Procedure for the Pre-Doctoral Exam

[Translation of the official information by A. Gelbukh, with important comments.]

1. Submit the FUTE form to the DTE (admin), with the pre-doctoral exam options filled in.
2. The DTE sends it to the PhD Coordinator.
3. After some time, ask DTE for the response and for the jury assigned.
4. After that, submit to the DTE 1 copy with "engargolado" cover type (see picture), which they will pass to the library of the CIC. This copy ought to be available in the library 15 days before the exam *[in fact this is not enforced – A. Gelbukh]*. *[Check if they still do require it, not sure. If you print the thesis in the CIC, use the large printer (ask your advisor for the password), not the desktop printer of the Lab. The book can be bound at a nearby shop; there are many of these along the Instituto Politécnico Nacional Avenue. – A. Gelbukh]*
5. DTE submits the request to the SIP (an office within IPN higher than CIC) with the following documents attached: BSc and MSc degree certificates; evidence of PhD degree of the external members of the jury (if any); SIP-13 (registration of the thesis topic form); SIP-8 bis (authorized individual program of activities); and English exam evidence of 4 skills.
6. Consult the approval of your exam at http://148.204.113.69/formbuscatramite.htm; username: alumno; password: posgradoIPN. *[I guess there you should fill in the field "Tu Registro" your student ID, such as A190123 and click "Buscar" – A. Gelbukh]*
7. Agree with your jury the date and time for your exam and report it to the DTE. The DTE issues a document assigning this day/time for the exam and gives it to you. You pass it to the jury members and ask them to sign in the list (another form that DTE gives you) to acknowledge receiving the document.
8. Submit to DTE 6 auto-adhering *[I guess with the reverse side covered by a glue, but I think usually people submit photos without glue – A. Gelbukh]* photos of "diploma" size (see picture), oval shape, as follows:
   - Front view
   - Matt paper (not glossy, since it cannot be sealed)
   - Black and white
   - Formal dressing / men: with a tie

   The photos will not be received if they do not comply with these requirements.
9. If you need a computer / projector for the exam, you will need to lend your ID to the personnel that installs it and you will collect your ID from the technical support department. *[Usually this is not needed, but sometimes they do ask you to leave your ID to them for lending you a projector. – A. Gelbukh]*