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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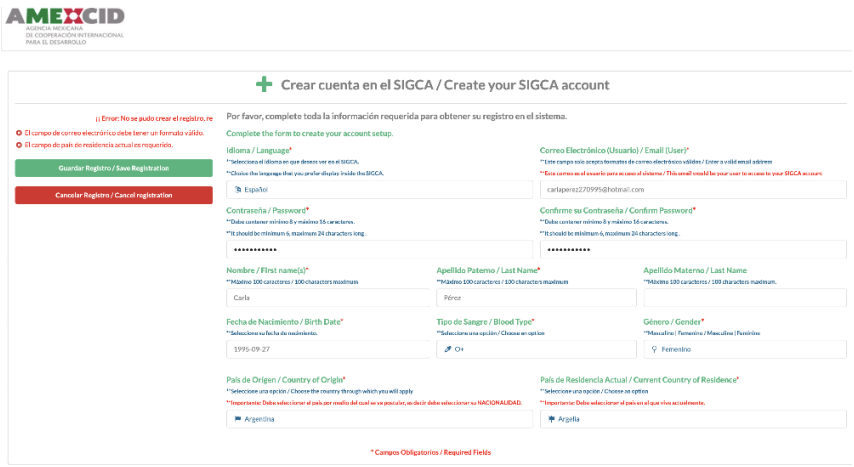
Contact

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

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

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.

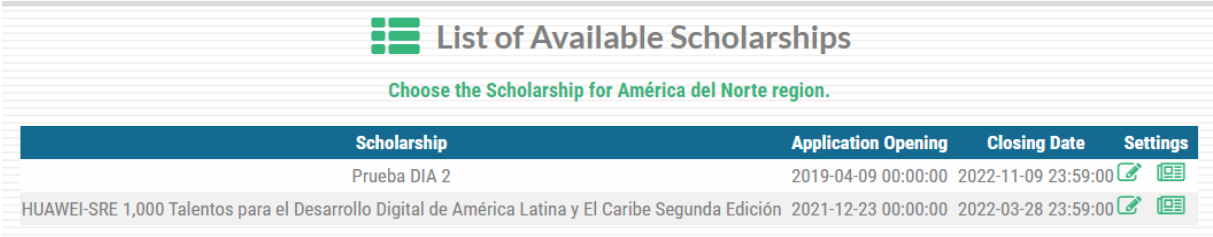


Step 2 Access the system

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.

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.

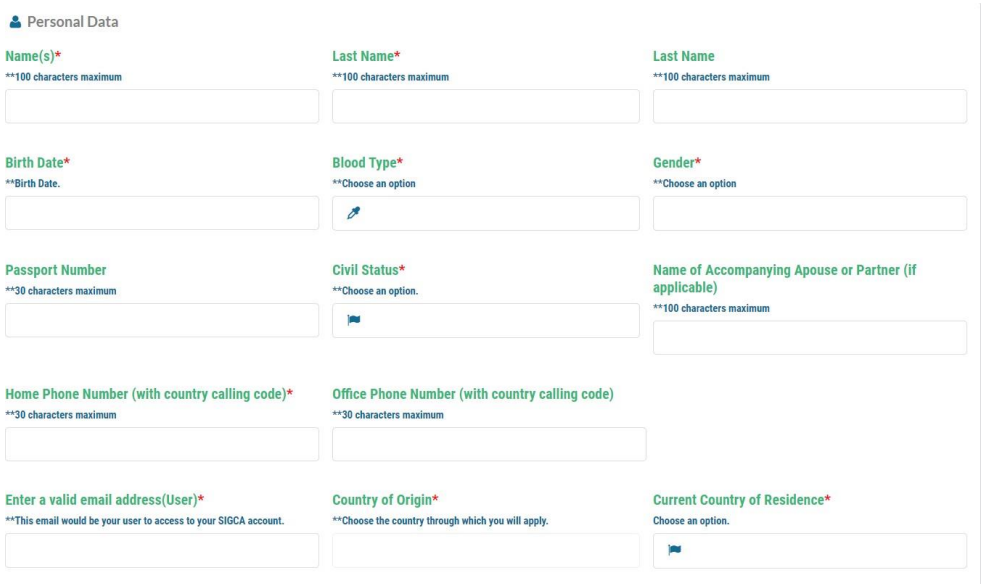


Step 4 Fill in registration fields

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.

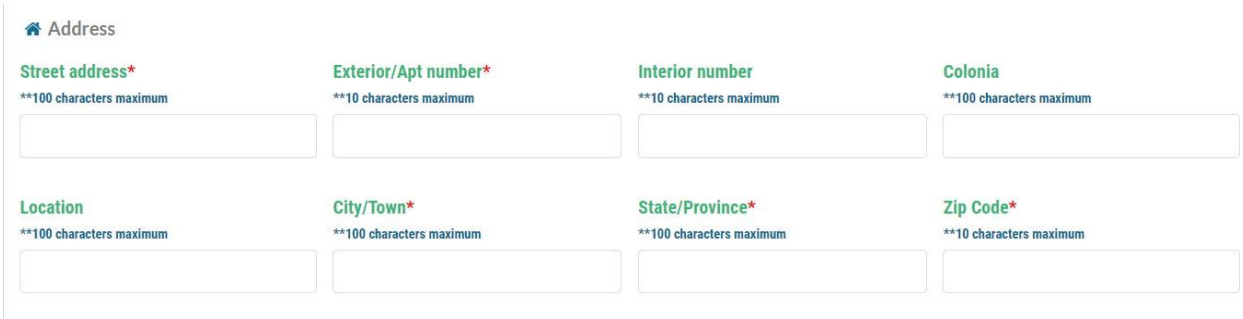
Personal data:

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).



Address:

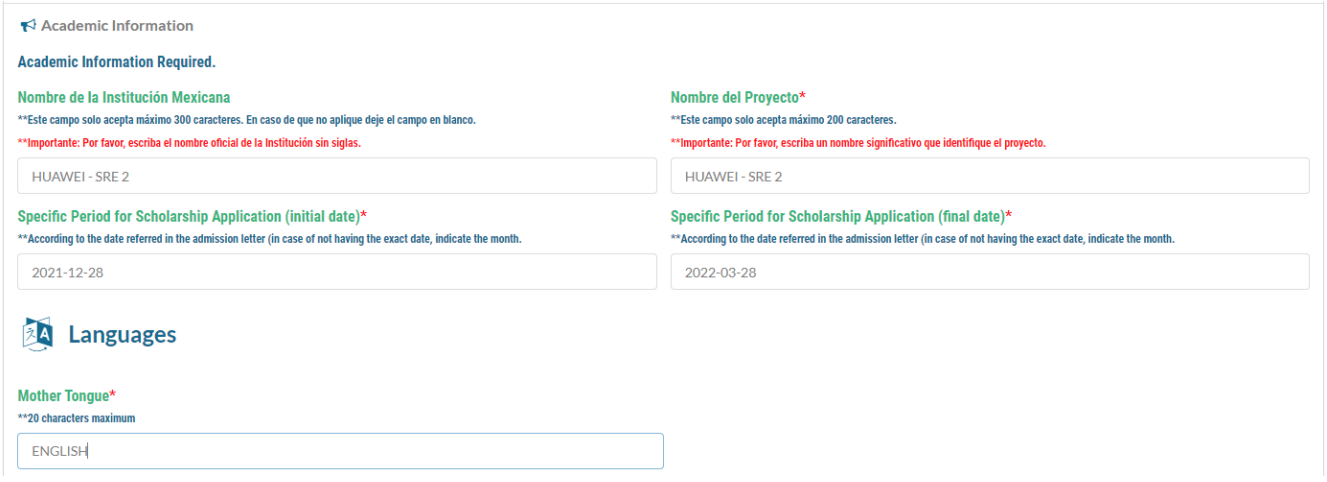
Street, Street Number City/Department State/Province Canton and Postal Code.



General data for registration of the call:

For the following items, indicate the following:

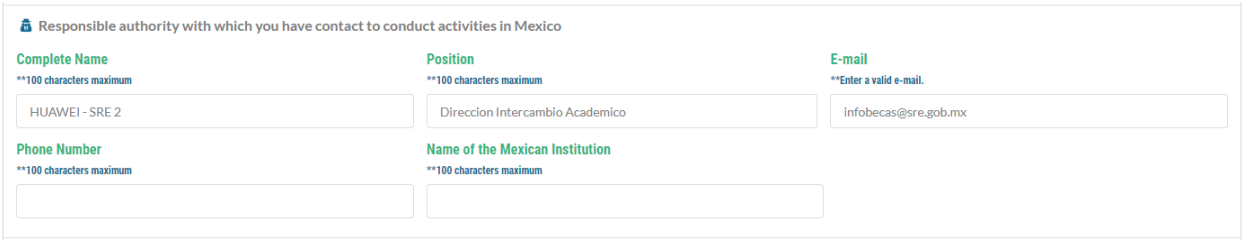
Name of the Mexican Institution: HUAWEI – SRE 2
Project Name: HUAWEI – SRE 2
Specific scholarship application period (initial date): December 28, 2021
Specific scholarship application period (end date): March 28, 2022
Mother Tongue: The one that corresponds to your case.



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

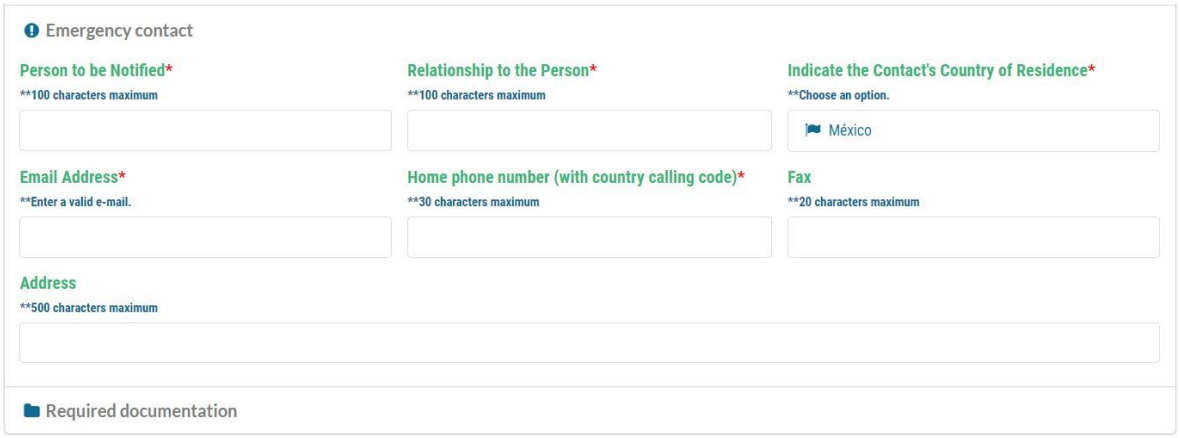
For the following items, indicate the following:

Full Name of the Responsible: **HUAWEI - SRE**
Office of the Manager: **Academic Exchange**
E-mail address: **infobecas@sre.gob.mx**

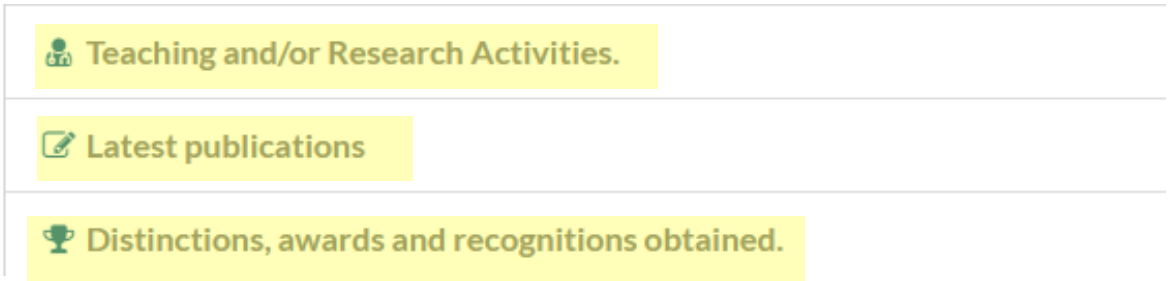


Emergency contact person

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



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



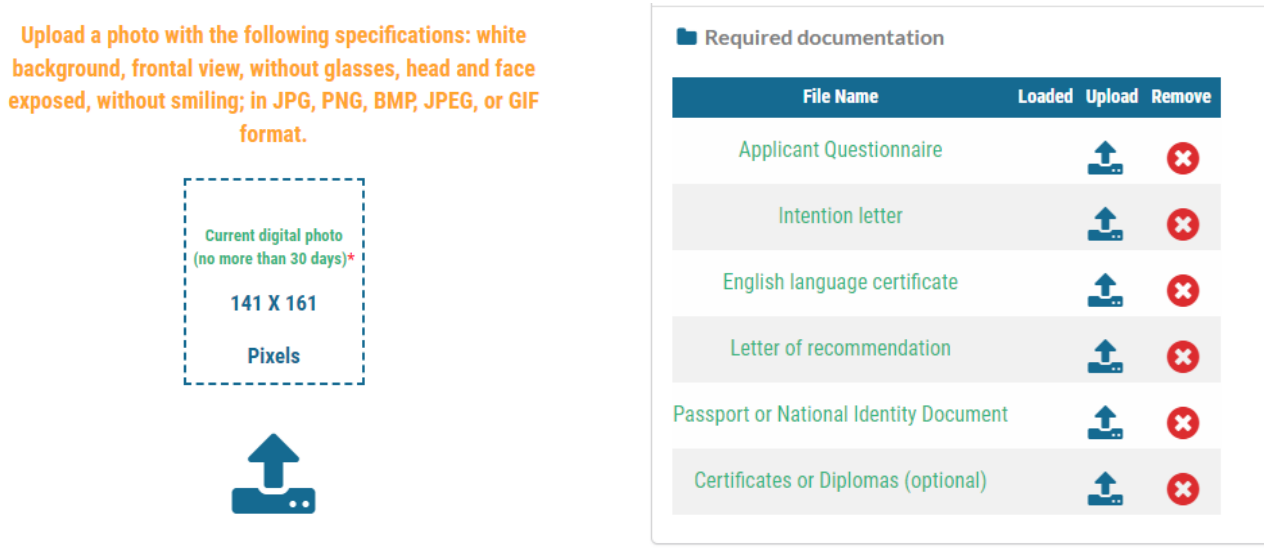
Step 5 Upload required documentation

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.

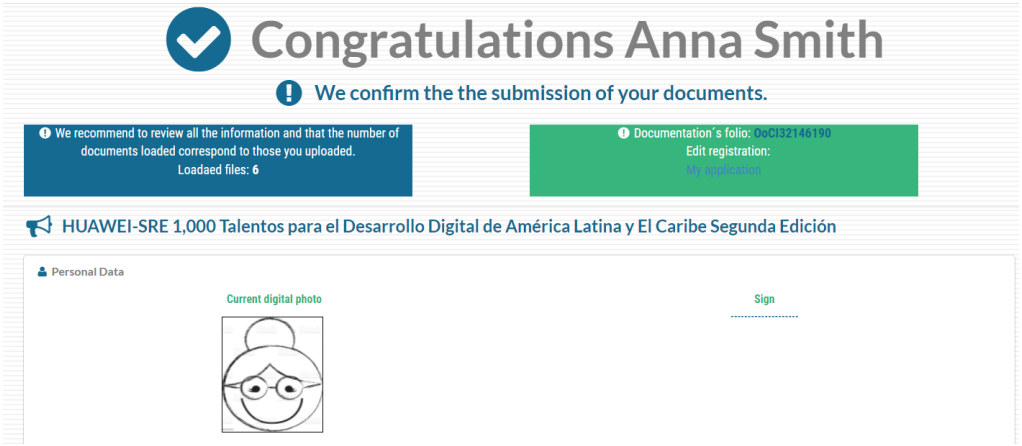
IMPORTANT: (Verify that the maximum weight of your files does not exceed 1.8 MB per file) Check that the rest of the documents are correctly loaded before your application.

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.



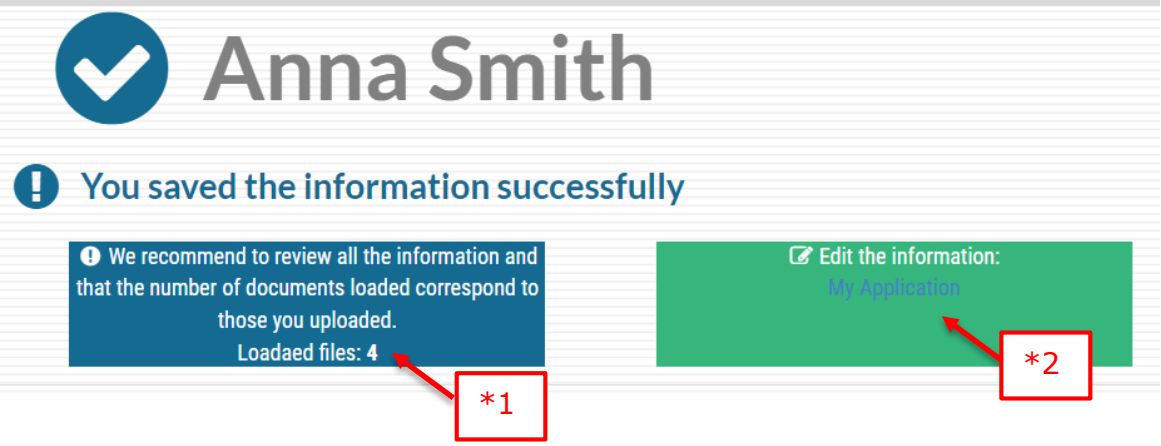
Step 6 Check data and file number

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.



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

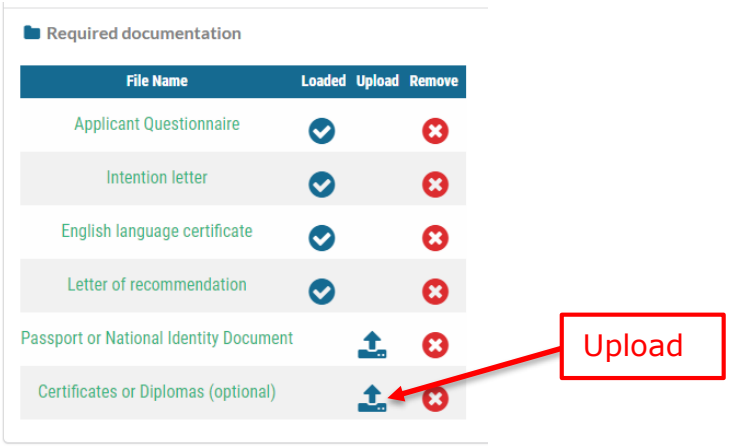
Check the number of documents uploaded to the system.



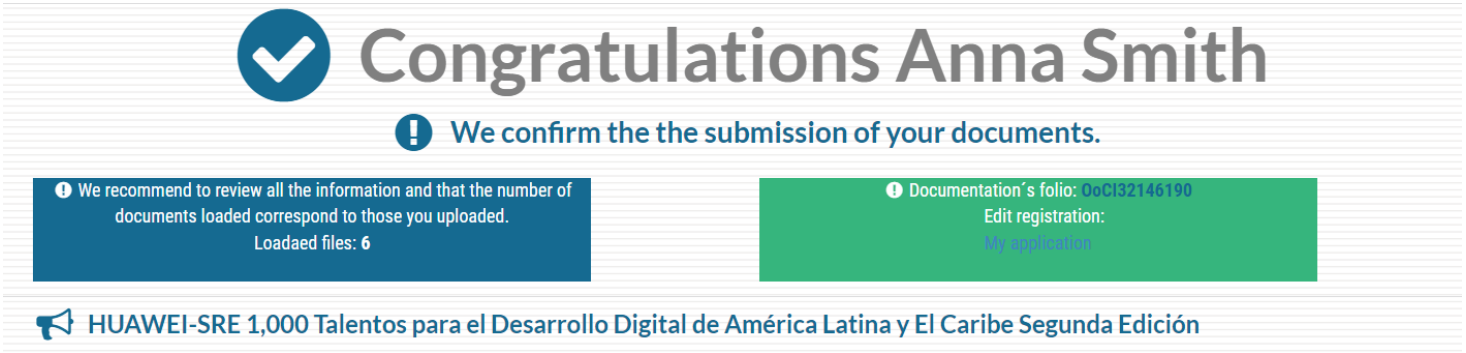
***1) If you added course certificates, the amount must be 5, otherwise if they are less than 4 you must enter the Edit option (*2) to reload the documents.**

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" with be shown, indicating that your documents have been uploaded:



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.



Contact

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

infobecas@sre.gob.mx

GOBIERNO DE MÉXICO

RELACIONES EXTERIORES
SECRETARÍA DE RELACIONES EXTERIORES

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