



Chilean Student Visa – Los Angeles Jurisdiction

(based on permanent home address)

Southern California, Colorado, Arizona, Southern Nevada, Utah, Hawaii

Things to Think About:

- *This visa information is provided as a courtesy by UCEAP and is not a substitute for the Chilean Consulate's official visa application requirements.*
- *The consulate's requirements are subject to change at any time – it is your responsibility to keep updated of any changes and check directly with the consulate for very specific questions.*
- *The consulate has the power to grant visas and change rules, UCEAP does not. Much of what you find here will help you if you budget time to read it carefully.*

Contact the Consulate for clarification on any questions.

Consulate General of Chile - LA

6100 Wilshire Blvd. Suite 1240

Los Angeles, CA. 90048

Tel: (323) 933-3697 x24

Fax: (323) 933-3842

Email: cgchilela01@yahoo.com

Hours for visa applications: Mo – Fr 8:30 a.m. – 1:30 p.m.

Contact Person: **Ms. María Fernanda Romero**

If you have questions, call between 8:30 a.m. – 3:00 p.m.

Things to Do:

1) First, read through these instructions to get an idea of how to budget your time.

Obtaining a Student Visa from the Chilean Consulate in Los Angeles is a serious process that requires planning ahead, completing some electronic documents, and at least one trip in person to the Consulate.

2) Next, begin gathering your documents sooner rather than later.

- You will need to have all of your documents together before you apply for your visa.
- Budget time and take it in small steps.
- Aim to have all of your documents collected by mid-April.
- Remember: after you apply, it takes about 3-4 weeks for the consulate to process your visa.
- Creating your own timeline or checklist can be helpful to manage this process.

➤ **Ideal time to apply for your visa: 1 ½ - 2 months before departure**

3) Register and activate your visa account after you have collected all of the required documents.

- Go to: <https://sac.minrel.gov.cl/ciudadanos/>
 - register and get an account
 - activate the account (once you have completed all info requested online)
 - keep the application number that the system gives you, and include this with your materials that you send to the consulate.
- Here is information about how to fill out some of the fields in the online application:
 - Type of Visa: “Resident Student Holder”
 - Occupation in Chile: “Student”
 - Employer’s name or workplace in Chile: list the name of the university you will be attending.
 - Employer’s address or workplace in Chile: the contact information is listed in your Program Guide
 - Employer’s city or workplace in Chile: “Santiago”
 - Observation: Explain the reason you are going to travel to Chile and what you are going to do (i.e. “I am going to Chile to study at ____ University through the UC Education Abroad Program).
 - Attach Online Files: You will need to upload your required visa documents here. Remember you will also need to e-mail them and mail them to the Consulate (yes, they need your documents 3 times).

4) Review and complete the following documents, keep the originals for your visa application, and make copies for your records. The forms must be typed, handwritten forms will not be accepted:

* since forms 2&3 are Word documents, do not be surprised if you have to click a couple times. It may ask you to log in, but just click close or cancel and you will eventually get to the form. Sorry for this little technical glitch. Email Monica if you are not able to open these forms.

1. [Requirements for Student Visas](#) (read only)
2. [Consular Form for Visa](#)
3. [Visa Application Form](#)

- Here is information about how to fill out some of the fields in the Consular Form for Visa:
 - 9. Local document type and number: Driver’s License and Driver’s license number
 - 15. Activity: Study
 - 16. Employer: name of university
 - 17. Business telephone number: study center phone number in your Program Guide
 - 22. Leave blank if you do not have any distinguishing features
 - 29. & 31. List Study Center contact information in your Program Guide

**Non-US citizens need to contact a Chilean Consulate to find out the student visa requirements for their specific country.*

**** Chilean contact info to be used on your visa forms:**

Prof. Luis Martin-Cabrera, Study Center Director
Programa Universidad de California en Chile
PUC-Chile, Campus Oriente
Ave. Jaime Guzman 3300
Ñuñoa, Santiago, Chile
(011 56 2) 354-5270

As you work, remember some of these key points:

- Always use the name that is on your passport. Don't ever use nicknames or abbreviations.
- Submit original documents to the consulate, but keep copies for yourself just in case.
- Your FBI clearance and Health Clearance can be dated only 30 days prior to the visa application (no more) – so factor this into your own personal timeline.

5) Once you have collected all your documents and have created an account, email the 2 Visa Application forms (Consular Form for Visa and Visa Application Form) as attachments directly to the consulate at:

cqchilela01@yahoo.com

- Only do this when your application materials are 100% complete. If you are waiting for an FBI report or health clearance, you must wait to send this email until your document has arrived. If the deadline is close, call the consulate and ask directly about this.
- Include in the subject line of your email "Attn: Maria Fernanda Romero" then your full name, your campus, Student Visa Application Forms."

6) Immediately after sending the email, snail-mail the original application forms, your passport, a color photocopy of your passport, money order, and the rest of the required documents, to the consulate:

**Consulate General of Chile – LA
c/o Maria Fernanda Romero
6100 Wilshire Blvd. Suite 1240
Los Angeles, CA 90048**

- **Do not sign the documents prior to mailing them** – You will sign and date them when you pick them up.
- Remember, you must send your passport and a color photo copy, so it is best to send everything with a mailing system which will allow you to track their delivery (like FedEx). You don't want your passport to get lost in the mail!

7) A few notes about the consulate's list of "Requirements for Student Visas":

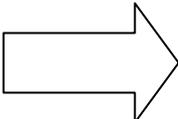
Most of the items on the list are self-explanatory, so we won't repeat all of them here. But, there are a few tricky ones worth noting:

#4: Health Certificate:

- Your **UCEAP Health Clearance** form is used in this process.
- Review the **Chile-specific Health Clearance Instructions** in your Predeparture Checklist.
- Schedule your Health Clearance appointment within 30 days before the day you apply for the visa.
- Make sure the Health Clearance form is signed by a M.D. (Medical Doctor), including the stamp or business card and phone number.
- Obtain the original form from the health clinic before you leave – you will need the original for your visa.
- Make three copies – one for you to keep, and two to send to UCEAP.
- Some campuses have an online clearance system. For Chile, you need to make sure to ask for the hard copy (paper) form. UC Davis students receive a clearance on official letterhead, which is fine.

5 FBI Report:

The estimated time for this process is 8-12 weeks. All students were emailed on 3/11/2013 to ensure this process was initiated. Contact Monica if you have not yet completed this process.



Go to the FBI's page: <http://www.fbi.gov/about-us/cjis/background-checks/submitting-an-identification-record-request-to-the-fbi> . Read the instructions carefully.

- Begin calling your local police stations now to determine how and where to have your fingerprints taken. An appointment may be necessary. It is up to you to call the police – take responsibility for your visa process and start soon to avoid problems! You will have to mail your fingerprints to the FBI along with the coversheet.
- Make sure to fill out the applicant info sheet completely and correctly. Follow all instructions provided by the FBI. Any questions specific to this process should be directed to the FBI at (304) 625-2000.
- Use FedEx or another tracking method to send your fingerprints to the FBI. If you do not, you'll have no way of knowing if or when your fingerprints arrived at the FBI.
- Include a pre-paid return (self-addressed/stamped) FedEx envelope. This way the FBI, when completing the request, can ship it to you quickly.
- Going through an FBI channeler does not work. You must obtain the request directly from the FBI.

6 Proof of Financial Status:

Proof of Means of Financial Support (One of the following):

- Your last Bank Statement OR
- Your parents' last Bank Statement OR
- A financial aid letter OR
- A notarized letter stating your parents will be responsible for your expenses in Chile. Instructions and the notarized letter can be found in the Confirmation of Financial Resources Form (main checklist).

#7 and #8: Certificates of Enrollment:

You will be getting two letters which will cover these two requirements.

Letter of Acceptance from Chilean University:

- *To be picked up at your campus EAP office at a later date.*
- *Your campus EAP advisor will let you know by email when to come by for pick up.*
- **Don't lose this letter!!! It cannot be replaced.**
- *Sometimes these letters run late. Please be as patient as you can.*

Letter from the University of California verifying that you have sufficient funds and insurance coverage:

- *The EAP Participation letter will be picked up at your campus EAP office at a later date, along with the Acceptance Letter from your Chilean University.*
- *Your campus EAP advisor will let you know by email when to come by for pick up.*
- **Don't lose this letter either!!!**

Again, check the consulate's list of "Requirements for Student Visas" to review all the other requirements, and make sure you have the correct visa fee. For U.S. citizens, the fee is \$160, but always check with the consulate to confirm. Fees often change.

8) Final Steps

- After you mail your documents + passport to the Chilean Consulate in Los Angeles, you will be notified (by phone) of when to go in person to pick up your visa. This could take 3-4 weeks.
- Try to speak as much Spanish as you can at the consulate staff. This will facilitate your interaction with Maria Fernanda Romero, the woman who will inspect and process your documents. Even if you have to switch to English very early in the conversation, you will both be on better terms if you try to speak each other's languages.
- Before you leave the Consulate, look at your visa! Double check to make sure that the name and birth date on the visa are exactly the same as the name and birth date in your passport.
- Once your visa is stamped in your passport you must enter the country within 90 days.

9) En Route...almost there...!

- Before landing in Chile, airline staff will give you a form on which you fill out your name, passport number, etc. This paper is stamped by International Police when you enter the country.
- Do not discard this form, even after it has been stamped and you have entered the country.
- You will need this form later on in order to complete your visa procedure in Santiago.
- Within one month (30 days) of your arrival in Chile, you must register your visa with the Policia de Investigaciones Extranjería, the Investigations Police and Immigration Office. You will be issued a “Certificado de Registro”. This document must then be presented to the “Servicio de Registro Civil” (Civil Registry); where you will be issued a Chilean Identification Card. The Study Center in Chile will help you with this process.

Note for students wishing to extend: If you plan on coming back to the U.S. in between semesters, be sure to check with the Study Center before leaving Chile. In Chile, there are additional visa extension processes which are much easier than repeating this entire process from the U.S.!

Buena Suerte!

Contact the Consulate for clarification on any questions.

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