Welcome!

Thank you for your interest in studying »Open Design« at the Universidad de Buenos Aires and the Humboldt-Universität zu Berlin.

1.   Application requirements and procedure

To study Open Design / Diseño Abierto para la Innovación you must have completed a four-year Bachelor or equivalent university degree with an attendance of at least 2,600 hours (1hr= 60 minutes). If your university degree was less than four years in duration, please submit proof of at least one year's work and/or research experience in your field of study.

Please submit your completed and signed application form including the below listed supporting documents to:

applications.master-open-design@hu-berlin.de

a.   Download the Application Form, fill it and sign it
b.   Curriculum Vitae, including your full first and last names, residential address, name of the city/town, telephone number(s), passport and/or national ID number
c.   Portfolio (if applicable) or other academic and/or professional records (texts, project descriptions etc.) not exceeding 10 MB PDF file
d.   Motivation letter in English no longer than two pages
e.   Certificate of advanced English proficiency (C2 CEFR or equivalent). E.g. Cambridge English: Proficiency (CPE), TOEFL iBT 96-120/ PBT 590-677/ CBT 243-300, IELTS 7,5+, Trinity Grade 12
f.   Applicants whose native language is not Spanish must also provide proof of basic knowledge of Spanish at A2 CEFR or equivalent

Once the application and selection procedures concluded, the Postgraduate Office at FADU-UBA (*Secretaría de Posgrado de la Facultad de Arquitectura, Diseño y Urbanismo*) will notify you about the outcome of your application and the continuing admission and enrolment procedure.

The Master's degree program has its administrative seat at FADU-UBA. Therefore, students will be officially enrolled at this Faculty to start the course. After the enrolment procedure at UBA has concluded, students will also be registered at HU.

IMPORTANT:
Please note that the award of a university degree with a duration of four years or equivalent work experience and time load constitutes a mandatory enrolment requirement. Under no circumstances may students be enrolled with qualifications pending.

2. Enrolment requirements

After your initial acceptance into the program based on your application documents you will be asked to submit the below listed additional documents for further evaluation to the Postgraduate and Program Offices.

a.   Letter addressed to the Postgraduate Program Directors requesting acceptance

b.   Scan of the original Graduation Certificate *.jpg (university degree with at least four years of study and/or equivalent qualification)

c.   Scan of the original Transcript of Records (stating exams taken, exam dates and grades obtained) *.jpg

d.   Certificate issued by your home university outlining the total number of attendance hours. UBA may require a letter issued by an applicants' previous university that states that the program studied comprised at least 2,600 hours of attendance (1 hr = 60 min)

e.   Curriculum Vitae, including full first and last names, residential address town/city, telephone numbers, passport number and/or ID card number of your country of origin *.docx

f.   Scan of the passport (Pages 1-2) *.jpg

g.   Other documents that you feel relevant to be taken into consideration with regards to the academic program (publications, research topics etc.)

Where requested:

h.   Letter of recommendation or a guarantee

i.   Complete syllabus of your previous degree program

Please be advised that only electronic submissions can be taken into consideration:

extranjerospos@fadu.uba.ar (International Students)
posgrado@fadu.uba.ar (Argentine Students)

In case candidates need a letter of admission or syllabus to apply for student loans (IECE - ICETEX - CADIVI, ETC), or scholarships etc., they should send an email to certifications.extranjeros@fadu.uba.ar providing the necessary details and information about the funding institution, contact person, address or fax number etc.

3. Enrolment

All candidates have to finalize their enrolment in person at the Postgraduate Office at FADU-UBA. Payments of fees for students with residence in Argentina are also conducted with the Postgraduate Office in Buenos Aires. After the evaluation of your enrolment documents (as outlined above) you will be notified about the continuing steps of the enrolment procedure.

To complete their enrolment in Buenos Aires candidates must:

a. Schedule an appointment with the Postgraduate Office at FADU so that their original documents (previously electronically submitted) can be verified

b. Complete and hand in the enrolment form (provided by the Postgraduate Office), which has the nature of a sworn statement, attaching the following:
   - two copies of the university degree certificate and academic transcript, certified by UBA's Authentication Department in Uriburu 950 (11 am - 4 pm) in Buenos Aires. Appointments for certification can be requested online www.legalizacionesturnos.rec.uba.ar
   - one 4x4 cm color passport photo
   - two copies of the passport pages showing first name, last name, passport number, address and visa
   - a copy of the application for temporary residency
   - a copy of the application for a National ID for foreigners
   - two copies of your ID

IMPORTANT:
Bring the original documents, translation and copies to your authentication appointment.

With regard to the information set out on the previous pages, it is important to mention that the start of each activity is subject to the minimum number of applications registered for it. The program may be deferred to the following academic period, if required numbers of enrolment are not reached. In case of deferral or suspension, candidates may opt for some of the other academic programs offered.

Preference in respect of scholarships is given to academic staff and graduates of the Faculty of Architecture, Design and Urban Planning and therefore the quota is fully allocated each year.

4. Residence permit

Stages and requirements for formal non-Mercosur international students provision no. 20.669/2006 - national department for Immigration. Postgraduate Course of between 6 months to 2 years:

Candidates from non-Mercosur countries will usually be arriving to Argentina on a tourist visa with a duration of 90 days (with the possibility to extend for additional 90 days). After arriving in Argentina they must normalize their immigration status with the National Department for Immigration (*Dirección Nacional de Migraciones, Av. Antártida Argentina 1353- Edificio 4, Buenos Aires*). Candidates can either make an appointment in personor initiate their application for a temporary residence permit online www.migraciones.gob.ar (*Radicación a Distancia*, *residencia temporaria como estudiante - No Mercosur*)

Candidates will need to have the following documentation ready for submission (either in person or electronically):

a.   National Identity Card, Passport or Certificate of Nationality

b.   Birth Certificate and certificate relating to the civil status of the candidate

c.   Police Certificate of Good Conduct of the countries where you have resided for a period exceeding 1 year, during the course of the last 3 years

d.   Police Certificate of Good Conduct of Argentina (the application to obtain this record it integrated in the online application for the temporary residency)

e.   Stamp of entry into the country on the travel document.

f.   Proof of address

g.   Enrolment certificate (issued by UBA)

IMPORTANT

All documents issued abroad must be legalized by the Argentine Consulate (or respective authority), located in the country issuing the document, or require an Apostille, if the issuing country is a signatory of the Hague Convention. All relevant documentation in a foreign language, must be translated into Spanish by a national public translator and legalized by the Association of Translators in Argentina.

We recommend that as a first step, all candidates talk to the Postgraduate Office on their arrival to plan the next steps.

5. Checklist

Procedures to be carried out in your country of origin prior to departure:

a. All original documents (university degree, transcripts, program certificates and any other relevant documents issued by a foreign institution/authority need to be legalized by the Argentine Consulate or an equally authorized institution located in the country issuing the documents. If the issuing country is a signatory of the Hague Convention an Apostille is required.

b. All documents in languages other than Spanish must be translated by a National Public Translator and legalized by the Association of Public Translators

c. All required copies need to be certified by corresponding authorities in Argentina (bring the original documents with you)

d. Get a medical, accident and disability insurance with international Coverage

e. Obtain a police certificate of good conduct of your country of origin/residence

f. Bring your birth certificate and civil registry information

g. Find out more about any specific requirements based on your country of origin that you need to comply with in order to travel to Argentina and apply for your temporary residence in Argentina after your arrival

Contact

Program Coordination FADU-UBA

Phone: +54 11 4789 6361
opendesign@fadu.uba.ar

Postgraduate Office FADU-UBA

Phone: +54 11 4789 6235/36
Fax: +54 11 4789 6240
posgrado@fadu.uba.ar
extranjerospos@fadu.uba.ar
www.fadu.uba.ar

Procedures to be carried out after your arrival in Argentina to complete your enrolment at UBA and change your residence status:

a. Schedule an appointment with UBA's Authentication Department to obtain certified copies of your original documents (certified translations mandatory)

b. Apply for your temporary residence permit as a student with the National Department for Immigration. If you chose not to use the online application system, but to make an appointment in person, you may also have to apply for a police certificate of good conduct for Argentina independently.

This is not an exhaustive list and it is each student's responsibility to check any requirements applying to their specific situation.