



CHILE, SANTIAGO: PONTIFICIA UNIVERSIDAD CATÓLICA STUDENT VISA APPLICATION INSTRUCTIONS FALL 2009

In order to enter and remain in Chile as a student, you will need a student visa issued by the Chilean Consulate on behalf of the Chilean Government. The visa will be affixed to your passport, in your country of residence, before your departure and must be presented to border officials at the port of entry. You cannot request the visa after you have arrived in Chile. Student visa applicants must have permanent residency status in the USA. The request for a visa must be made at the Chilean Consulate that has jurisdiction over the state where the applicant resides.

Please note: Use the following instructions as a guide only, but consult the Chilean Consulate in your jurisdiction for updated procedures. Student visa requirements and required forms are determined by the Chilean government. While the OIP can help you better understand the process, the Chilean Consulate should be considered your authority on visa related questions. You are ultimately responsible for following the necessary procedures and adhering to filing deadlines.

Preliminary Procedures

- _____ Make sure your passport will not expire before July 2010.
- _____ Find the Chilean Consulate in your jurisdiction: <http://www.chile-usa.org/consular.htm>. Most students will reside in the Chicago Consulate jurisdiction: <http://www.chileanconsulatechicago.org>
- _____ Read the Visa Application Checklist
- _____ Plan your visa application timeline by working backwards, taking into account processing time, any holidays, and your personal itinerary:
 - You will need to appear at the Chilean Consulate in order to retrieve your passport.
 - You will need to submit a current, signed passport to the Chilean Consulate. This means that you will not have your passport while the visa is being processed.

Visa Application Checklist (use as a guide only)

- _____ **FBI Background Clearance Report**
 - **Obtain a set of fingerprints**

A set of fingerprints is required in order to apply for an FBI Background Clearance.
Use the standard fingerprint form available from: <http://www.fbi.gov/hq/cjisd/fprequest.htm>
Your fingerprint form should include your name and date/place of birth.
Fingerprinting services are available from the Washtenaw County Sheriff:
http://www.ewashtenaw.org/government/departments/sheriff/sh_ccw.html
 - **Obtain an \$18 money order made payable to the FBI**

Cash or personal checks are NOT accepted. You can purchase money orders from banks and credit unions.
 - **Visit the FBI Identification Record Request website:** <http://www.fbi.gov/hq/cjisd/fprequest.htm>

Read this website thoroughly
Click: Complete Cover Letter
Fill in the appropriate information.
List the address where you would like to receive your background check.
Under *I have a reason/date that requires expeditious handling* (optional):
Date Required: May 2009
Reason: I am applying for a student visa to enter Chile in July 2009. An FBI background check is required. It takes several weeks for the Chilean Consulate to process the student visa.
Print, sign and date your letter.
OIP will provide a letter to support your reasons for expediting the background check.
 - **Mail Cover Letter, Expedited Processing Request Letter from OIP, Fingerprints, and \$18 money order to:**

FBI CJIS Division – Record Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

Proof of Financial Solvency: Parents

Your parents or guardians will need to state that they can cover the costs of your program. The person who signs this letter will need to have it notarized. Notary Public services are available at most banks and local government offices.

Health Certificate

This letter must be issued by a doctor, attesting to the applicant's state of health, printed on the letterhead of the issuing hospital or clinic, including address & telephone number.

It must be issued within 30 days of applying for your visa.

We suggest visiting your family physician or UHS to obtain this letter.

HIV Exam Results

We suggest visiting UHS to obtain this letter. For more information on free HIV testing available through UHS:

<http://www.uhs.umich.edu/services/hivtest.html>

Money Order made payable to the "Consulate General of Chile" for \$130.00.

Cash or personal checks are NOT accepted. You can purchase money orders from banks and credit unions.

Passport

Signed and valid through July 2010 or later.

Proof of Residence

Photocopy one of the following onto 8 ½ x 11 paper: valid US Drivers' License, valid State Identification Card, or valid Voter's Registration Card

Proof of Acceptance to a Chilean School

La Católica will issue this letter. OIP will notify you when your La Católica letter is available to be picked up.

3 Passport Photos

Photos must be taken within 30 days of your visa application and be identical official passport photos. Photos do not have to be the same photo used for your passport. Photographs cannot be electronic, scanned, or self-printed images. Official passport-sized photos can be taken at major pharmacies, some post office locations, and U-M Photo Services: <http://www.ps.umich.edu/passport.html>.

Application to obtain a Temporary Resident Visa

Obtain a Student Resident Visa Form from http://www.chileanconsulatechicago.org/?page_id=14

Complete the application in typed ALL CAPITALS.

Tips for completing the visa application form:

Type of Visa: *Select Student*

Current Address: *Use your permanent address as it appears on your proof of residence.*

Profession: *Student*

Name of Company or School (in Chile): *Pontificia Universidad Católica de Chile*

Address: *Avenida Vicuña Mackenna 4860*

City: *Santiago*

Proposed date of departure: *Enter the day your flight leaves the U.S.*

Length of proposed stay: *July – December*

Fax Number: *optional*

Complete Name of Spouse: *N/A if single*

Applicant's Place of Employment: *Even if you work, leave as N/A*

Contact person in Chile:

Antonia Viu, Program Liaison, Wisconsin/Michigan Program at Pontificia Católica de Chile

Address of contact in Chile:

Programas Internacionales, Oficina 1, Campus San Joaquin, Avenida Vicuña Mackenna 4860 Santiago

Telephone Number: *608-262-2851*

Fax Number: *608-262-6998*

Send required materials to the Chilean Consulate in your jurisdiction via secured/certified mail (UPS, etc.). You will be required to appear in person in order to sign and fingerprint your visa. The Chilean Consulate will contact you when your visa is ready.