

1000 TALENTS

FOR THE DIGITAL DEVELOPMENT OF LATIN AMERICA AND THE CARIBBEAN

Closing the gender gap



RELACIONES EXTERIORES

SECRETARÍA DE RELACIONES EXTERIORES

AMEXCID

AGENCIA MEXICANA DE COOPERACIÓN
INTERNACIONAL PARA EL DESARROLLO



HUAWEI

SIGCA

APPLICATION MANUAL

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7. Check the number of documents you registered in the system.

Contact

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SECOND EDITION

Step 1 Create an account in sigca.sre.gob.mx

You must fill in all the fields according to the system requirements.

i **IMPORTANT: You must verify that your email is written correctly since it will be used to access the SIGCA as a user and to receive notifications about your application.**

SIGCA
Sistema de Gestión de Cooperación Académica
COOPERACIÓN ACADÉMICA

Usuario
Contraseña
Iniciar / Initiate

Crear una nueva cuenta / Create a new account

¿Olvidaste tu contraseña? /Forgot your password?
Recuperala Aquí / Reset it here

SRE
MINISTERIO DE RELACIONES EXTERIORES
AMEXCID
AGENCIA MEXICANA DE COOPERACIÓN INTERNACIONAL PARA EL DESARROLLO

Aviso de Privacidad Integral para el otorgamiento de Becas de Excelencia del Gobierno de México para Extranjeros

Comprehensive Privacy Notice for the granting of the Mexican Government Scholarships Program for International Students

Crear cuenta en el SIGCA / Create your SIGCA account

Por favor, complete toda la información requerida para obtener su registro en el sistema.
Complete the form to create your account setup.

Idioma / Language*
*Selecione el idioma en que desea ver el SIGCA.
*Choose the language that you prefer displaying inside the SIGCA.

Español

Contraseña / Password*
*Debe contener mínimo 8 y máximo 55 caracteres.
**Debe ser al menos 8, maximum 24 characters long.

Nombre / First name(s)*
*Máximo 100 caracteres / 100 characters maximum

Apellido Paterno / Last Name*
*Máximo 100 caracteres / 100 characters maximum

Apellido Materno / Last Name
*Máximo 100 caracteres / 100 characters maximum

Fecha de Nacimiento / Birth Date*
*Selecione su fecha de nacimiento.

Tipo de Sangre / Blood Type*
*Selecione una opción / Choose an option

Género / Gender*
*Masculino / Femenino / Masculine / Feminine

Correo Electrónico (Usuario) / Email (User)*
*Este campo solo acepta direcciones de correo electrónico válidas / Enter a valid email address
carlapeces7099@hotmail.com

Confirmar su Contraseña / Confirm Password*
*Debe contener mínimo 8 y máximo 55 caracteres.
**It should be minimum 8, maximum 24 characters long.

Pais de Origen / Country of Origin*
*Selecione una opción / Choose the country through which you will apply

Importante: Debe seleccionar el país por medio del cual se va a presentar, ya desactivar la selección en NACIONALIDAD.
*Important: Please select the country in which you will apply.
*Importante: Debe seleccionar el país en el que vive actualmente.
Argentina

País de Residencia Actual / Current Country of Residence*
*Selecione una opción / Choose an option
Argentina

* Campos Obligatorios / Required Fields

Step 2 Access the system

In the field "user" you must input the email address that you registered in the previous step and your password, then click on the "Start" button.

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Sistema de Gestión de Cooperación Académica

Main Menu

Welcome ANNA SMITH

My Applications

Available Scholarships

User Settings

Participating Mexican Institutions



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HUAWEI

Step 3 Access the call

It is necessary to click on the option "available Calls"; to unfold the options, then choose "HUAWEI-SRE 1,000 Talentos para el Desarrollo Digital de América Latina y El Caribe" and click on the option "Register" in the action column.

List of Available Scholarships

Choose the Scholarship for América del Norte region.

Scholarship	Application Opening	Closing Date	Settings
Prueba DIA 2	2019-04-09 00:00:00	2022-11-09 23:59:00	 
HUAWEI-SRE 1,000 Talentos para el Desarrollo Digital de América Latina y El Caribe Segunda Edición	2021-12-23 00:00:00	2022-03-28 23:59:00	 

Step 4 Fill in registration fields

Upon entering the call, a drop-down menu will be displayed from which only the mandatory fields (indicated with red asterisk) as well as the items described below will be filled.

Personal data:

Name(s), Surname, Maternal surname, Date of birth, Blood Type, Gender, Civil Status, Telephone (with international mark), Email (your Username), Country of origin and Current Country of Residence (indicate country of origin).

Personal Data		
Name(s)* **100 characters maximum	Last Name* **100 characters maximum	Last Name **100 characters maximum
<input type="text"/>	<input type="text"/>	<input type="text"/>
Birth Date* **Birth Date.	Blood Type* **Choose an option	Gender* **Choose an option
<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>
Passport Number **30 characters maximum	Civil Status* **Choose an option.	Name of Accompanying Spouse or Partner (if applicable) **100 characters maximum
<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>
Home Phone Number (with country calling code)* **30 characters maximum	Office Phone Number (with country calling code) **30 characters maximum	
<input type="text"/>	<input type="text"/>	
Enter a valid email address(User)* **This email would be your user to access to your SIGCA account.	Country of Origin* **Choose the country through which you will apply.	Current Country of Residence* Choose an option.
<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>



Address:

Street, Street Number City/Department State/Province Canton and Postal Code.

Address			
Street address* <small>**100 characters maximum</small>	Exterior/Apt number* <small>**10 characters maximum</small>	Interior number <small>**10 characters maximum</small>	Colonia <small>**100 characters maximum</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Location <small>**100 characters maximum</small>	City/Town* <small>**100 characters maximum</small>	State/Province* <small>**100 characters maximum</small>	Zip Code* <small>**10 characters maximum</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

General data for registration of the call:

For the following items, indicate the following:

Name of the Mexican Institution: HUAWEI – SRE 2

Project Name: HUAWEI – SRE 2

Specific scholarship application period (initial date): December 28, 2021

Specific scholarship application period (end date): March 28, 2022

Mother Tongue: The one that corresponds to your case.

Academic Information	
Academic Information Required.	
Nombre de la Institución Mexicana <small>**Este campo solo acepta máximo 300 caracteres. En caso de que no aplique deje el campo en blanco.</small>	Nombre del Proyecto* <small>**Este campo solo acepta máximo 200 caracteres.</small>
<small>**Importante: Por favor, escriba el nombre oficial de la Institución sin siglas.</small>	<small>**Importante: Por favor, escriba un nombre significativo que identifique el proyecto.</small>
HUAWEI - SRE 2	HUAWEI - SRE 2
Specific Period for Scholarship Application (initial date)* <small>**According to the date referred in the admission letter (in case of not having the exact date, indicate the month).</small>	Specific Period for Scholarship Application (final date)* <small>**According to the date referred in the admission letter (in case of not having the exact date, indicate the month).</small>
2021-12-28	2022-03-28
Languages	
Mother Tongue* <small>**20 characters maximum</small>	
ENGLISH	



Responsible authority with which you have to contact for the activity in Mexico.

For the following items, indicate the following:

Full Name of the Responsible: **HUAWEI - SRE**

Office of the Manager: **Academic Exchange**

E-mail address: **infobecas@sre.gob.mx**

Responsible authority with which you have contact to conduct activities in Mexico

Complete Name <small>**100 characters maximum</small> <input type="text" value="HUAWEI - SRE 2"/>	Position <small>**100 characters maximum</small> <input type="text" value="Direccion Intercambio Academico"/>	E-mail <small>*Enter a valid e-mail.</small> <input type="text" value="infobecas@sre.gob.mx"/>
Phone Number <small>**100 characters maximum</small> <input type="text"/>	Name of the Mexican Institution <small>**100 characters maximum</small> <input type="text"/>	

Emergency contact person

Person to be notified, Relationship with you, Contact Country, Email and Telephone.

Emergency contact

Person to be Notified* <small>**100 characters maximum</small> <input type="text"/>	Relationship to the Person* <small>**100 characters maximum</small> <input type="text"/>	Indicate the Contact's Country of Residence* <small>**Choose an option.</small> <input checked="" type="checkbox"/> México
Email Address* <small>**Enter a valid e-mail.</small> <input type="text"/>	Home phone number (with country calling code)* <small>**30 characters maximum</small> <input type="text"/>	Fax <small>**20 characters maximum</small> <input type="text"/>
Address <small>**500 characters maximum</small> <input type="text"/>		
Required documentation		





IMPORTANT: You must not fill the fields Research activities, Recent Publications, Distinguishing Awards and Labor Information.

Teaching and/or Research Activities.

Latest publications

Distinctions, awards and recognitions obtained.

Step 5 Upload required documentation

The option "Required Documents" must be displayed in the menu and by clicking on the "Upload" button, a window will be displayed to upload the corresponding file (in pdf format), as soon as it is uploaded, a blue bottom icon on the "Loaded" column will appear, indicating that your documents have been uploaded.

In the left column of the screen, there is a button to upload a photo (passport type) with the following characteristics: White background, showing full face, without glasses, head and face uncovered, without smiling and with no longer than 30 days old.



IMPORTANT: (Verify that the maximum weight of your files does not exceed 1.8 MB per file) Check that the rest of the documents are correctly loaded before your application.



As soon as you are sure that you have filled in the data and uploaded the documents correctly, you must click on the "Apply" button to keep it saved in the system.

Upload a photo with the following specifications: white background, frontal view, without glasses, head and face exposed, without smiling; in JPG, PNG, BMP, JPEG, or GIF format.



Required documentation

File Name	Loaded	Upload	Remove
Applicant Questionnaire			
Intention letter			
English language certificate			
Letter of recommendation			
Passport or National Identity Document			
Certificates or Diplomas (optional)			

Step 6 Check data and file number

After completing the requested items and uploading the required documentation, the system will show a message with a summary of all the data, documents uploaded and file number, at the same time you will receive an email to the address with which you registered, confirming your file number.

Congratulations Anna Smith

! We confirm the submission of your documents.

! We recommend to review all the information and that the number of documents loaded correspond to those you uploaded.
Loaded files: 6

! Documentation's folio: DcI32146190
Edit registration:
[My application](#)

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Personal Data

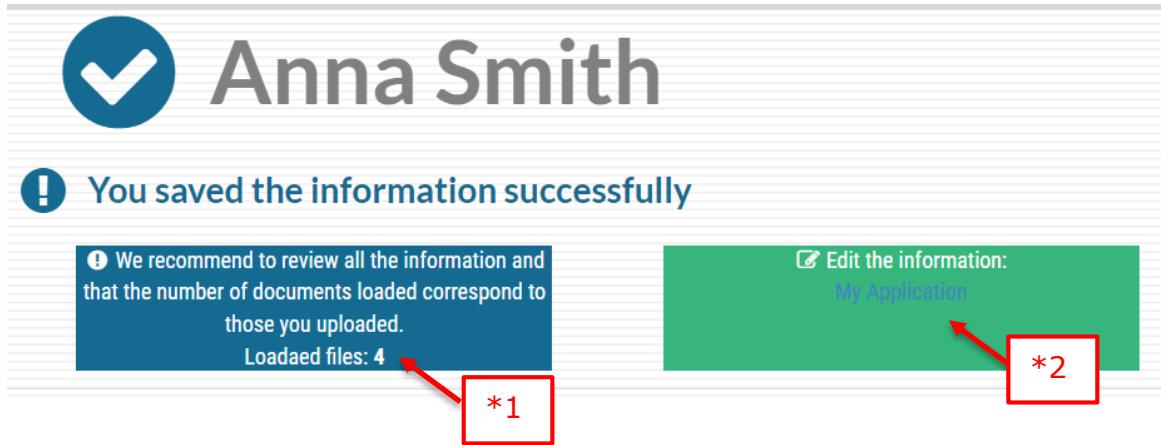
Current digital photo

Sign



Step 7 Check the number of documents you registered in the system.

Check the number of documents uploaded to the system.



***1) If you added course certificates, the amount must be 5, otherwise if they are less than 4 you must enter the Edit option (*2) to reload the documents.**

The system will return to the main menu and, you must load the missing document to the "Required documents" option and then click on the "Upload" button.

A window will be displayed so that the corresponding file can be uploaded (in PDF format), as soon as it has been uploaded, the blue icon on the column "Uploaded" will be shown, indicating that your documents have been uploaded:

Required documentation			
File Name	Loaded	Upload	Remove
Applicant Questionnaire	✓	✗	
Intention letter	✓	✗	
English language certificate	✓	✗	
Letter of recommendation	✓	✗	
Passport or National Identity Document	✗	✗	
Certificates or Diplomas (optional)	✗	✗	

As soon as you are sure that you have filled in the data and uploaded the documents correctly, you must click on the "Update registration" button to save it in the system.



Congratulations Anna Smith

! We confirm the the submission of your documents.

! We recommend to review all the information and that the number of documents loaded correspond to those you uploaded.

Loaded files: 6

! Documentation's folio: OoCI32146190

Edit registration:

My application

HUAWEI-SRE 1,000 Talentos para el Desarrollo Digital de América Latina y El Caribe Segunda Edición

Contact

Any doubt related to the Registration or Academic Cooperation Management System (SIGCA), please contact:



infobecas@sre.gob.mx



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MÉXICO

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@HuaweiLatam

