

PASO A PASO PARA TRAMITAR LA VISA

VISA PROCESS STEP BY STEP

1. Complete the online visa application form through the following link: http://www.cancilleria.gov.co/tramites_servicios/visa and then click on "Make your online Visa application here"

Complete el formulario de solicitud de visa en línea a través del siguiente enlace:

http://www.cancilleria.gov.co/tramites_servicios/visa y luego haga clic en "Haga su solicitud de Visa en línea aquí"



2. Diligencie sus datos y continúe:

Fill out your data and continue:

A screenshot of the online visa application form. The form is titled "Solicitar Visa" and is part of the "SITAC Sistema Integral de Trámites al Ciudadano" system. It is divided into three main sections: "Identification Data", "Personal Data", and "Application Data".
- Identification Data: Passport Number (888888888) and Nationality (CANADA).
- Personal Data: First Name (Given Name) (AAAAAAAAAAAA), Middle Name (BBBBBBBBBB), Last Name (CCCCCCCCC), Second Last Name (if applicable), Date of Birth (05/04/1988), and Country of Birth (CANADA).
- Application Data: Application registry number (empty field).
At the bottom, there are "Clean" and "Continue" buttons.

3. Seleccione el tipo de visa acorde al tipo de actividad que hará en Colombia y continúe:

Please select the type of visa according to the type of activity that you will do in the country and continue:

CANCELLERÍA SITAC Sistema Integral de Trámites al Ciudadano Request Visa

Request Visa *Required Fields

[Application](#) [Applicant](#) [Visa](#) [Others](#) [Supporting documents](#) [Confirmation](#)

Application

Passport Number * Nationality *

CAN

If you do not know the class of visa that you require to enter Colombia, please go to the visa webpage of the [Ministry of Foreign Affairs](#).

Application *

Type of Visa * Activity of Visa *

Application Type Name of Applicant * Applied by *

[Continue](#)

4. Diligencie Datos personales, Formación Académica y continúe, como se ve en el ejemplo:

Fill out Personal Data, Academic Training and continue as shown below:

← → ↻ 🏠 🔍 Ministerio de Relaciones Exteri... (CO) | https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarV

CANCELLERÍA SITAC Sistema Integral de Trámites al Ciudadano Request Visa

Last address Data

Country * City * Address *

Telephone

Enter the email in which to receive notifications about the status of your transaction.

E-mail * E-mail confirmation *

[Back](#) [Continue](#)
[Begin new application](#)

Esta aplicación funciona mejor en Internet Explorer 8 (o superior) Mozilla Firefox o Google Chrome
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 @Versión 5.1.6

5. Diligencie datos de la Universidad y continúe:

Fill out the data of the University and continue:

The screenshot shows the 'Request Visa' page in the SITAC system. The 'Employment Information' section includes a text field for the institution name (filled with 'COLEGIO MAYOR DE NUESTRA SEÑC'), and three dropdown menus for 'Sector' (Private), 'Activity Sector' (Services), and 'Activity Sub-Sector' (Education). Below this, the 'Earlier Applications' section contains three questions, each with 'Yes' and 'No' radio button options:

- Have you ever had a Colombian visa? * (Selected: No)
- Have you ever been denied a Colombian visa? * (Selected: No)
- Have you ever been subject to a cancellation or a no admission of a Colombian visa? * (Selected: No)

- Continue diligenciando la solicitud:
Continue filling out the application:

The screenshot shows the 'Request Visa' page in the SITAC system, specifically the 'Additional Information' section. It contains five questions, each with 'Yes' and 'No' radio button options:

- Have you ever been expelled from Colombia? * (Selected: No)
- Have you ever been deported from Colombia? * (Selected: No)
- Do you have or have had legal/penal processes? * (Selected: No)
- Have you ever stayed in Colombia without a visa? * (Selected: No)
- Do you have family in Colombia?
Does any family member currently resides in Colombia? * (Selected: No)

At the bottom of the form, there are three buttons: a blue 'Back' button, a blue 'Continue' button, and a blue button with a plus sign and the text 'Resign your application'.

- Cargar su Foto y los Documentos soporte solicitud de visa. Verifique y adjunte los demás documentos y continúe hasta finalizar el proceso:

Upload your photo and the Visa supporting documents. Verify and attach the other documents required in your application and continue until the process is finished:

Request Visa

*Required Fields

Application Applicant Visa Others Supporting documents Confirmation

Digital Photo

Color photograph in a white background of 4 centimeters by 3 centimeters. Please look directly to the camera and verify that the head is in the center. Eyes must be opened. Flashes are not allowed in the image and nothing can cover the face.

Photo *

+ Upload photo

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.	x	+ x
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.	x	+ x

3	Copy of the last colombian visa. If given with OCR this requirement is not necessary.	x	+ x
4	Duly notarized power of attorney if visa procedure is going to be finalized by an appointed representative.	x	+ x
5	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.	x	+ x
6	If the application is sponsored by a private institution or company legally constituted 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.	x	+ x
7	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 requirement.	x	+ x
11	Additional Documents as required	x	+ x

< Back

> Continue

+ Begin new application