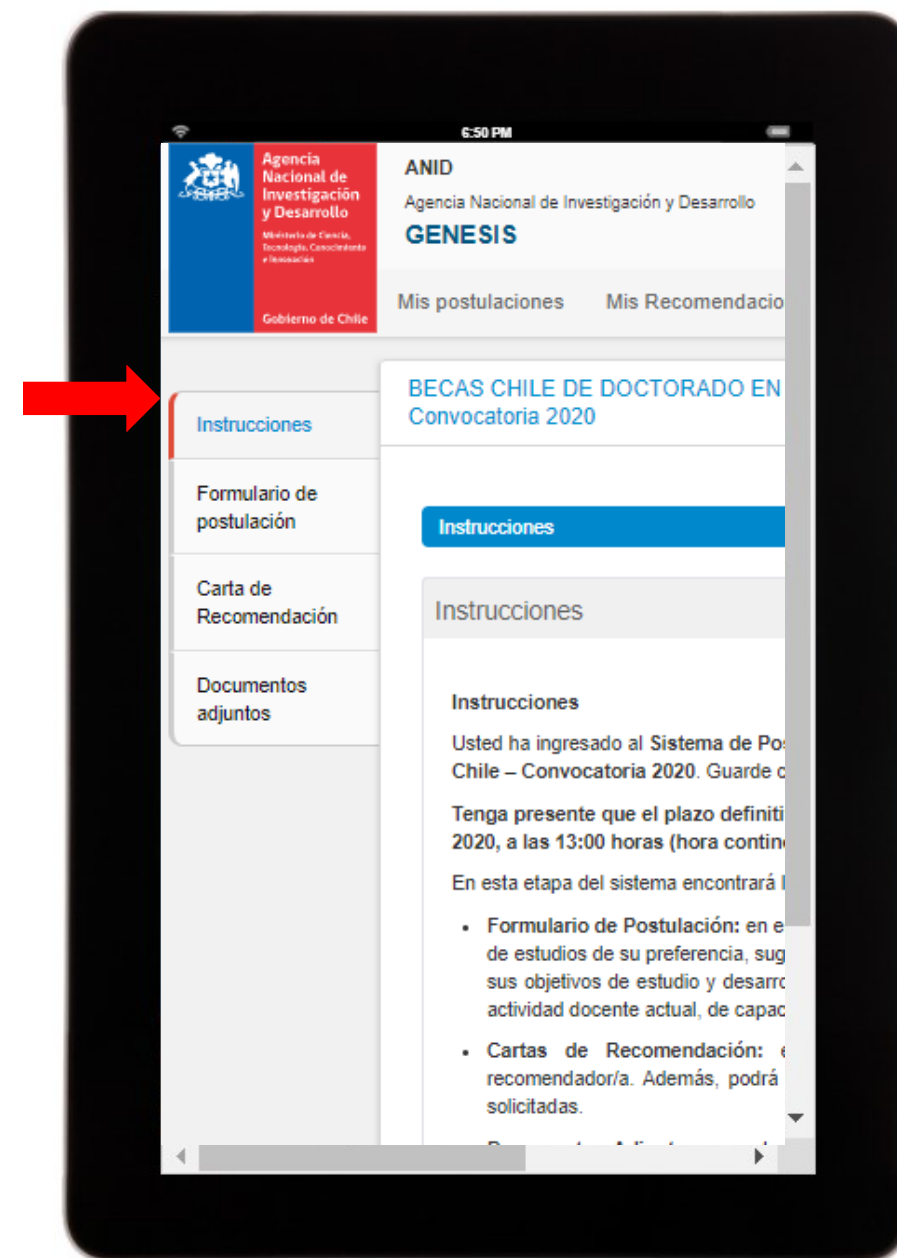
Instrucciones (Instructions)

- **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 (*contest rules, manuals, forms, etc.*).
- You must select if you authorize ANID to contact you exclusively via email (to the same account with which you apply).



Fields marked with (*) are **required**.

Remember to **Save** periodically. **The session expires if information is not recorded every 45 minutes.**

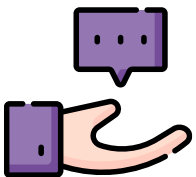




Formulario de Postulación (Application Form)

Programa de Estudio (Study Program Information)

- You must complete this subsection with the information of the graduate program you are interested in.
- If your **study program** is taught by **more than one (1) institution**, declare said **consortium**.
- Web of Science Specialty (WOS)**: Select the specialty that corresponds to the graduate program. For more information, [click here](#).
- Application Status**: You must select **the same status** indicated in the **acceptance document** you will attach (*Acceptance letter or regular student certificate*).



Remember to **Save** periodically. **The session expires if information is not recorded every 45 minutes.**



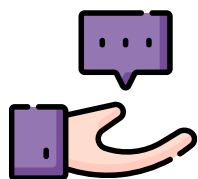
Formulario de Postulación

(Application Form)

Descripción del Programa de Estudios

(Study Program Description)

- You must complete this subsection with the **description of the graduate program of your interest**. Usually, this information appears on the **graduate program's website**.
- Paragraph breaks** and **special characters** (such as ñ, ?, %, etc.) will be counted as **4 characters**.
- If you are **copying** the information from a text editor (e.g. MS Word), try to **paste it as plain text**.



Remember to **Save** periodically. **The session expires if information is not recorded every 45 minutes.**

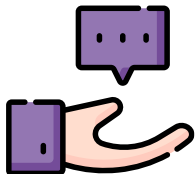


Formulario de Postulación (Application Form)

Comité Evaluador
(Evaluation Committee)

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

IMPORTANT: The Evaluation Committee chosen is **referential** and **could eventually be modified** during the evaluation process, if necessary.



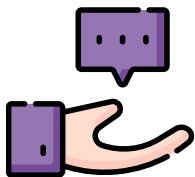
Remember to **Save** periodically. **The session expires if information is not recorded every 45 minutes.**



Formulario de Postulación (Application Form)

Investigación y Objetivos de Estudio (Research and Study Objectives)

- This section contains **4 questions**. Each one will serve as input to qualify the **non-parameterized evaluation criteria**. For more information, review the **Evaluation Instructions**, included in the **contest rules**.
- **Paragraph breaks** and **special characters** (such as ñ, ?, %, etc.) will be counted as **4 characters**.
- If you are **copying** the information from a text editor (e.g. MS Word), try to **paste it as plain text**.



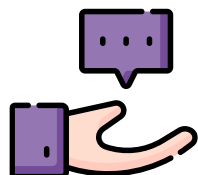
Remember to **Save** periodically. **The session expires if information is not recorded every 45 minutes.**



Formulario de Postulación (Application Form)

- **Actividad Docente Actual** (Current Teaching Activity)
- **Capacitaciones u Otros** (Trainings and Others)
- **Desempeño Docente** (Teaching Performance)

- These subsections are **exclusive** to the *Master's Scholarship abroad for education professionals*).
- If the **educational institution** where you work is **NOT on the list**, [request it here](#).
- If you do **NOT** have a **Professional Teacher Development System** or a **Teacher Performance Evaluation**, select the option “**Sin Evaluation**” (No evaluation)
- Completing the **Current Teaching Activity** and **Teaching Performance** sections is **mandatory**.



Remember to **Save** periodically. **The session expires if information is not recorded every 45 minutes.**





Cartas de Recomendación (Reference Letters)

- You must **register** the information of **your referrers** and **activate the notification**. If your referrer already has an SPL account, we recommend you to notify him/her to the registered email address.

1

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

Recomendador/a

2

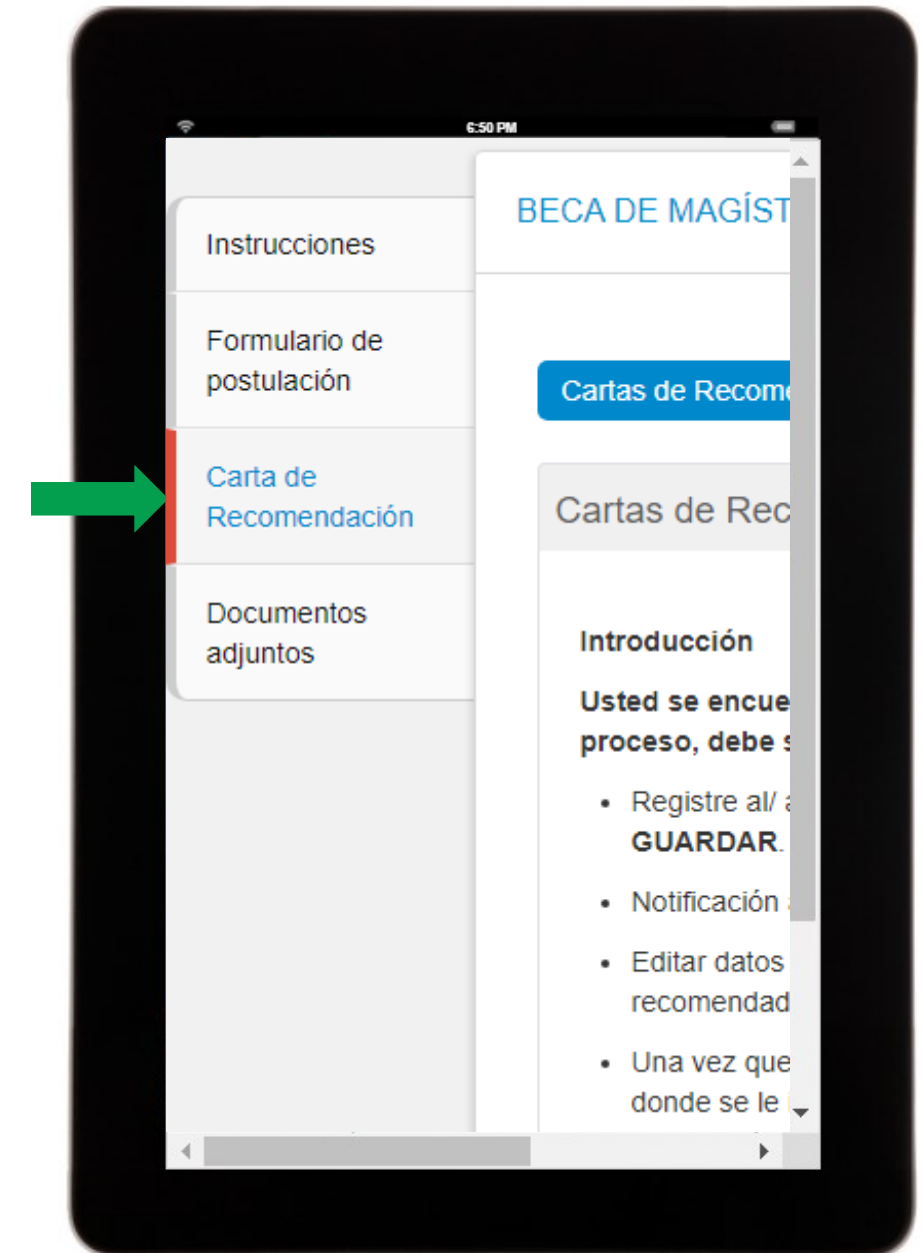
Nombre y Apellido/s (*)	<input type="text" value="Lindsay Ríos"/>	?
Teléfono (*)	<input type="text" value="98267232"/>	?
E-mail (*)	<input type="text" value="lrios@correoelectronico.cl"/>	?

Cerrar [Guardar](#)

3

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

[✎ Editar](#)
[🔔 Notificar](#)





Cartas de Recomendación (Reference Letters)

- The application requires the submission of **2 reference letters** (Except for **Master's Degree in Chile for Education Professionals Scholarship**, which only requires **ONE letter**).
- Follow up on your letter(s). The statuses are as follows:
 - **Notificado:** Your referrer has been notified.
 - **Re-notificado:** Your referrer has been notified again. **You can renotify up to 5 times.**
 - **Carta abierta:** Your referrer has entered the letter but, has not yet entered any information.
 - **Carta Guardada:** Your referrer saved information in the letter.
 - **Carta Enviada:** Your referrer sent the letter.



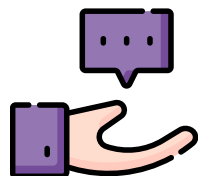
[Back to sections](#)



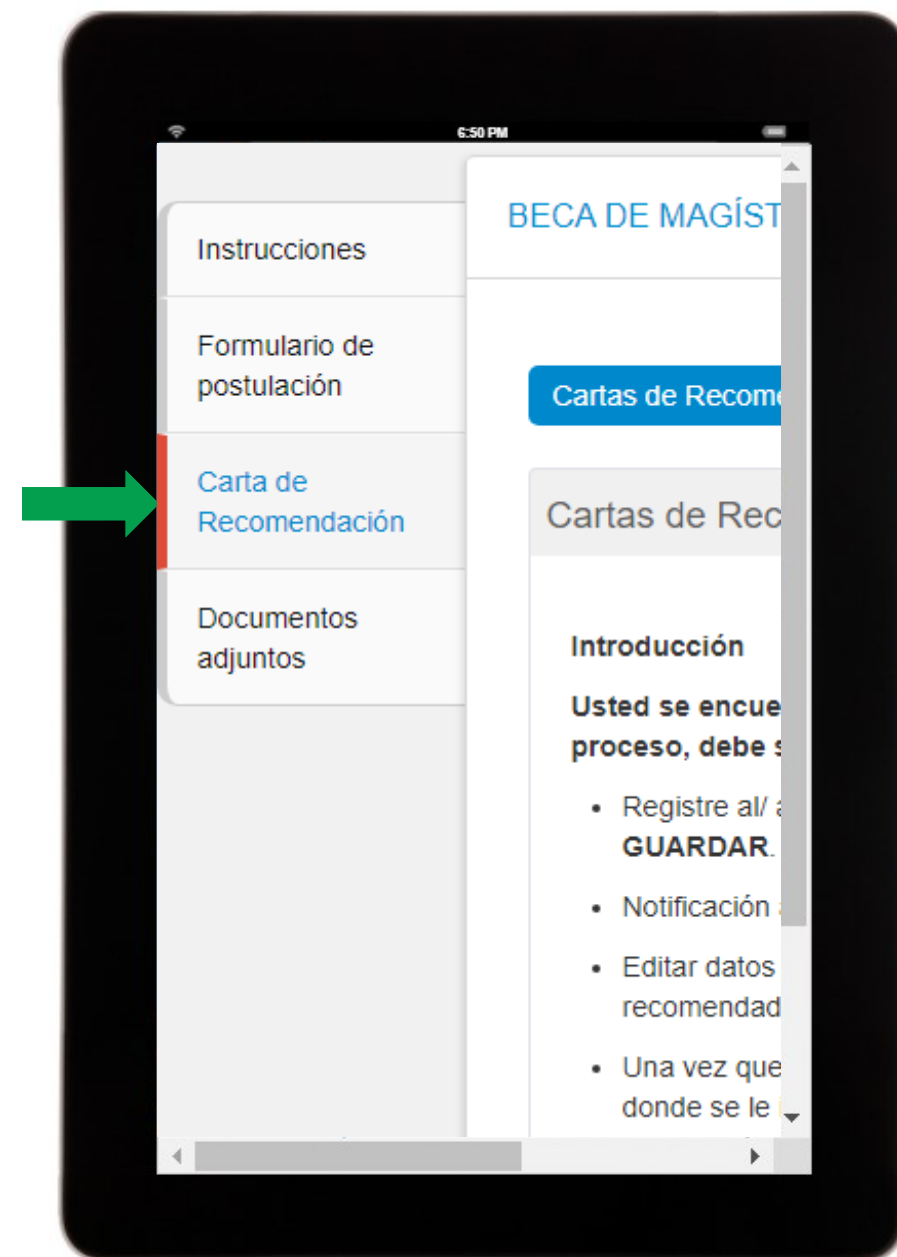


Cartas de Recomendación (Reference Letters)

- The sent notification (email) can be stored in your **recommender's spam folder**.
- Recommendation letters are only associated with the **application form** from which they are requested.
- You can send your application form even if your recommenders have pending sending the letter.
- If you want **to modify** any data of the recommender, select **Edit** in the options.
- When each letter is **sent**, you will receive an email from the platform confirming the shipment.



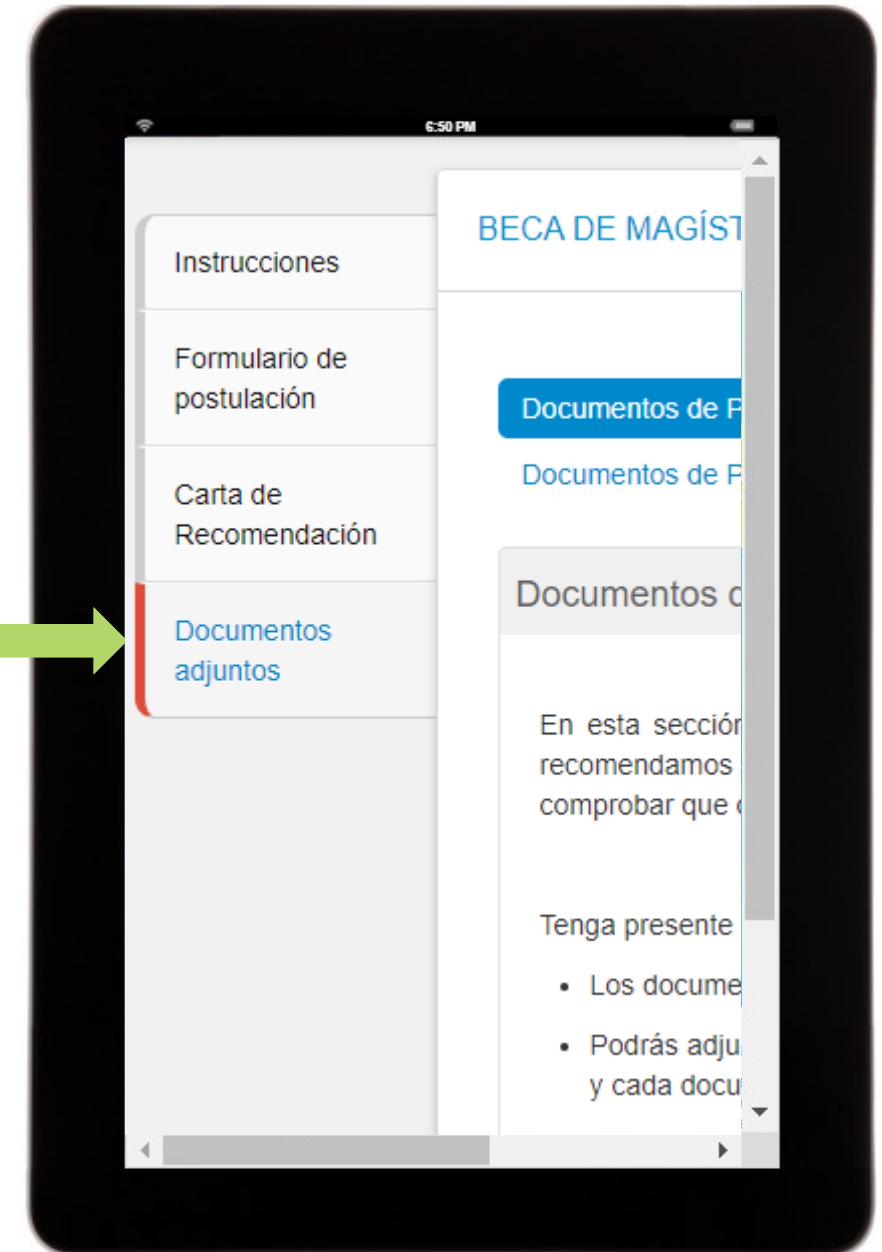
Keep **regular contact** with **your recommenders**.





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, [click here](#).
- You can only attach **1 file per box**. But each file can have **more than one page** (Compiled file). For more information [click here](#).
- Files **must NOT be encrypted** and/or **password protected**.
- **File names** must **NOT** contain **special characters (e.g. /, ñ, *, ?, &)**.
- Documents must be legible and have all their pages.
- Make sure that the documents have a **letterhead, stamp or signature** that certifies their **official status** when the contest rules request it. For more information [click here](#).
- **NOT all documents are reviewed by the Evaluation Committee.** Therefore, the place where you attach your background information **DOES matter** and may affect your evaluation.

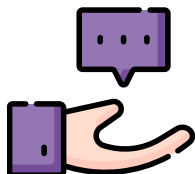




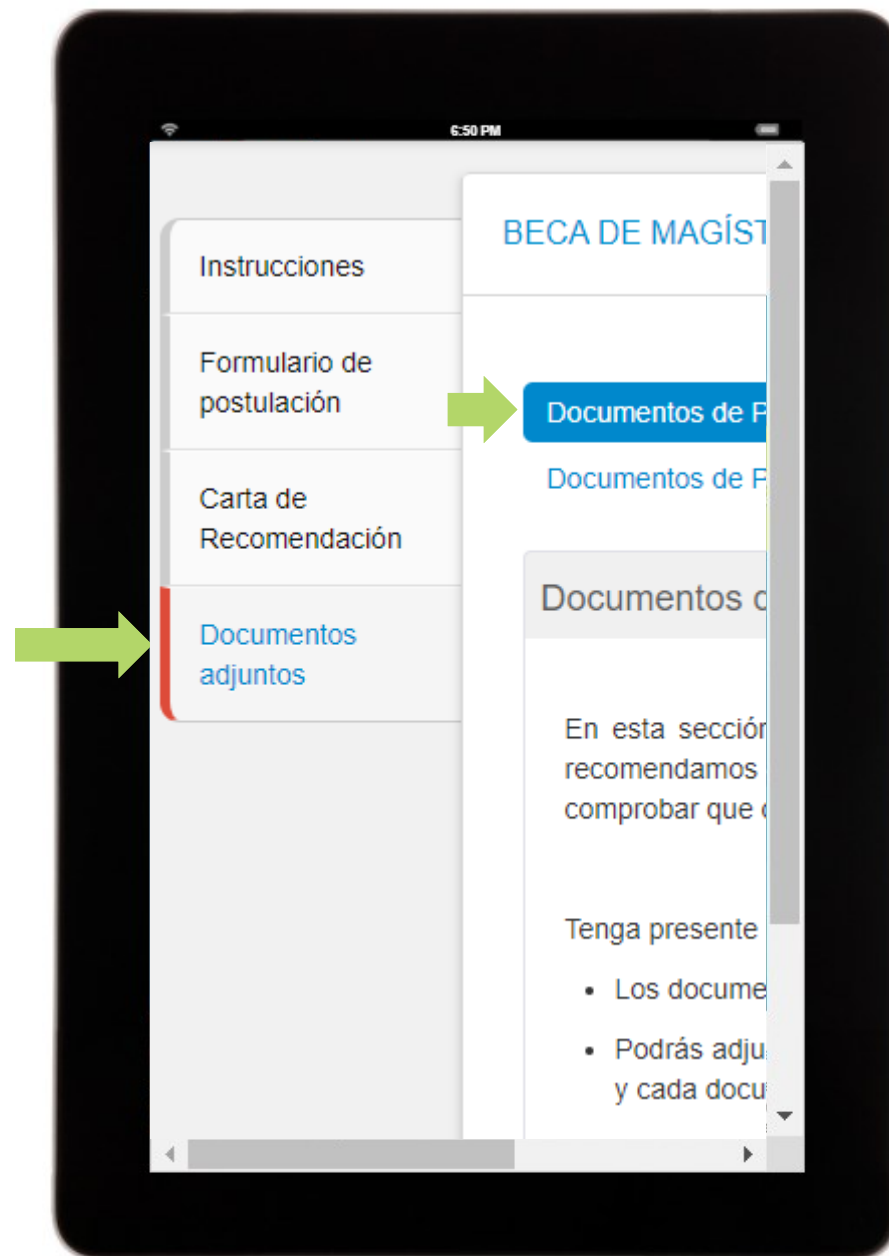
Documentos Adjuntos (Attachments)

Documentos de Postulación Obligatorios (Mandatory Application Documents)

- You must upload **mandatory application documents** established by **contest rules**. These certify that you accomplish **minimum application requirements**.
- Only **Admissibility Area** will review and have access to uploaded documents in this subsection (*NOT the Evaluation Committee*).
- If any of these **mandatory documents** does **NOT** comply with **the requirements of the contest rules**, you will be declared "**Fuera de Bases**" (*Rules are not fulfilled*) and your application will **NOT** be **Evaluated**.
- All these documents** must be in **English or Spanish**. Otherwise, you **must add** an **official translation**.
- To know **mandatory application documents** for each contest, [click here](#).



When applicable, prioritize the use of **ANID** forms.

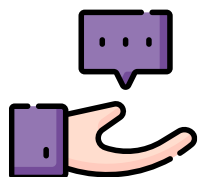




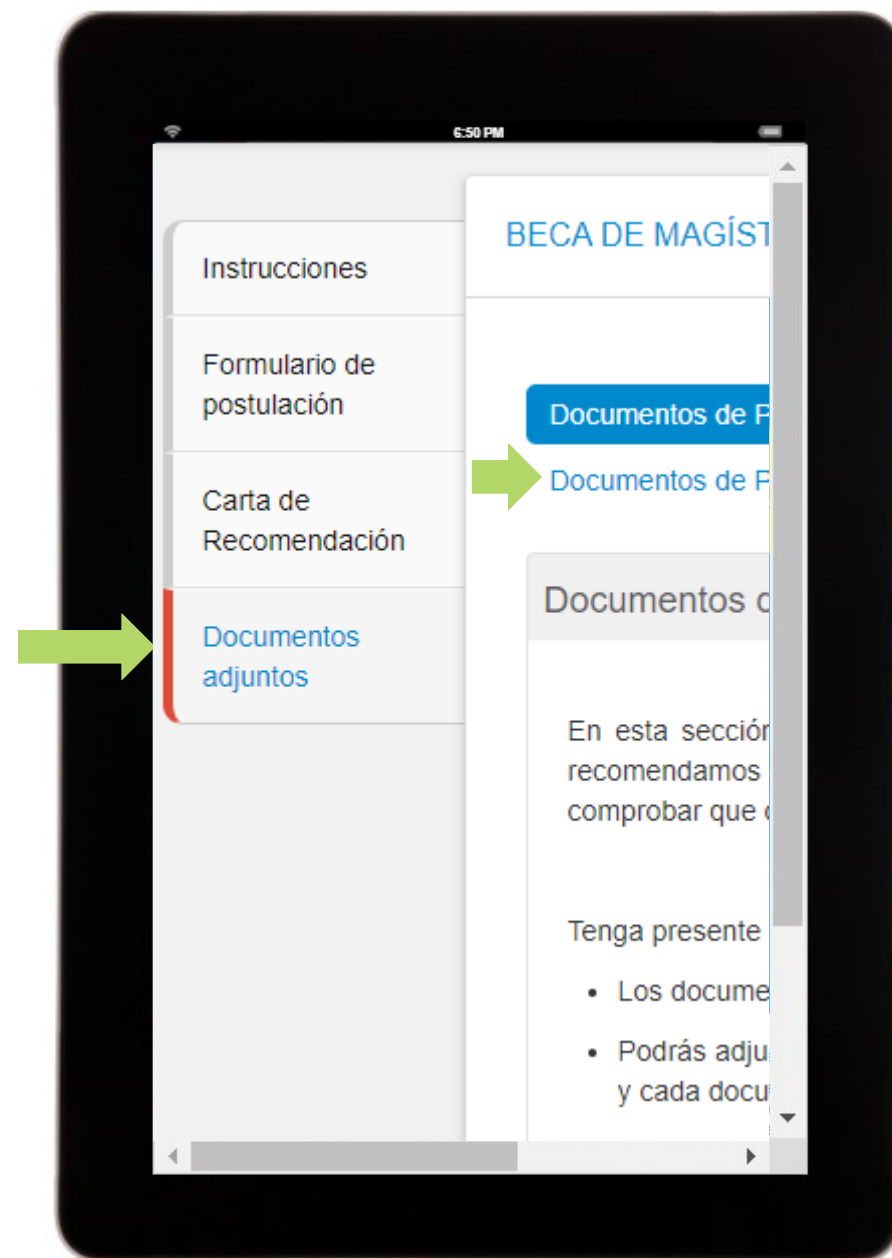
Documentos Adjuntos (Attachments)

Documentos de Postulación Opcionales (Optional Application Documents)

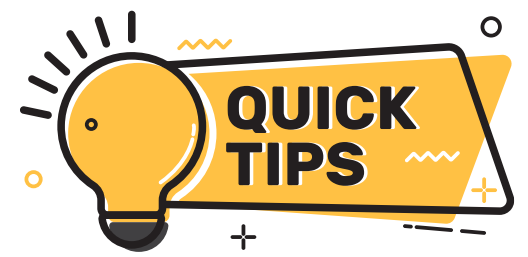
- You can upload **optional application documents** established by **contest rules**. These **will complement** your application.
- Admissibility Area** will only review the information necessary for the assignment of **bonuses**. The remaining **optional documents** will be reviewed by the **Evaluation Committee**.
- Only documents to qualify for bonuses** must be issued in **English or Spanish** (*Add an official translation if they are in a different language*).
- Optional documents will NOT be validated** in **Review/Submit** section. Because they are NOT mandatory to submit the application.



You can download each file, to **confirm** that it is correct and has been **saved** correctly.



CONSIDERACIONES IMPORTANTES



The session expires every **45 minutes**. Be sure to **save periodically**.



The system only admits sending **1 application per contest**. Avoid creating multiple application forms.



Before submitting an inquiry through [Ayuda ANID](#), **check the articles** in [Applicant Help Center](#).



Take care of **writing, spelling** and **grammar** of the texts you write.



Paragraph breaks and **special characters** are counted as **4 characters**.



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



The **Evaluation Committee** will only have access to review and evaluate part of uploaded information in **Optional Application Documents** subsection, in the **Curriculum** and in the **Application Form**, in PDF file format.



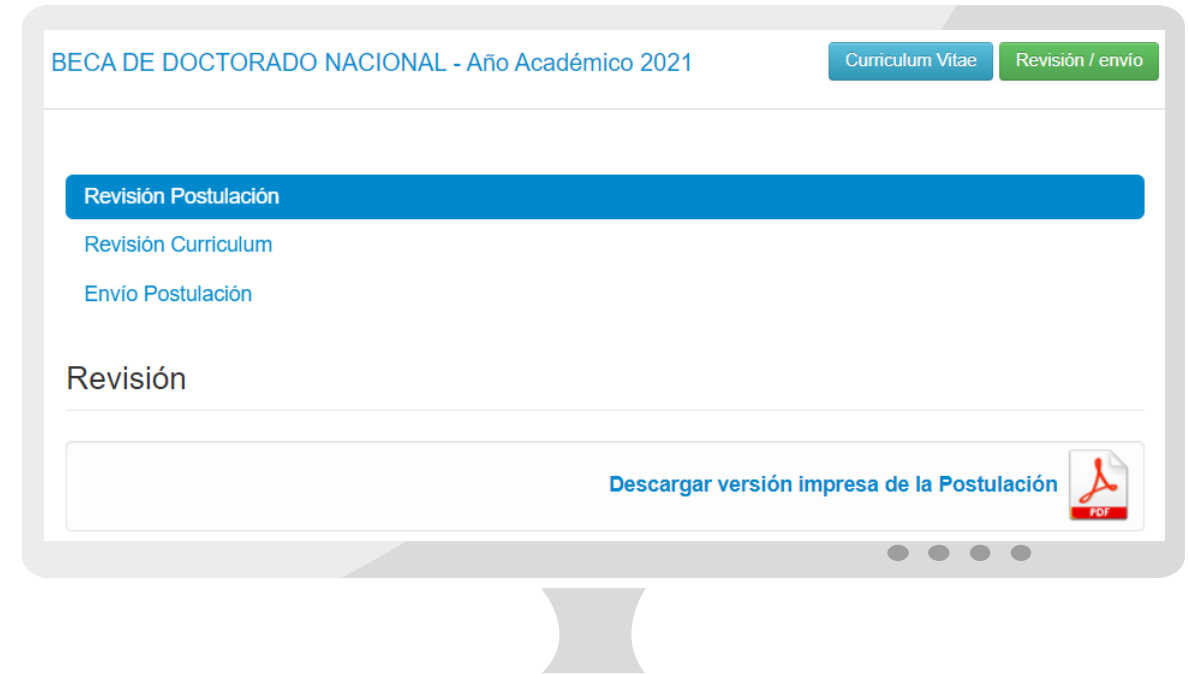
Go to the **Review/Submission** section and make sure you have completed **all required sections and subsections** of Application Form

REVIEW AND SUBMISSION OF THE APPLICATION

Revisión / envío

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

- **You can check your application completeness** (*CV and Application Form*).
- Application **can NOT be sent** until you **complete all required fields**.
- Before submitting your application, you must complete the **Statement of Accuracy of Information**.
- Once you **Submit** your application, you will have access to download the following documents:
 - **Certificate of Accuracy**
 - **Certificate of Application Submission**



- Only once **BOTH reference letters** are **submitted** (*ONE letter in the case of a Master's Degree in Chile for Education Professionals Scholarship*), you will be assigned a **Folio Number** and your application will enter the **contest process**.

