GUIDELINES FOR ONLINE VISA TO COLOMBIA  
(Courtesy translation)

The Visa Online service allows you to apply for a visa from your home or office. This service is available 24/7 and may accessed from any location worldwide.

You will only have to visit the Consulate to get the stamp of your visa on your passport if your application has been accepted.

Remember that in the event that the application is made through a third person, it should include the corresponding power of attorney granted before the relevant authority, and he/she must appear personally with the corresponding identity document and the passport of the applicant.

PLEASE NOTICE:
1. DOCUMENTS OF SUPPORT.
   The documents to support your Visa application must be in PDF format and the combined size of all scanned or uploaded documents must not exceed 3 MB.

2. PHOTO.
   Passport styled face photograph / White background / 3cm of width X 4cm of height / max. 300 KB in size / MUST BE IN .jpg FORMAT.

PROCEDURE

1. Go to https://tramitesmre.cancilleria.gov.co/tramites/online/solicitarVisa.xhtml
   This link will take you to the new online Visa application form (in Spanish).

   Select the option VISA, under the menu EN LINEA

The system will show you the following screen:
Write your NUMERO DE PASAPORTE = Passport number and your NACIONALIDAD = nationality and then click on CONTINUAR.

2. The screen SOLICITAR VISA will be shown:

In the field GRUPO: please state if you are part of a group and select de type of group. If you are applying for your own visa, select NINGUNO.

- In the field SOLICITUD DE, select VISA
- In the field CLASE DE VISA, select the type of visa you are applying for
  - NEGOCIOS (Business)
  - TEMPORAL (Temporary)
  - RESIDENTE (Resident)
- In the field CATEGORIA DE LA VISA, select the type of visa you are applying for
  - NE-1, NE-2, NE-3, NE-4 (for Business)
  - TP-1, TP-2, TP-3, TP-4, TP-5, TP-6, TP-7, TP-8, TP-9, TP-10, TP-11, TP-12, TP-13
  - RE

If you are not sure what type and code is your visa, please confirm the information on http://www.cancilleria.gov.co/en/procedures_services/visas/types
Also you can check the last page of this document for a quick overview.
Then click on CONTINUAR.

3. The screen SOLICITANTE will be shown:
   - In the field TIPO DE SOLICITANTE, select TITULAR, if you are applying for your own visa or you are the head of a group (such as a family group).
In the field TRAMITADA POR, select DIRECTAMENTE POR EXTRANJERO (directly by foreigner).

If you have lived in Colombia and you have the document called “Cédula de Extranjería”, please write the number. Otherwise, leave it blank.

In the field: TIENE OTRA NACIONALIDAD (do you have another nationality?):
If your answer is NO, then click on CONTINUAR.
If your answer is YES, then complete the information required (Nationality and passport number).

And click on AGREGAR, to add the information.

If you have more than 2 nationalities, click on CREAR and included the information.
Then, click on CONTINUAR.
4. A new screen will be shown:

Fill in the information of
- **DATOS PERSONALES** = Personal data (names and surnames as shown in the passport)
- **SEXO** (gender) **F/M** and **ESTADO CIVIL** (Marital Status)
- **DATOS NACIMIENTO** = **FECHA NACIMIENTO** (Date of Birth) and **PAIS** (country)
- **DATOS ULTIMO DOMICILIO** =
  - **PAIS**: Country
  - **CIUDAD/MUNICIPIO**: Town/Municipality
  - **DIRECCION**: Your address in India.
  - **DIRECCION PREVISTA IN COLOMBIA**: Address of the place where you will be staying in Colombia.
  - **CORREO ELECTRONICO**: Email

  **Remember to check your email address,**
  **All information regarding the application will be sent there.**

5. A new screen will be shown:
In the field PROFESION, please enter your occupation in India.

In the field ACTIVIDAD U OCUPACION, please select your work status.

In the field DESCRIPCION DE ACTIVIDAD U OCUPACION, please briefly describe your occupation.

In the field ENTIDAD / FAMILIA / INVERSION, please enter the name of the legal entity / business name / organisation or person that you will be with/for. If you are and investor, please state the sort of investment you are doing.

On SOLICITUDES ANTERIORES you will be requested to answer the following:

- Have you ever had a Colombian Visa? Si (yes)   NO (No)
- Have you have an application of visa denied for you? Si (yes)   NO (No)
- Please state the type of Visa you were applying for and the date of the denial.
- Have you had a visa denied?

If your answer is YES to any of the previous questions, you will be required to explain the reasons.

Then click on CONTINUAR

6. A new screen will be shown to include additional information, as follows
• Have you ever been expelled of Colombia? SI (yes) NO (No)
• Have you ever been deported from Colombia? SI (yes) NO (No)
• Have you have or do you have any judicial process against you? SI (yes) NO (No)
• Have you ever stayed in Colombia without a visa? SI (yes) NO (No)

If you answer “YES” to any of the previous questions, a new field will be shown for you to explain the reason of your answer.

In the section “FAMILIARES EN COLOMBIA”, you will be asked to state if you have any relatives in Colombia, SI (yes) NO (No) if so complete de information required. If NOT, then click on CONTINUAR.

7. The section OTROS DOCUMENTOS will be shown:
In this section you will be required to upload your picture and the documents to support your visa application (letters of invitation, contracts, etc).

A. **PICTURE:**
   Passport styled face photograph
   White background
   3cm of width X 4cm of height
   max. 300 KB in size
   MUST BE IN .jpg FORMAT.

   If the picture has been uploaded correctly, a message similar to this will be shown

   ![La foto visa_mujer.jpg ha sido cargada.](image)

B. **DOCUMENTS:**
   Please check carefully the order of documents and uploaded them one by one.
   **Documents must be in PDF format and the combined size of all scanned or uploaded documents must not exceed 3 megabytes.**
   To see the order of the documents, click the link called “Orden Documentos” (in Spanish)
   If you are not sure what type and code is your visa, please confirm the information on
Will upload ALL documents

Will erased the documents

Will upload the documents one by one

Will erase the documents one by one

Once you finish, you will see a screen similar to this one:

Then click on CONTINUAR
8. Once the visa application is complete, you will be able to review it on the screen CONFIRMACION:

If you need to correct any information, click on “ATRAS”, check the section to correct and proceed.

If your application is correct then click on “GUARDAR”.

You will receive by email with a confirmation like this (in Spanish and English)
9. Once you have this, the system will lead you to the payment procedure, in order to finish your application:

Please keep the number the system displays, as any enquire about your visa will be related to that number, and the system might require you to write the number again.

10. PAYMENT

- In the field: “UBICACION ACTUAL” please select: “EN EL EXTERIOR” (outside Colombia)
- In the field: “OFICINA”, please select: C. NUEVA DELHI
- In the field “PAGO EN…” please select “CONSULADO O BANCO EXTRANJERO”
- Then proceed top ay at the desired branch of the KOTAK MAHINDRA BANK
  AC name: Consulate of Colombia
  AC Number: 0011177456
  Branch: Vasant Vihar

YOUR APPLICATION IS NOW COMPLETE!!!
NEXT STEPS:

1. PLEASE SEND (EMAIL/TRAVEL AGENT) THE EMAIL YOU RECEIVED FROM THE ‘CANCILLERIA’ TO THE CONSULATE IN NEW DELHI (cnuevadelhi@cancilleria.gov.co) including:
   - The number of your application (previous image, in the red circle), your passport number, your name and mobile number. This will allow the Consul to be aware of your information.
   - Scan/original the deposit of Study fees

2. THE CONSULATE STUDIES YOUR APPLICATION AND PROVIDES FEEDBACK (via email from the online system)
   a. INSUFFICIENT DOCUMENTATION:
      i. You would be asked to send the information required or
      ii. You would be asked to re-submit the application again if there are discrepancies within the application. In such a case, the study fees must be paid again.
   b. NEGADA (Denied): in case your visa won’t be approved
   c. APROBADA (Approved).

3. With this confirmation (email), proceed to pay the fees for your visa at the KOTAK MAHINDRA BANK of your convenience (same details than above). Please contact immediately the consulate for the exchange rate.

4. After payment, please SEND/ BRING YOUR PASSPORT TO THE CONSULATE ALONG WITH THE RECEIPT OF THE MONEY YOU DEPOSITED FOR YOUR VISA.

5. THE CONSULATE PRINT AND STICK THE VISA IN YOUR PASSPORT

6. YOU CAN COLLECT YOUR PASSPORT WITH THE VISA.

End of the document