

## MEXICO PARTNERSHIP SERVICES

### Public Partnership & Outreach

## CONACYT CURRICULUM VITAE ÚNICO (CVU)

**The Curriculum Vitae Único - CVU (*Unique Curriculum Vitae*) for foreigners is only and exclusively for those users who will request support from CONACYT- and are not Mexican residents.**

To record a Curriculum Vitae Único – CVU- , you must CREATE A USER NAME AND PASSWORD, so the CONACYT application requires the following information:

- **Clave Única de Registro de Población – CURP** (*Unique Population Registry Code*)  
*This code serves to individually register all persons residing in Mexico, national and foreign, as well as Mexicans residing in other countries.*
- **Correo electrónico** (*E-mail*)
- **Confirmación de correo electrónico** (*Confirm E-mail*)
- **Validación** (*Validates you are not a robot by marking the required images.*)

**NOTE: All are required fields**

**The foreigners mentioned in the first paragraph must process the Clave Única de Registro de Población (*Unique Population Registry Code*) by sending an email to [cvu@conacyt.mx](mailto:cvu@conacyt.mx) stating their case, and provide the following information:**

- Name
- First surname
- Second surname
- Date of birth
- Nationality
- Country of Birth
- Email
- Gender
- PeopleSoft user (X\_user) (if you have one)
- Password (if you have one)
- CVU number (if you have one)

Once CONACYT provides the foreigner a **Clave Única de Registro de Población** (*Unique Population Registry Code*), **the foreigner** can create the username and password.

## CREATE A USERNAME AND PASSWORD TO HAVE ACCESS TO RECORD A CURRICULUM VITAE UNICO

1. Access the link <http://www.conacyt.gob.mx/index.php/el-conacyt/servicios-en-linea>

2. At the first part of the page, a section labelled **Servicios en Línea Conacyt** (*Online Services Conacyt*) is provided. Click on **Registro de Nuevos Usuarios** / Acceso al Sistema [*Record of New users / System Access*]. The system displays another screen **Tipo de cuenta** (*Type of account*). Select **Soy un usuario nuevo** (*I am a new user*). Click on **Continuar** (*Continue*).

3. Type the requested information:

- **Clave Única de Registro de Población – CURP** (*Unique Population Registry Code*)
- **Correo electrónico** (*E-mail*)
- **Confirmación de correo electrónico** (*Confirmation E-mail*)
- **Validación** (*Validates you are not a robot- by marking the required images*)

4. Click on Aceptar (Accept)

5. The system could require the following other personal, identity, and user data.

#### **GENERAL DATA**

**Clave Lada – Teléfono – Extension** (*Long distance code - Telephone – Extension*)

**Estado Civil** (*Civil Status*) (Click on the arrow: **casado** (*married*), **divorciado** (*divorced*), **otro** (*another*), **separado** (*separated*), **soltero** (*single*), **union libre** (*common-law marriage*), **viudo** (*widower*))

#### **IDENTITY**

**Fecha de nacimiento** (*Birth date*)

**Sexo** (*Gender*) (Click on the arrow for **Femenino** (*Female*) or **Masculino** (*Male*))

**País de origen** (*Country of origin*) (click the lens for options)

**Estado Natal** (*Home state*) (click the lens for options)

**Nacionalidad** (*Nationality*)

#### **USUARIO (USER)**

**Usuario** (*User*) (Code assigned by the system)

**Contraseña** (*Password*)

**Confirmar contraseña** (*Confirm password*)

Please, complete them to continue the process.

6. The system will provide you a CVU number and User.

7. Click on **Finalizar** (*Conclude*)

## **PROCEDURE TO FILL THE UNIQUE CURRICULUM VITAE (CVU)**

1. Access the link <https://miic.conacyt.mx/generador-view-angular/index.html?application=CVU#/login>
2. At the center of the page, type your **Usuario** (*User name*) and **Contraseña** (*Password*) and validate you are not a robot by marking the required images. Click on **Entrar** (*Enter*)
3. Fill in the required fields and other optional fields applicable.

## CONACYT Contact information

### Telephone assistance

**Hours:** Monday to Friday from 9:00am to 19:00pm

Saturdays.....from 10:00am to 14:00pm

- -Mexico business days & times

**Mexico City and the metropolitan area:** 5322 7708

**Rest of the country:** 01 800 800 8649

**From abroad:** (52) 55 5322 7708

### Email

#### Technical Support

[cst@conacyt.gob.mx](mailto:cst@conacyt.gob.mx)

**Complete or define fields** (*specifying – complete name, phone, and email*)

[cvu@conacyt.mx](mailto:cvu@conacyt.mx)

### TAMU Mexico Partnership Services Contact

Teresa Olvera: [tolvera@tamu.edu](mailto:tolvera@tamu.edu)

### Support Material (Spanish)

#### User manual

[https://www.conacyt.gob.mx/images/pdfs\\_conacyt/servicios\\_online/2017cvu/Manual\\_CVU\\_2018-1.pdf](https://www.conacyt.gob.mx/images/pdfs_conacyt/servicios_online/2017cvu/Manual_CVU_2018-1.pdf)

#### FAQ

[https://www.conacyt.gob.mx/images/pdfs\\_conacyt/servicios\\_online/Preguntas\\_frecuentes\\_marzo\\_2019.pdf](https://www.conacyt.gob.mx/images/pdfs_conacyt/servicios_online/Preguntas_frecuentes_marzo_2019.pdf)

#### Glossary of Terms

[http://www.conacyt.gob.mx/images/pdfs\\_conacyt/servicios\\_online/2017cvu/Glosario\\_CVU.pdf](http://www.conacyt.gob.mx/images/pdfs_conacyt/servicios_online/2017cvu/Glosario_CVU.pdf)

#### Tutorial

[https://www.youtube.com/watch?v=TPPLYjb1Dx8&index=4&list=PLUXfjz1Ll\\_DKLRBiinzARp4u0jby5JTE9](https://www.youtube.com/watch?v=TPPLYjb1Dx8&index=4&list=PLUXfjz1Ll_DKLRBiinzARp4u0jby5JTE9)