



## Visa Application Process

Revised 11/1/11

Below is some helpful information on applying for a work visa to serve at ECA.

### Your Part

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You will be asking for a 2-year temporary work visa at a cost of **\$255** - \$50 for the study and \$205 for the visa. You must get this visa from a Colombian consulate BEFORE you arrive in Colombia.

Work visa requirements vary slightly depending on the consulate. Click on the links below to view the requirements in the different consulates. For some, we could not find the information in English.

- Atlanta: [http://www.consuladodecolombiaatlanta.com/index.php?option=com\\_content&view=article&id=24&Itemid=42](http://www.consuladodecolombiaatlanta.com/index.php?option=com_content&view=article&id=24&Itemid=42)
- Boston: link broken
- Chicago: <http://www.consulcolombia.us/visasingles.php>  
<http://www.consulcolombia.us/visaExp.php?visald=79>
- Houston: <http://www.colhouston.org/servicios/visas.php> Click on **Work** under Class.
- Los Angeles: <http://consuladocolombiala.org/servicios/99-temporal-trabajador?catid=47%3Avisas> (in Spanish)
- Miami: [http://consuladodecolombia.com/servicios\\_visas\\_i.htm](http://consuladodecolombia.com/servicios_visas_i.htm)
- New York: [http://www.consuladodecolombiany.com/index.php?option=com\\_content&view=article&id=61&Itemid=108](http://www.consuladodecolombiany.com/index.php?option=com_content&view=article&id=61&Itemid=108)  
(Click English Information tab.)
- San Francisco: <http://www.consuladocolombiasf.com/index.php/serviciosconsulares/visas/41-temporal-trabajador.html> (in Spanish)
- Washington, DC <http://www.cancilleria.gov.co/en/content/temporary-worker%E2%80%99s-visa>

These webpages have links to print the visa application, but you will not need that. We will be sending you that document, mostly filled out. See number 2 below.

You will need a notarized and apostilled (authenticated for foreign consulates) copy of your **diploma** or **transcript** with an attached Spanish translation of that document. The translation does not need to be official - anyone can translate it. Costs for apostille certificates vary greatly from state to state. If you have questions about this process, handled by the U.S. Secretary of State, click this link and choose a state: [http://nass.org/index.php?option=com\\_content&view=article&id=262&Itemid=484](http://nass.org/index.php?option=com_content&view=article&id=262&Itemid=484).

### Our Part

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It will take us 2-3 weeks to send you the four documents you will need to take to the consulate when you apply for a work visa:

1. A letter of invitation from ECA attached to form SCFO-11, “*Resumen de Contrato para Visa Temporal Trabajado.*” The Colombian consulate website list says: Original of the Work Contract,

or Administrative Act (*Acto Administrativo*) or the form "Contract Abstract," depending on the case, signed and notarized.

2. Original of the Visa Application Form signed and completely filled out. We will send you the filled-out form, signed by our legal representative and notarized, and you will need to sign it, have your signature notarized, and add the date of your appointment. The Colombian consulate website says: Form SCFO-15.
3. Official paperwork showing we are a legal organization in Colombia - "*Personería Jurídica.*" The Colombian consulate website says: Original and copy of the company's legal existence certificate and legal representation, or a valid document that credits the legal function of the company, depending on the case, when the contractor is a legal entity; it must be issued within the last 3 months.
4. DAS reporting form, which commits you to report to DAS (Colombia's FBI) upon entering the country – you have 15 calendar days. The Colombian consulate website says: *Compromiso de Informar al Departamento Administrativo de Seguridad – DAS*, Form SC-FO-07. †

These documents will be sent to the address on your application unless you advise otherwise. To start the new school year, you would normally receive them by **June 15** and you need to make an appointment at the nearest consulate sometime between June 15 and July 15.

- † The day you go to DAS you will apply for a *cédula*, the national ID card. See Legal Documents - DAS, available on our website, for more information about what you'll need to bring.