

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



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.



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

<p>Name(s)* **100 characters maximum</p> <input style="width: 95%;" type="text"/>	<p>Last Name* **100 characters maximum</p> <input style="width: 95%;" type="text"/>	<p>Last Name **100 characters maximum</p> <input style="width: 95%;" type="text"/>
<p>Birth Date* **Birth Date.</p> <input style="width: 95%;" type="text"/>	<p>Blood Type* **Choose an option</p> <input style="width: 95%;" type="text"/>	<p>Gender* **Choose an option</p> <input style="width: 95%;" type="text"/>
<p>Passport Number **30 characters maximum</p> <input style="width: 95%;" type="text"/>	<p>Civil Status* **Choose an option.</p> <input style="width: 95%;" type="text"/>	<p>Name of Accompanying Apouse or Partner (if applicable) **100 characters maximum</p> <input style="width: 95%;" type="text"/>
<p>Home Phone Number (with country calling code)* **30 characters maximum</p> <input style="width: 95%;" type="text"/>	<p>Office Phone Number (with country calling code) **30 characters maximum</p> <input style="width: 95%;" type="text"/>	
<p>Enter a valid email address(User)* **This email would be your user to access to your SIGCA account.</p> <input style="width: 95%;" type="text"/>	<p>Country of Origin* **Choose the country through which you will apply.</p> <input style="width: 95%;" type="text"/>	<p>Current Country of Residence* Choose an option.</p> <input style="width: 95%;" type="text"/>

Address:

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

🏠 Address

Street address* **100 characters maximum	Exterior/Apt number* **10 characters maximum	Interior number **10 characters maximum	Colonia **100 characters maximum
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Location **100 characters maximum	City/Town* **100 characters maximum	State/Province* **100 characters maximum	Zip Code* **10 characters maximum
<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 **Este campo solo acepta máximo 300 caracteres. En caso de que no aplique deje el campo en blanco. **Importante: Por favor, escriba el nombre oficial de la institución sin siglas.	Nombre del Proyecto* **Este campo solo acepta máximo 200 caracteres. **Importante: Por favor, escriba un nombre significativo que identifique el proyecto.
<input type="text" value="HUAWEI - SRE 2"/>	<input type="text" value="HUAWEI - SRE 2"/>
Specific Period for Scholarship Application (initial date)* **According to the date referred in the admission letter (in case of not having the exact date, indicate the month).	Specific Period for Scholarship Application (final date)* **According to the date referred in the admission letter (in case of not having the exact date, indicate the month).
<input type="text" value="2021-12-28"/>	<input type="text" value="2022-03-28"/>

🗣 Languages

Mother Tongue*
**20 characters maximum

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

Emergency contact person

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

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

i 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.

i 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 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: 0aC132146190
Edit registration:
[View registration](#)

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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.

i *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)		⬆	✗

Upload

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.

Loadaed files: 6

! Documentation's folio: 00CI32146190

[Edit registration:](#)

[My application](#)

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Contact

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

 infobecas@sre.gob.mx



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EXTERIORES

SECRETARÍA DE RELACIONES EXTERIORES

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