### VISA GUIDE (2020)

# CONSULATE GENERAL OF COLOMBIA IN FRANKFURT AM MAIN





Thank you for your interest in applying for a Colombian visa. This guide will help you to navigate your way through the process. Please bear in mind that this is a supplementary document crafted by the Consulate and in no manner replaces current visa regulations (such as Resolutions 6045 of 2017 and Resolution 10535 of 2018 issued by the Ministry of Foreign Affairs, and Resolution 3167 of 2019 issued by MIGRACION COLOMBIA – Colombia's border control and migration authority).

Also, please remember that this is how the process is done at the Consulate General of Colombia in Frankfurt. Different Colombian consulates have their own approaches concerning how they receive applications, payments, visa stamping, etc.

IMPORTANT: The Consulate <u>ONLY</u> accepts applications of persons located in Hessen, Baden-Württemberg, Nordhein-Westfalen, Saarland, Rheinland-Pfalz, Bayern, and Thüringen (see yellow-coloured map)

No exceptions to this rule.

If the applicant is located in Berlin, Niedersachsen, Brandenburg, Bremen, Hamburg, Mecklenburg-Vorpommern, Sachsen-Anhalt, Sachsen, or Schleswig-Holstein (see purple-coloured map), please refer to the consulate of Colombia in Berlin (<a href="mailto:cberlin@cancilleria.gov.co">cberlin@cancilleria.gov.co</a>). For other countries, please check with the Colombian consulate that holds circumscription over that country.

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### A. BEFORE YOU START - DO YOU NEED A VISA?

Please consider carefully if you need a visa. A good way to start is to consider two variables:

FIRST VARIABLE: Your nationality

**SECOND VARIABLE:** Your activity in Colombia/purpose of your travel and how long you plan to stay in the country.

A visa is needed for a foreigner of *ANY nationality* who plans to enter Colombia to carry out paid activities or engage in gainful employment, regardless of how long he/she plans to stay in the country.

#### 1. FIRST VARIABLE: NATIONALITY

As per visa waiver agreements in force between Colombia and other countries, nationals from these countries do NOT need a visa for Colombia. Please note this is an indicative list - for the latest information please check https://www.cancilleria.gov.co/en/procedures\_services/visa/requirements

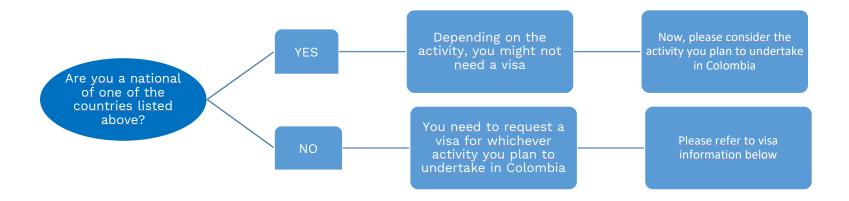
LIST OF COUNTRIES (correct as of October 2020)				
Albania	Georgia	Palau		
Andorra	Germany	Panama		
Antigua and Barbuda	Greece	Papua New Guinea		
Argentina	Grenada	Paraguay		
Australia	Guatemala	Peru		
Austria	Guyana	Philippines		
Azerbaijan	Holy See	Poland		
Bahamas	Honduras	Portugal		
Barbados	Hungary	Qatar		
Belgium	Iceland	Romania		

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Belize	Indonesia	Russia
Bhutan	Italy	San Marino
Bolivia	Jamaica	Serbia
Bosnia and Herzegovina	Japan	Singapore
Brazil	Kazakhstan	Slovakia
Brunei-Darussalam	Latvia	Slovenia
Bulgaria	Liechtenstein	Solomon Islands
Canada	Lithuania	South Korea
Chile	Luxembourg	Spain
Costa Rica	Malta	Surinam
Croatia	Marshall Islands	Sweden
Cyprus	Mexico	Switzerland
Czech Republic	Micronesia	Trinidad and Tobago
Denmark	Moldova	Turkey
Dominica	Monaco	Ukraine
Dominican Republic	Montenegro	United Arab Emirates
Ecuador	Netherlands	United Kingdom
El Salvador	New Zealand	United States of America
Estonia	North Macedonia	Uruguay
Fiji	Norway	Venezuela
Finland	St. Kitts and Nevis	
France	Saint Lucia	
Ireland	St. Vincent and the Grenadines	
Israel	Samoa	



**IMPORTANT:** Nationals of Cambodia, India, Nicaragua, Myanmar, People's Republic of China, Thailand, and Vietnam may be authorized to enter Colombia without a visa if they fulfil **any of the following requirements:** 

- The person has a residence permit issued by a Member State of the Schengen Area or issued by the United States of America.
- The person has a Schengen visa or a visa from the United States of America with a minimum validity of 180 days at the time of entry to Colombia.

## 2. SECOND VARIABLE: ACTIVITY IN COLOMBIA/PURPOSE OF TRAVEL AND LENGTH OF STAY

Now that you have checked whether you need a visa as per your nationality, you must consider the purpose of your travel.

When you arrive to border control, the immigration officer will ask the purpose of travel. Depending on this and, if the officer approves, you will get a special permit on the passport so that you can enter Colombian territory (see image).

You will be asked to provide the documents (physical or digital) that confirm the activity to be carried out, such as: letters of invitation, return



ticket, place of accommodation, proof of financial solvency (having credit/debit cards, cash, cheques, etc.), proof of registration or acceptance into an educational institutions, medical certificates, copy of the administrative or judicial proceedings, and so on.

There are currently three (3) special permits: PT, PID and POA:

### 2.1. PT ("Permiso de Turismo", tourism permit)

It is granted to foreigners wishing to enter the country for tourism, leisure, receive medical treatment, to attend academic/cultural/scientific/sporting events and/or business conventions.

\* The PT permit can be issued for a maximum of 90 calendar days.

### 2.2. PID ("Permiso de Integración y Desarrollo", integration and development permit)

It is issued to foreigners wishing to enter the country for one of the following activities:

- For activities considered within the scope of international agreements or treaties in force between Colombia and other states.
  - For the above-mentioned activity, the PID permit can be issued for a maximum of 90 calendar days
- To participate or take part in legal, administrative, or refugee-related proceedings, among others. Also, to participate in job recruitment processes/attend job interviews.
  - For the above-mentioned activity, the PID permit can be issued for a maximum of 90 calendar days
- To participate in activities deemed important by Colombian authorities, such as the consolidation of the peace process.
  - For the above-mentioned activity, the PID permit can be issued for a maximum of 90 calendar days
- To take part in non-formal academic programs; to do an internship; to participate in an academic exchange program; or to be trained in an art of craft. The duration of these activities cannot exceed more than 180 days.
  - For the above-mentioned activity, the PID permit can be issued for a maximum of 90 calendar days

- To participate as a guest lecturer, teacher, researcher, and the like, in events or activities organized by universities, private firms, etc.
  - For the above-mentioned activity, the PID permit can be issued for a maximum of 90 calendar days
- Journalists covering international-related events:
  - For the above-mentioned activity, the PID permit can be issued for a maximum of 90 calendar days
- Urgent cases: defined as cases when in the opinion of the immigration or health authority, there is a pressing need of the foreigner to enter Colombia due to a natural disaster, a public order situation, human rights' vulnerability, stowaways, shipwrecks or health problems that imply a risk to life.
  - For the above-mentioned activity, the PID permit can be issued for a maximum of 15 calendar days

### 2.3. POA ("Permiso Otras Actividades", other-activities permit)

It is issued to foreigners wishing to enter the country for one of the following activities:

- To provide urgent specialized technical assistance that cannot be obtained in Colombia.
  - For the above-mentioned activity, the POA permit can be issued for a maximum of 30 calendar days

**IMPORTANT:** If the foreigner must provide urgent specialized technical assistance for more than 30 days and/or will get paid while in Colombia for his/her work, a V- PRESTADOR DE SERVICIOS TEMPORALES visa is **mandatory**.

- To perform in concerts, in artistic events, or as part of a tour.
  - ❖ For the above-mentioned activity, the POA permit can be issued for as long as the concert/artistic event/tour lasts
- To do transit in Colombia as part of a trip to a third state.
  - For the above-mentioned activity, the POA permit can be issued for a maximum of 15 calendar days

To request an extension of one of these permits please check <a href="https://www.migracioncolombia.gov.co/prorroga-de-permanencia">https://www.migracioncolombia.gov.co/prorroga-de-permanencia</a>

Please note that MIGRACION COLOMBIA is the entity in charge of this, so it is suggested you check with them in case of doubt.

# B. CHOOSING A VISA – BASIC INFORMATION AND GENERAL REQUIREMENTS:

If you need a visa, you need to have:

- A valid passport, *laissez-passer*, or travel document: It must have enough pages for visa stamping.
- ❖ A passport-type photo: You must upload a colour photo with white background 4 centimetres high by 3 centimetres wide. You should be facing the camera and your head should be centred and complete. Both eyes should be open, and the ears should be visible. There should be no glare in the photo, no hair or other accessories covering the face. The image format is .JPG and it should have a maximum size of 300 KB. Please refrain from uploading selfies, photos-of-photos, etc.
- Supporting documents not older than three (3) months.

Foreigners who apply for a visa in a country <u>different than that of their nationality</u> (i.e. a non-German person applying for a Colombian visa in Germany) must provide a copy of the document that proves that the applicant has a regular/legal/authorized stay in the country where the application is filled.

Every visa (except V - CORTESIA, V - PROGRAMA VACACIONES - TRABAJO and M - REFUGIADO) has a cost:

Processing fee: Non-reimbursable fee

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\* Issuance fee: To be paid only if the consulate approves the application.

For information about the costs, please check Annex I at the end of this document.

**IMPORTANT:** If the applicant is under-18 years old, additional documents must be added to the application:

- A document that certifies the name of the minor's parents or of the persons who hold parental authority or guardianship, such as registration or birth certificate of the minor, civil registry, a judicial ruling assigning parental authority or guardianship, etc.
- A written request for a visa by one of the parents or the persons who hold parental authority or guardianship of the minor, identifying who will take personal care of the minor while he/she is in Colombia.
- \* When the person who take personal care of the minor in the national territory is not a parent or does not hold parental authority or guardianship (for example a friend or a relative), said person must also provide a signed letter accepting such responsibility.

IMPORTANT: The consulate reserves the right to request an interview with the applicant, as well as the right to request additional documents as it sees fit. Please bear in mind that granting a visa is a discretionary faculty of each country, so you cannot assume that because you provide all documents the visa will be automatically granted.

### C. VISA TYPES:

There are three (3) visa categories: V ("Visitante", VISITOR), M ("Migrante", MIGRANT), and R ("Residente", RESIDENT)

Also, there are <u>two (2) visa-related issues</u>: beneficiary visa *("Visa de beneficiario")* and visa transfer *("Traspaso de visa")* 

All Colombian visas have multiple entries.

### 1. VISITOR (V):

WHAT IT IS: This is a visa for foreigners wishing to visit Colombia once or several times and stay temporarily (that is, there is no interest in residing in the country or migrating to it). The V visa may be granted with a maximum validity of up to 2 years, considering the activity the foreigner intends to carry out in Colombia.

#### WHAT YOU MUST PROVIDE: All V-visa applicants must upload:

- I. A set of documents that are needed for every V visa (i.e. standard documents)
- II. a set of documents appertaining the activity the foreigner wishes to undertake in Colombia (i.e. supporting documents).

### As standard documents, all V-visa applicants must upload:

- 1. A signed cover letter from the applicant and/or the person who sponsors the visa application that clearly contains the following content:
- Full identification of the applicant/and of the person supporting the application, if relevant.

- Brief explanation of the relationship between the applicant and the person supporting the application, if relevant.
- Explanation of the activity that the applicant proposes to carry out in the territory (details, participants, duration, schedule, location).
- A declaration of financial responsibility for the expenses derived from the applicant's travel and stay in Colombia.

If the application is sponsored by a person, both the applicant and the sponsor must sign the letter. Also, please upload the letter in either English, German or Spanish.

2. Proof of liquidity of the applicant and/or the natural person supporting the application: Please upload, as a single PDF file, bank statements for the 6 months prior to visa application. The applicant can upload one page per month and we strongly suggest you blacken out all personal details and only present the balance at the beginning/end of each month.

## IMPORTANT: If the application is sponsored by a legal entity (i.e. a private sector firm) and not by a person, the standard documents vary:

- 1. A signed cover letter from the representative of the legal entity that sponsors the visa application that clearly contains the following content:
- Full identification of the applicant and of the legal entity supporting the application, and of the former's relationship to the sponsoring entity.
- Explanation of the activity that the applicant proposes to carry out in the territory (details, participants, duration, schedule, location).
- A declaration of financial responsibility for the expenses derived from the applicant's travel and stay in Colombia.

Please upload the letter in either English, German or Spanish.

- 2. Proof of liquidity of the legal entity supporting the application: Please upload, as a single PDF file, bank statements for the 6 months prior to visa application of the sponsoring party. The applicant can upload one page per month and we strongly suggest you blacken out all personal details and only present the balance at the beginning/end of each month.
- **3. Proof of legal existence:** Please provide a document confirming that the sponsoring entity is duly registered under the commercial law of the country where the visa application is made. In Germany, this is usually the *Existenz* und *Vertretungsbescheinigung*.

For the supporting, documents you need to provide as well, please refer to the table below.

Hence, for a V visa a rule of thumb for what you must provide would be: STANDARD DOCUMENTS + SUPPORTING DOCUMENTS

ACTIVITY	VISA	SUPPORTING DOCUMENT	WORK PERMIT
Airport transit	V – TRANSITO AEROPORTUARIO¹	Flight tickets and proof of admissibility to the destination (i.e. visa for the third State in case it is required)	
Tourism	V - TURISMO <sup>2</sup>	NONE – Must explain the motivation in the cover letter	NO
Doing business	V - GESTIONES DE NEGOCIOS	NONE – Must explain the motivation in the cover letter	NO

<sup>&</sup>lt;sup>1</sup> The V- TRANSITO AEROPORTUARIO visa is valid for up to thirty (30) days for multiple transits and the authorized stay of the visa holder will be a maximum of 24 hours restricted to the transit area of the airport. **IMPORTANT:** Please apply for this visa 30 days before your travel date and not before.

<sup>&</sup>lt;sup>2</sup> The authorized stay in Colombia of foreigners holding a V- TURISMO, V-GESTIONES DE NEGOCIOS and V-PARTICIPANTE EN EVENTO is of 180 days (continuous or discontinuous), which cannot be renewed in every 365 days of visa use.

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Graduate studies	V - INTERCAMBIO	Certificate of admission or registration	NO
Academic exchange	ACADEMICO, ESTUDIOS EN	issued by an academic institution stating that the intensity of the program	
Studies other than primary school, secondary school, or higher education	ARTE U OFICIO Y POSTGRADOS	of study is of at least ten (10) hours per week	
Attend a medical consultation, intervention, or treatment, or accompany someone who will	V – TRATAMIENTO MEDICO Y ACOMPAÑANTE	Certificate issued by the health care institution	NO
Attend administrative and/or legal procedures in Colombia		Certificate of the entity or authority with confirming the legal procedure	NO
Participate in events as a speaker, exhibitor, artist, athlete, jury, contestant, or logistical staff	V – PARTICIPANTE EN EVENTO	Letter from the event organizer explaining the applicant's role/functions	YES –
Internships	V - PASANTE/PRACTICANTE	Letter from the place where the applicant will do the internship	RESTRICTED Exclusively for
Participating in volunteering and development cooperation projects or in the promotion and protection of human right	V - VOLUNTARIO	Certificate issued by the organisation that has the volunteer program explaining the role of the applicant and all relevant details	
Create audio-visual production or digital content	V – PRODUCCION AUDIOVISUAL/CONTENIDO DIGITAL	Letter explaining the project	position and entity for which the visa
To carry out journalistic coverage or to stay temporarily as foreign press correspondent	V - CUBRIMIENTO PERIODISTICO	NONE - Must indicate the activity in the letter	is granted

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To provide temporary services to individuals or legal entities in Colombia.	IV - PRESTADOR DE SERVICIOS	The "Resumen de contrato" form issued by the Ministry of Foreign Affairs, duly signed by the contracting person and the foreigner applying for a visa	
To occupy a position in a Colombian branch of a multinational firm (applies only when the applicant is relocated by his employer to Colombia)	V – TRANSFERENCIA	Letter from the firm explaining the applicant's situation	
Participating in working-holiday programs when these are in force between Colombia and other states through agreed and ratified treaties	V - PROGRAMA VACACIONES-	<ul> <li>The "Formato de compromiso" form issued by the Ministry of Foreign Affairs, duly signed by the applicant.</li> <li>Photocopy or electronic information of the departure ticket from the country, or proof that the applicant has sufficient funds to acquire it, and</li> <li>Bank account statements of the applicant from the last 3 months: the overall balance must be of more than five (5) Colombian monthly minimum wages (approx. 1200 EUR)</li> <li>NATIONALITY REQUIREMENT: This visa is only available to Peruvian, French, and Mexican applicants.</li> <li>The V - PROGRAMA VACACIONESTRABAJO visa is valid for one (1) year, and the holder can stay in Colombia for the length of the visa duration.</li> </ul>	<b>YES - OPEN</b> work permit

<sup>&</sup>lt;sup>3</sup> Available at <a href="https://www.cancilleria.gov.co/tramites\_servicios/visa/formatos">https://www.cancilleria.gov.co/tramites\_servicios/visa/formatos</a>
<sup>4</sup> Available at <a href="https://www.cancilleria.gov.co/tramites\_servicios/visa/formatos">https://www.cancilleria.gov.co/tramites\_servicios/visa/formatos</a>

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Reserved for special circumstances:  For the spouse or partner of a Colombian career diplomat.  For holders of a diplomatic passport:  For participants in academic programs organized by the Colombian Institute of Educational Credit and Technical Studies Abroad (ICETEX).  For applicable foreigners when an international cooperation treaty duly agreed and ratified by Colombia allows them.  For foreign artistic, technical and production personnel who enter Colombia with the purpose of shooting foreign films.  For a foreigner who applied for refugee status but whose condition as such was not recognized by Colombian authorities (can only be requested in Colombia, not at a Consulate).  When the foreigner is deemed particularly relevant to Colombia due to cultural, political, social, or economic reasons	V - CORTESIA	<ul> <li>This is a very special and somewhat complex visa.</li> <li>To keep matters as simple as possible, no further elaboration will be made regarding the documents needed for each of the special circumstances listed in the leftmost column.</li> <li>For any query on this visa, please check with the consulate via email.</li> </ul>	NO

### 2. MIGRANT (M):

WHAT IT IS: This is a visa for foreigners wishing to migrate to Colombia and who do not meet the requirements for a R visa. The M visa may be granted with a maximum validity of up to 3 years.

WHAT YOU MUST PROVIDE: The table below explains the different M – visas and the documents that must be uploaded to the visa application.

Please bear in mind that a Colombian monthly minimum wage (for 2020) is COP 980.657 (approximately 240 EUR)

APPLICANT PROFILE	VISA	SPECIFIC REQUIREMENT	WORK PERMIT
Spouse or permanent partner of a Colombian national	M - CÓNYUGE O COMPAÑERO PERMANENTE DE NACIONAL COLOMBIANO	<ul> <li>Authentic copy of the Colombian marriage registry ("Registro Civil de Matrimonio") or of the foreign marriage certificate (with apostille or legalization and official translation to Spanish)</li> <li>Letter signed by the Colombian spouse/partner requesting the visa</li> <li>Copy of the Colombian spouse/partner's Colombian ID ("cédula de ciudadanía")</li> <li>Power of attorney granted by the Colombian spouse/partner allowing the applicant to request the visa</li> </ul>	YES - OPEN work permit
Parent or offspring of a person who adopted the Colombian nationality	M -PADRE O HIJO DE NACIONAL COLOMBIANO POR ADOPCIÓN	national	

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		Letter signed by the Colombian national requesting the visa. If the Colombian national is under-18 years old, the letter must be signed by the persons who hold parental authority or guardianship of the minor.	
Be a national of any of the States party to the "Acuerdo sobre Residencia para nacionales de los Estados Parte del Mercosur, Bolivia y Chile"	M - ACUERDO MERCOSUR	Criminal record of the applicant issued either by the country where the applicant has been living for the past three years, or by his/her country of birth.	
Having refugee status granted by the Colombian government	M – REFUGIADO	Copy of the document acknowledging the applicant's refugee status.	
Having permanent or long- term employment in Colombia, by virtue of a labour relationship or contract to provide services with a natural or legal person	M – TRABAJADOR	<ul> <li>The "Resumen de contrato" form issued by the Ministry of Foreign Affairs, duly signed by the employer and the prospective employee</li> <li>Letter of motivation issued by the employer Bank account statements of the employer from the last 6 months: the overall balance must be of more than one hundred (100) Colombian monthly minimum wages.</li> <li>If the employer is a natural person (i.e. not a firm), the applicant must upload proof of the employer's income – average income must be higher than ten (10) Colombian monthly minimum wages</li> <li>If the employer is a Colombian public entity, an international organization, or a diplomatic/consular office in Colombia, only the letter of motivation is required. The letter must be signed by the legal representative of the public entity, international organization, or diplomatic/consular office.</li> </ul>	YES- RESTRICTED to the workplace/job/role/project for which the visa is granted

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Investing in a commercial firm	M-SOCIO / PROPIETARIO	<ul> <li>The applicant must be an investor/shareholder in a commercial firm. The investment must be higher than one hundred (100) Colombian monthly minimum wages.</li> <li>Letter requesting the visa, stating the commercial firm's business name, address, and tax number (NIT, "Número de Identificación Tributaria")</li> <li>If it is a stock corporation, the applicant must upload a certificate issued by a public accountant indicating the value of the stock ownership</li> </ul>	the firm in which the	
Foreigner with expertise or qualifications to work as an independent worker	M-EJERCER PROFESIÓN O ACTIVIDAD INDEPENDIENTE	<ul> <li>Letter requesting the visa</li> <li>Three (3) certificates of experience</li> <li>Bank account statements of the employer from the last 6 months: the overall balance must be of more than ten (10) Colombian monthly minimum wages.</li> <li>If it is a regulated profession, the applicant must upload the permit issued by the body that regulates the profession in Colombia. If it is an unregulated profession, the applicant must upload his/her diploma, which must be homologated by the Colombian Ministry of Education.</li> </ul>		
To travel to Colombia as a religious, missionary, or religious in formation, of a church or religious cult legally recognized by Colombia	M – RELIGIOSO	Certificate issued by the Colombian Ministry of the Interior, diocese or archdiocese acknowledging the legal existence of the church or religious cult.	NO	

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Be admitted to elementary, secondary, or middle school studies, or higher education program in an undergraduate educational institution in Colombia	M - ESTUDIANTES DE PRIMARIA, SECUNDARIA, MEDIA Y PREGRADO	<ul> <li>Documents proving economic sufficiency, such as bank account statements of the last six months, certificate of scholarship, etc.</li> <li>Certificate of admission or registration issued by an academic institution confirming the applicant is admitted as an elementary, high school or undergraduate student.</li> </ul>	NO
Real-estate investor	M-INVERSIÓN INMOBILIARIA	<ul> <li>The applicant must own a property or properties in Colombia, whose commercial value must be higher than three hundred and fifty (350) Colombian monthly minimum wages.</li> <li>Certificate containing the cadastral history of the property or properties ("Certificado de libertad y tradición") and which confirms that the applicant owns it/them.</li> <li>Certificate issued by the Colombian Central Bank's ("Banco de la República") Department of Foreign Exchange confirming the value of the real-estate investment</li> </ul>	NO
Foreigner who retired and has a pension or who receives a regular income from a legal source	M-PENSIONADO O RENTISTA	<ul> <li>For retirees: Certificate stating the monthly pension's amount. The pension must be higher than three (3) Colombian monthly minimum wages.</li> <li>If the applicant receives a regular income from a legal source, he/she must upload a certificate stating the amount that is paid and its regularity; such payment must be higher than ten (10) Colombian monthly minimum wages.</li> </ul>	NO

### 3. RESIDENT (R):

WHAT IT IS: This is a visa for foreigners wishing to settle and live in Colombia. The R visa is always granted for 5 years.

**IMPORTANT:** The validity of the R-visa is <u>UNLIMITED</u>; however, it is suggested that every 5 years the visa holder requests a visa transfer *("Traspaso de visa",* see chapter 5) so that a new R-visa label is stamped on the passport.

WHAT YOU MUST PROVIDE: The table below explains the different R – visas and the documents that must be uploaded to the visa application.

APPLICANT PROFILE	VISA	SPECIFIC REQUIREMENT	WORK PERMIT
For applicants who resigned their Colombian nationality	R - POR HABER RENUNCIADO A LA NACIONALIDAD COLOMBIA	Copy of the nationality resignation act ("Acta de Renuncia a la Nacionalidad Colombiana")	
Parent of a Colombian national (by birth)	R-PADRE O MADRE DE NACIONAL COLOMBIANO POR NACIMIENTO	<ul> <li>❖ Copy of the Colombian birth registry ("Registro Civil de Nacimiento") of the Colombian daughter/son.</li> <li>❖ Application letter: When the Colombian daughter/son is a minor, the letter will be signed by the other parent stating that the visa applicant is fully complying with his/her alimony obligations.</li> </ul>	YES - OPEN work permit for any kind of legal activity in Colombia

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		If the Colombian daughter/son is 18 years or older, the letter must be signed by her/him, and the applicant must upload a copy of her/his Colombian ID ("cédula de ciudadanía")	
For registering foreign direct investment	R-INVERSIÓN EXTRANJERA DIRECTA	Certificate issued by the Colombian Central Bank's ("Banco de la República") Department of Foreign Exchange confirming the value of the foreign direct investment – which must be higher than six hundred and fifty (650) Colombian monthly minimum wages.	
After living in Colombia for an extended period with a M-type visa  This visa is for:  Applicants that have been living in Colombia continuously and uninterruptedly <sup>5</sup> for two (2) years as the main holder of M - CÓNYUGE O	R - POR TIEMPO ACUMULADO DE PERMANENCIA	<ul> <li>Copy of the visas the applicant has had during his/her stay in Colombia.</li> <li>Migratory record certificate ("Certificado de Movimientos Migratorios") issued by Migración Colombia – Colombia's border control and migration authority.</li> <li>Document certifying occupation and/or source of income.</li> </ul>	

<sup>&</sup>lt;sup>5</sup> The applicant has remained in Colombia" *continuously*" if during the visa validity period he/she has not been absent from the country for more than 180 continuous days; and "*uninterruptedly*", if the applicant has extended his/her stay in the country by getting a new visas before the expiration of the previous one or before 30 days have elapsed after the expiration of his/her current visa.

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### 4. BENEFICIARY VISA ("VISA DE BENEFICIARIO"):

WHAT IT IS: This is a feature of M, R and three V visas, allowing its holder's family members or a person who financially depends on him/her to request a visa. All **M** and **R** visas allow beneficiaries, as well as V – CUBRIMIENTO PERIODISTICO, V – PRESTADOR DE SERVICIOS TEMPORALES and V – TRANSFERENCIA INTRACORPORATIVA only.

#### WHO ARE CONSIDERED TO BE FAMILY MEMBERS?

- The visa holder's spouse or permanent partner
- The visa holder's parents when they are financially dependent on him/her
- The visa holder's children under twenty-five (25) years old or over this age when they have a disability that prevents them from being financially independent.

The beneficiary visa has the same category as the holder's but with the label "Beneficiario" (for example, M – TRABAJADOR (BENEFICIARIO) and does not exceed the validity of the holder's visa.

IMPORTANT: A person with a beneficiary-type visa is NOT allowed to work!

#### WHAT YOU MUST PROVIDE:

- o A copy of the visa to which the beneficiary visa would be tied.
- An authentic copy of the document that certifies kinship, marital or family relationship with the visa holder.
- A letter signed by the visa holder in which he/she applies for the beneficiary visa, stating economic dependence and taking full financial responsibility for the travel and stay expenses of the applicant while in Colombia.

### 5. VISA TRANSFER ("TRASPASO DE VISA"):

WHAT IT IS: Printing a new label with the same data of an already-granted visa to stamp it in another passport.

### WHEN CAN IT BE REQUESTED:

- When the applicant has a new passport due to loss or renovation of his/her former passport.
- When the visa was issued with a typing mistake and correction was not asked within 30 days of its issuance.
- When the visa was not stamped on the passport within 30 days of its issuance (see section F. below).
- When clarification is needed regarding the name of the applicant, occupation in Colombia or change of employer's name.

#### WHAT YOU MUST PROVIDE:

- o Copy of the visa to be transferred and of the "Cédula de Extranjería" (see section F. below) if available.
- Migratory movements' certificate ("Certificado de Movimientos Migratorios"), a document issued by MIGRACION COLOMBIA – please check <a href="https://www.migracioncolombia.gov.co/certificado-de-movimientos-migratorios">https://www.migracioncolombia.gov.co/certificado-de-movimientos-migratorios</a>
  - This document is not required when transferring a V-type visa, a M-type visa issued less than six months ago, or a R-type visa issued less than two years ago.
- Copy of the documents that justify the visa to be transferred (i.e. for a visa transfer of a R POR HABER RENUNCIADO A LA NACIONALIDAD COLOMBIA visa, a copy of the nationality resignation act must be provided)

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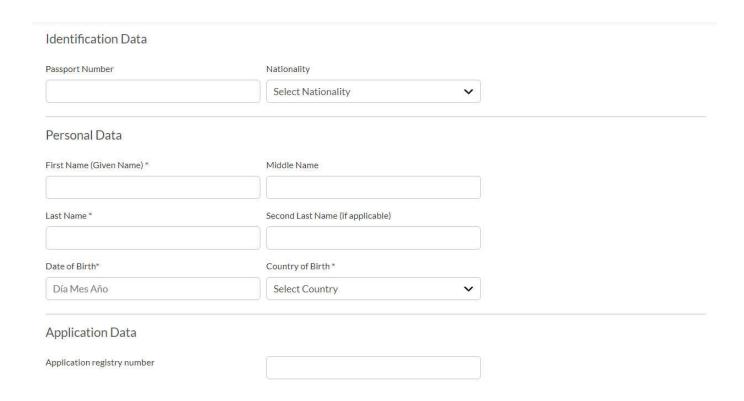
### D.REQUESTING A VISA:

Application is online-only:

https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml

Please bear in mind that you do not have to complete "Application registry number" if you are requesting a new visa. Also, please make sure that <a href="mailto:tramite@cancilleria.gov.co">tramite@cancilleria.gov.co</a> is added to your list of trusted email addresses.

The website can be used in Spanish or English. In this example, we will consider a V - TURISMO visa.



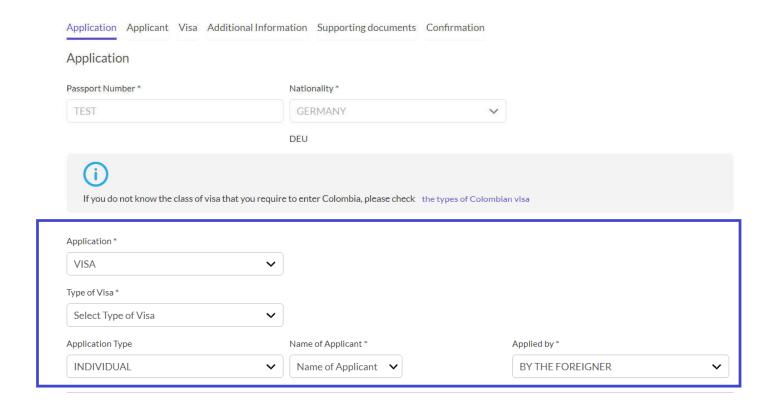
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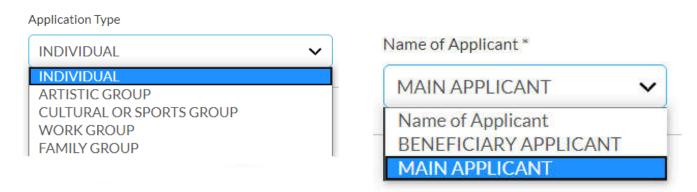
After filling out Identification Data, Personal Data, consenting to the use of personal data and processing the CAPTCHA challenge, please click on

IMPORTANT: When applying for the first time, you do not need to fill out "Application Data" Please make sure that PERSONAL DATA contains the SAME information that is in your passport. Also, please fill the application as carefully as possible and avoid typing mistakes (i.e. wrong passport number or birth date, etc.)

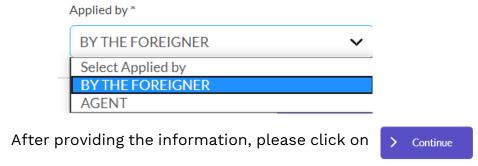
In the next screen, you must choose one visa type or visa-related process:



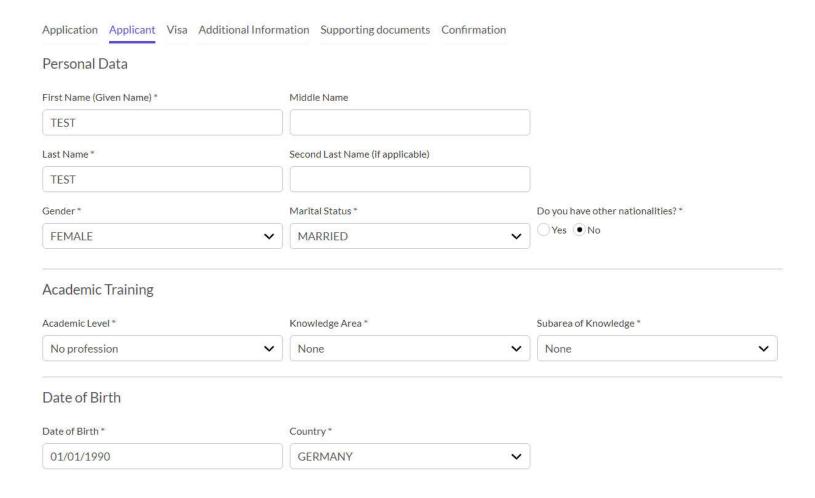
APPLICATION TYPE means whether the visa is requested by an individual or as part of an artistic group, cultural/sports group, work group or family group. If "INDIVIDUAL" or "FAMILY GROUP" is chosen, you can select on NAME OF APPLICANT whether the applicant is a main applicant or a beneficiary applicant; if any other option under APPLICATION TYPE is selected, only MAIN APPLICANT will be displayed under NAME OF APPLICANT

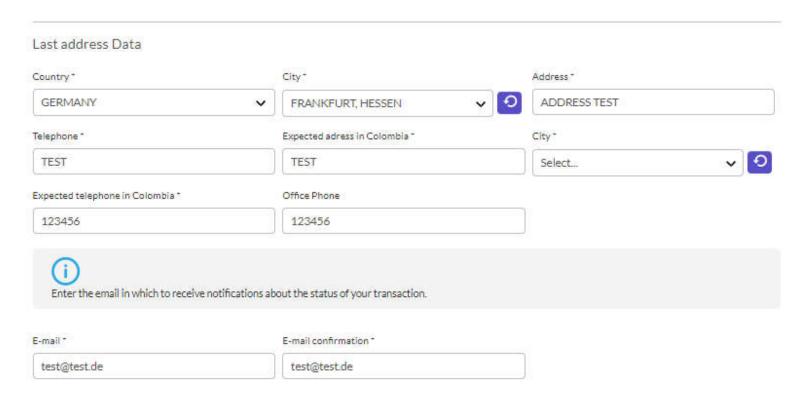


APPLIED BY is related to whether the applicant is requesting the visa himself/herself or someone else is doing the process in his/her stead. If the latter is the case, you must upload a power of attorney authorizing the agent to request the visa on your behalf.



Please provide your personal information on the next screen. Please be very careful when writing email and telephone number. Per the guidelines of the Visa Coordination Office in Bogota, applicants must provide a Colombian phone number and Colombian address during the visa application.





After providing the information, please click on



In the next screen, please complete the blank fields as applicable and click on



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Application Applicant Visa	Additional Information	Supporting documents	Confirmation			
Información Laboral						
Host*				Activity in Colombia*	Select	~
Earlier Applications						
Have you ever had a Colombian visa?*						
Yes No						
Have you ever been denied a Colombian visa?*						
Yes No						
Have you ever been subject to a cancelation or a no admission						
of a Colombian visa?*						
Yes No						
< Back						> Continue

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Application	п Арр	olicant	Visa	Additi	onal Info	rmation	Supportin	ng docume	nts C	onfirmatio
Addition	al Inf	ormat	ion							
Have you ev		expelle	d from	Colombi	a? *					
Have your ev		n depor	ted fror	m Colom	bia?†					
Do you have		e had leg	gal/pena	al proces	ses?*					
Have you ev		ed in Co	lombia	without	a visa? *					
Do you have Colombia? *		e had an	immigr	ration ca	rd in					
Do you h	ave f	amily	in Co	lombia	a?					
Does any far Colombia? *		mber cu	rrently	resides	in					
○Yes ○N	No									

In the next screen (SUPPORTING DOCUMENTS), you must upload all the documents needed for the application, and the photo.

Depending on the visa type, the "Visa supporting documents" table varies.

- Please remember that each document must be uploaded as a PDF file. We suggest that you scan documents, instead of photographing them and uploading bad-quality scans to the system.
- For visas that require bank account statements as supporting documents, we kindly ask that the applicant uploads a document of six pages with account balance at the beginning or end of each month. All personal/private information should be blackened out.

Click on + for uploading each document.

After doing so, you will see under the "Saved document" a check sign  $(\checkmark)$  You can review the uploaded document by clicking on the small magnifying glass icon.

Once you have uploaded every document and the photo, click on



## Visa supporting documents

Please upload the files in PDF format, in the indicated order. Bear in mind that the order of the documents could affect the results of the application.

Order of document	Name of document	Saved Document	Opcione
1	Copy of passport data page or valid travel document with the personal details of the visa holder with blank pages to stamp the visa on.	×	+ q ×
2	Copy of the last entry and exit stamp or salvoconducto, where appropriate, or copy of the document that demonstrates regularized migration status in the country of residence if different from nationality.	×	+ q ×
3	Copy of the last colombian visa. If given with OCR this requirement is not necessary.	×	+ 9 X
4	Duly notarized power of attorney if visa procedure is going to be finalized by an appointed representative.	X	+ 9 ×
5	If the visa application is sponsored by the applicant or another person: 1. Letter signed by the applicant or by the person that's sponsoring the application which must include: Complete identification of the applicant or of the sponsor (as evidenced in the passport or ID document), explanation of the ties with the foreigner, motivation of the trip and declaration of economic responsibility for the living and travel expenses of the foreigner. 2. Bank statements of the applicant or the sponsor of the last six (6) months prior to the lodging of the visa application.	×	+ Q ×
6	If the visa application is sponsored by one or various entities: 1. Letter signed by the legal representative of the institution or company stating: - Name of the institution or company, NIT (if legally constituted in Colombia) and contact details Identification of the foreigner as evidenced in passport Activity, duration and agenda of the foreigner while in Colombia Explanation of ties with the foreigner and qualifications or expertise Declaration of economic responsibility for the living and travel expenses of the foreigner. 2. If the application is sponsored by an private institution or company legally constitued in another country the foreigner must include a certificate of existence and legal representation, or equivalent document, duly apostilled or legalized as per situation. If it is in a language different to spanish, it must be translated and legalized. 3. Demonstrate financial solvency with the presentation of bank statements of the last 6 months, prior to the lodging of the visa application, belonging to the sponsoring entity or company. Public entities do not have to fulfill this	×	+ 9. X

## Cargar





To avoid problems with your supporting documents, please note:

- The format is PDF documents.
- Digitize your documents using a scanner.
- Do not use photographs and avoid converting image files in PDF format.
- If you only have a phone available, use specific scan document applications.
- Important. Before proceeding with the process, you must attach all supporting documents required for your Visa, otherwise your application will not be accepted.

Please verify the order of the required documents.

Support Documents \*





### Visa supporting documents

Please upload the files in PDF format, in the indicated order. Bear in mind that the order of the documents could affect the results of the application.

Order of document	Name of document	Saved Document	Opciones
1	Copy of passport data page or valid travel document with the personal details of the visa holder with blank pages to stamp the visa on.	*	+ a

The next screen allows you to review the information and request, under the "OFFICE" section which consular office will process the application or, if the applicant is currently in Colombia, the visa Office in Bogota.

If you are in Hessen, Baden-Württemberg, Nordhein-Westfalen, Saarland, Rheinland-Pfalz, Bayern, or Thüringen, please select C. FRANKFURT under "current location"

To finish, please click on



# Other Documents Supporting documents uploaded Photo Q Office Select the office where your visa application will continue Current location \* Seleccione... ¥ Save **♦** Back + Begin new application

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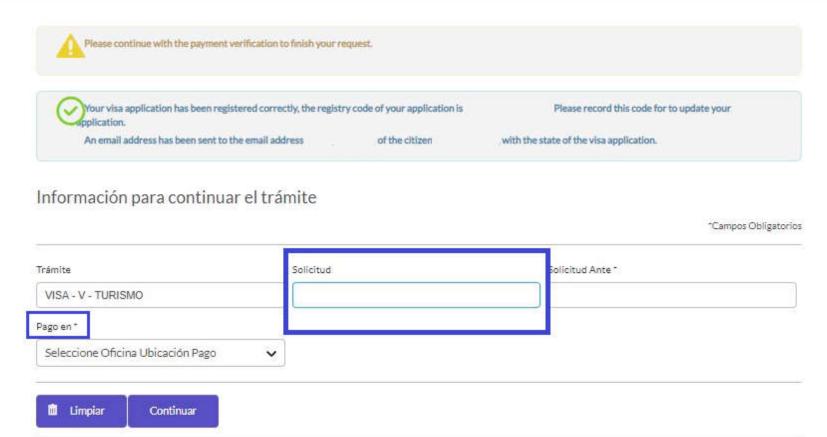


In the next screen, you can choose a payment method (under "Pago en"): please select credit card (only VISA or MASTERCARD) or bank transfer accordingly. You will also receive an automated email from <a href="mailto:tramite@cancilleria.gov.co">tramite@cancilleria.gov.co</a> with the initial application number and the subject "SOLICITUD VISA EN LÍNEA"

For credit card payment, please check <a href="https://tramites.cancilleria.gov.co/pago.aspx">https://tramites.cancilleria.gov.co/pago.aspx</a> and use the application number ("Solicitud") you are allocated. Please note this application number.

For bank transfer payment, you will receive an email from <u>cfrankfurt@cancilleria.gov.co</u> with the IBAN information.

IMPORTANT: Regardless of the payment method you select, you have 15 days to pay the processing fee. If you do not do so, the application will be cancelled automatically, and you would have to apply again.



### SOLICITUD VISA EN LÍNEA



#### MINISTERIO DE RELACIONES EXTERIORES DE COLOMBIA

#### SOLICITUD DE VISA

29 junio 2020 06:39 (Fecha y Hora Colombiana)

Estimado(a)

El Ministerio de Relaciones Exteriores de la República de Colombia, informa que ha sido registrada en el Sistema Integral de Trámites al Ciudadano SITAC su solicitud de visa en línea.

A partir de este registro tiene 15 días calendario para realizar el pago del estudio de la visa; de no efectuarlo y pasado este término su solicitud caducará y deberá realizar una nueva solicitud.

#### DATOS DE LA SOLICITUD:

Número de Solicitud= 103436000000112

Número de Recibo=

Tipo de Visa=

Fecha de Registro= 29/06/2020

Número de Pasaporte=

Nombres=

Apellidos=

Fecha Nacimiento=

## **E. AFTER APPLYING:**

After the processing fee has been paid, you will receive consular feedback.

Please note that visa processing times depend on whether documents are complete and how long does payment processing take (in payment by bank transfer this refers to the time it takes for money to be deposited and reflected on the consulate's account).

**VERY IMPORTANT I:** You can check the status of your application at <a href="https://tramitesmre.cancilleria.gov.co/tramites/enlinea/consultarEstadoSolicitud.xhtml">https://tramitesmre.cancilleria.gov.co/tramites/enlinea/consultarEstadoSolicitud.xhtml</a>

After applying and paying the processing fee, four outcomes are possible:

EMAIL SUBJECT	EXPLANATION
"SOLICITUD VISA - REQUERIDA"	Your application is missing some documents, or the consular official deems that additional documents /interview are needed.
"SOLICITUD VISA – APROBADA"	Your application was approved. You must pay the issuance fee to receive the visa. You will receive also receive an email from the consulate with payment information (credit card or bank transfer) VERY IMPORTANT: If you do not pay the issuance fee within 15 days, the system will automatically cancel the application.
"SOLICITUD VISA - INADMITIDA"	Your application was not approved. You can apply again, and a new processing fee must be paid.
"SOLICITUD VISA - NEGADA"	Your application was rejected. You are banned for six months and cannot request a new visa until the ban is lifted. The consulate has no legal

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obligation to explain why such decision is taken given that each state has
full discretion on whom receives a visa, so we kindly ask that you abstain
from requesting feedback, for it will not be provided.

If you are missing some documents, or the consular official deems that additional documents for processing your application, you must collect the missing documents and visit <a href="https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml">https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml</a>

Please log in with your application data and upload/modify what is needed on the "Visa supporting documents" screen.

VERY IMPORTANT I: When you upload a document on the "Visa supporting documents" screen, please make sure that you are not overwriting a previously added file. Otherwise, you might end up adding a document but deleting another one. It might be useful for you to check on the "Visa supporting documents" screen for the check sign (√) to keep tabs of which documents are already on the system.

**VERY IMPORTANT II:** If you do not provide the required information within 15 days, the system will *automatically* cancel the application. That is why we strongly suggest that <u>tramite@cancilleria.gov.co</u> is added to your list of trusted email addresses. We also suggest you check your spam folder regularly.

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## F. VISA PRINTING AND REGISTRATION:

After the issuance fee is paid, you will receive an email with the subject "SOLICITUD VISA - PUBLICADA"

After receiving the email, you have 30 days to visit the consulate with your passport and get the visa stamped. If you do not do it within 30 days, you must either request a VISA TRANSFER or ask that the stamping is done in Colombia (only in Bogota at the Visa Coordination Office - you have 15 days after entering Colombia to do so)

If you cannot visit the consulate, you can provide another person with a power of attorney so that he/she can request the stamping instead.

IMPORTANT: Visas that are granted with a duration of less than 3 months *are not stamped.* Please print the PDF file you receive and present it upon arrival to Colombia.

If the visa is valid for more than 3 months, you must register it at **MIGRACION COLOMBIA** in Colombia and apply for a "*Cédula de Extranjería*" (the identification card for foreigners in Colombia). You have 15 days from the day you enter Colombia to do so.

This document costs 196.000 COP (about 50-52 EUR, 2020 prices) and its validity is the same as that of the visa.

A list of MIGRACION COLOMBIA offices in Colombia can be found at <a href="http://www.migracioncolombia.gov.co/index.php/es/noticias/269-centros-facilitadores-de-servicios-migratorios">http://www.migracioncolombia.gov.co/index.php/es/tramites-2016/3281-tramite-cedula-de-extranjeria</a>

**IMPORTANT:** V- TURISMO, V - GESTIONES DE NEGOCIOS and V-PARTICIPANTE EN EVENTO visas are exempt from registration.

## **G.VISA EXPIRATION:**

A Colombian visa expires when its end date is reached or when a new visa is issued.

There are some rules that should be considered as well:

- V and M visas automatically expire when the conditions or circumstances under which the foreigner obtained the visa are modified or do not exist anymore.
- \* M visas automatically expire when the person is not in Colombia for six months
- \* R visas automatically expire when the person is not in Colombia for two years

The time of absence is counted from the date of departure from Colombia as recorded in the passport or in the migration records held by MIGRACION COLOMBIA.

A beneficiary-type visa expires when the visa to which it is tied expires and when:

- Financial independency is reached by the holder of the beneficiary-type visa.
- A spouse/partner relationship with the holder of the visa to which the beneficiary-type visa is tied does not exist anymore.
- The holder of the beneficiary-type visa reaches 25 years old only applies when the holder of the beneficiary-type visa is not in a situation of absolute disability.
- The holder of the visa to which the beneficiary-type visa is tied acquires Colombian nationality.

The Ministry of Foreign Affairs reserves the right to cancel a visa when its holder is subject to a deportation or expulsion order, and when evidence arises that the person misled consular or migratory authorities when requesting a visa.

**IMPORTANT:** Once a visa has expired, the foreigner will automatically have 30 business days of regular stay to leave either leave Colombia or request a new visa.

## H.ANNEX I -COSTS:

Costs are correct as of 2020. All values in EUR.

The costs of the beneficiary-type visa are the same one as that of the visa to which it is tied.

TYPE OF VISA	PROCESSING FEE <sup>6</sup>	ISSUANCE FEE	TOTAL (PROCESSING + ISSUANCE FEES)
VISITOR (V)			
TRANSITO AEROPORTUARIO	40	52	92
TURISMO	40	63	103
GESTIONES DE NEGOCIOS	40	188	228
INTERCAMBIO ACADÉMICO, ESTUDIOS EN ARTE U OFICIOS Y POSTGRADOS	12	40	52
TRATAMIENTO MÉDICO Y ACOMPAÑANTE	40	131	171
TRAMITES ADMINISTRATIVOS / JUDICIALES	40	131	171
TRIPULANTE DE EMBARCACIÓN O EN PLATAFORMA COSTERA	40	131	171
PARTICIPANTE DE EVENTO	40	131	171
PASANTE / PRACTICANTE	40	131	171
VOLUNTARIO	40	131	171
PRODUCCION AUDIOVISUAL Y/O DIGITAL	40	131	171
CUBRIMIENTO PERIODISTICO	40	131	171
PRESTADOR DE SERVICIOS TEMPORALES	40	131	171
TRANSFERENCIA INTRACORPORATIVA	40	188	228
OFICIAL O REPRESENTATE COMERCIAL DE GOBIERNO EXTRANJERO	40	188	228
PROGRAMA VACACIONES-TRABAJO	0	0	0

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<sup>&</sup>lt;sup>6</sup> For Ecuadorians, the issuance fee is free of charge and the processing fee is EUR 23 (except V- INTERCAMBIO ACADEMICO, whose processing fee is EUR 12), whereas for Japanese and Korean, the issuance fee is free of charge.

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CASOS NO PREVISTOS	40	131	171
CORTESIA	0	0	0
MIGRANT (M)			
CÓNYUGE O COMPAÑERO PERMANENTE DE NACIONAL COLOMBIANO	40	177	217
PADRE O HIJO DE NACIONAL COLOMBIANO POR ADOPCIÓN	40	177	217
ACUERDO MERCOSUR	40	177	217
REFUGIADO	0	0	0
TRABAJADOR	40	177	217
SOCIO/ PROPIETARIO	40	177	217
EJERCER PROFESIÓN O ACTIVIDAD INDEPENDIENTE	40	177	217
RELIGIOSO	40	177	217
ESTUDIANTES DE PRIMARIA, SECUNDARIA, MEDIA Y PREGRADO	12	40	52
INVERSIÒN INMOBILIARIA	40	177	217
PENSIONADO O RENTISTA	40	177	217
RESIDENT (R)			
R - VISA	40	301	341
VISA TRANSFER ("TRASPASO DE VISA")			
VISA TRANSFER	40	40	80

### Author:

Nicolás Alberto Mejía Riaño Second Consul / First Secretary Consulate General of Colombia in Frankfurt 01.10.2020



Cancillería Consulado de Colombia en Frankfurt