



Chilean Student Visa – Los Angeles Jurisdiction

(based on permanent home address or UC campus address)

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

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

Things to Think About:

1. This visa information is provided as a courtesy by UCEAP and is not a substitute for the Chilean Consulate's official visa application requirements.
2. 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.
3. 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-November.
 - 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.

Review these instructions now so that you will have all of the required materials in order by the time you need to apply for your visa. The ideal time to apply for your visa: 1 ½ - 2 months before departure. Keep in mind that the Consulate will be closed every weekend and on all U.S. and Chilean holidays.

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 your original documents to the consulate, but **keep copies of all documents for your own records.**
- **Your FBI clearance and Health Clearance can be dated only 30 days prior to the visa application (no more).** Factor this into your own personal timeline.
- **Do not sign the two application forms prior to mailing them.** You will sign and date them when you pick up your visa.

Step 1:

Request an FBI Background Check:

The estimated time for this process is 5-8 weeks. All students were emailed on 7/31/2013 to ensure this process was initiated. Contact Stacey Hart (staceyhart@eap.ucop.edu) if you have not yet completed this process.

- Go to the FBI's page: <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/submitting-a-criminal-history-summary-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) 625-5590.**
- **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, upon completing your request, can ship it to you quickly.
- Going through an FBI channeler does not work. You must obtain the request directly from the FBI.

Step 2:

Gather the rest of the materials that will be required for your visa application (**make additional copies of all documents to keep for your own records**):

- **Your Original Passport:** the passport must be valid for at least a year after your program start date, since your visa will be valid for a year.
- **1 Clearly Printed Color Copy of Your Passport:** the copy should include the biographic data page of your passport, including the expiration date of the passport, and the signature page of your passport.
- **One photo passport size (2"x2")**
- **Health Certificate** that proves you are free of contagious diseases, issued within 30 days prior to the date of your visa application. This Certificate must be issued by applicant's School Health Service or private Physician (Medical Doctor). **Refer to the [Chile Specific Health Clearance Instructions](#) in your Pre-Departure Checklist.**
- **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](#) in your Pre-Departure Checklist.

- **Certificate of enrollment issued by the School or University in Chile:** This is the Acceptance Letter from the Host University in Chile that you will receive with your UCEAP Participation Letter from the UCEAP Systemwide Office. Note that these letters will be generated after all UCEAP participants have completed the online registration process for their host university in Chile (refer to your Pre-Departure Checklist for host university online registration instructions). You will pick this letter up from your campus EAP advisor when it ready. Your campus EAP advisor will let you know by email when it is available for pickup. **DO NOT LOSE THIS LETTER!! IT CANNOT BE REPLACED!**
- **Certificate of enrollment issued by your current School, University or Student Exchange Program:** This is the UCEAP Participation Letter from the UCEAP Systemwide Office that you will receive with your Acceptance Letter from the Host University in Chile. You will pick this letter up from your campus EAP advisor when it ready. Your campus EAP advisor will let you know by email when it is available for pickup. **DO NOT LOSE THIS LETTER!! IT CANNOT BE REPLACED!**
- **Money Order:** (made out to "Consulate General of Chile") for the visa fee (about \$160). **Be sure to double check with the Consulate for the current visa fee before obtaining a Money Order.**
- If the student is a minor (under 18 years old) unaccompanied by parents, a written Authorization Letter (in Spanish) to leave Chile signed from both parents is required. This Authorization Letter, must be certified by a Notary Public and by the County Clerk or by the Secretary of the State (Who certificated the Notary Public's signature). You have to legalize this letter at this Consulate. The legalization fee is \$12
- **FBI Background Check:** You have already mailed in your request for this in Step 1 of these instructions.
- **Consular Form and Visa Application Form:** See the following instructions for more information about these forms.

When you receive your FBI Background Check and have all of your required documents and the Consular Form and the Visa Application Form are the only items left on your list of required materials:

Open the Consular Form and the Visa Application Form. Complete both forms. It is important that you fill out these forms correctly.

- 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 host university
 - 17. Business telephone number: List the Study Center phone number found in your Program Guide (located in your Pre-Departure Checklist)
 - 22. Leave blank if you do not have any distinguishing features
 - 29. & 31. List Study Center contact information found in your Program Guide (located in your Pre-Departure Checklist)
 - 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

Please do not change the format of the forms, do not sign the forms, only open the forms, complete them. They must be typed. Hand written forms will not be accepted.

Step 3:

Register and create an account online for your visa application.

- Go to: <https://sac.minrel.gov.cl/ciudadanos> to register and create an account.
- Once you've created your account, you will need to activate your account. Complete all of the information requested online. 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 electronic copies of all of the required application materials listed in Step 2 (your original passport, a color copy of your passport, a passport photo, etc.) to your online visa application account.
- Incomplete online visa applications may be rejected, so be sure to complete all sections in your online account.
- When you have completed all steps in the online account for your visa application, click "Send Application" at the bottom of the screen. The system will give you an application number. **Keep this application number for your records!**

Step 4:

After completing Step 3, you will email the Consular Form and the Visa Application Form as attachments in Word Format (.doc) to the Los Angeles Consulate at cqchilela01@yahoo.com to the attention of: M.Fernanda Romero. In the email message include your full name, your UC campus name, and the application number that you received in Step 3.

Step 5:

After you have completed your online account and uploaded electronic copies of all of your required application materials and sent the forms and application number to the Consulate via email, you will need to send a printed copy of the Consular Form and the Visa Application Form, along with all other required visa application materials listed in Step 2 (your original passport, a color copy of your passport, a passport photo, etc.) by mail to the Los Angeles Consulate:

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

You will need to mail these documents using a traceable method, such as FedEx, so that you will be able to track the package. Remember, this package contains your original passport, along with other important documents, so you do not want it to get lost in the mail!

Before mailing your original documents to the Consulate, make copies of all materials for your own records.

Step 6:

The time from when all necessary documents are received by the Consulate to the point the visa is completely processed and ready for pickup is about 3-4 weeks.

Once the visa has been processed, you will be notified by phone or by e-mail to go to the Los Angeles Consulate **IN PERSON** to pick up your Original Passport with your year-long Chile Student visa inserted inside of it. Every applicant must go to the Consulate in person to pick up their visa. Your visa will be for a year-long duration, even if you have only applied for the Spring term program. This is so that you will have the opportunity to remain in Chile if you decide to extend from the Spring to the Year term.

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.

Check all information on the visa to make sure that EVERYTHING is correct BEFORE YOU LEAVE THE CONSULATE! Bring any errors to the Consulate's attention during your in-person appointment so the adjustments can be made immediately.

Once the visa is stamped in your passport, you must enter the country within 90 days.

Step 7:

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.

Step 8:

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.!

Remember to Contact the Consulate for clarification on any questions you may have.