

**PROCEDURE ON HOW TO APPLY ONLINE FOR A TP-1 VISA (COURTESY)
SITAC: SISTEMA INTEGRAL AL CIUDADANO**

- VISIT WWW.CANCELLERIA.GOV.CO "PROCEDURES AND SERVICES "- VISAS- Apply online OR GO DIRECTLY TO: <https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml>
 - CLICK ON: "GUIDELINES FOR ONLINE VISA TO COLOMBIA", WHERE YOU CAN SEE ALL THE PROCEDURES
 - THE SYSTEM WILL ASK FOR THE CLASS TYPE OF THE VISA: TEMPORARY (TEMPORAL)
 - THE SYSTEM WILL ASK FOR THE CATEGORY (CATEGORIA) : TP-1
 - THE SYSTEM WILL ASK TO UPLOAD SUPPORTING DOCUMENTS:
 1. COPY OF THE PASSPORT
 2. SUPPORTING LETTER INFORMING LENGTH OF STAY
 3. EBOLA VIRUS DISEASE SURVEY
 4. A PASSPORT STYLE FACE PHOTOGRAPH/WHITE BACKGROUND/ 3 CM. W X 4 CM. H/ JPEG FORMAT
 - ONCE YOU'VE COMPLETED THE VISA APPLICATION, THE SYSTEM WILL GIVE YOU A REGISTERED NUMBER. PLEASE INFORM THE CONSULATE BY EMAIL OF THIS NUMBER, THE NAME, PASSPORT NUMBER AND DATE OF BIRTH OF THE APPLICANT, TO BE ABLE TO AUTHORIZE THE VISA.
 - ONCE THE APPLICATION IS APPROVED, AN EMAIL NOTIFICATION WITH THE E-VISA INCLUDED WILL BE SENT TO THE EMAIL REGISTERED ON THE APPLICATION, ALLOWING THE PERSON TO TRAVEL WITH THE E-VISA.
 - THE PROCESSING TIME FOR VISAS TO BE APPROVED IS 3 BUSINESS DAYS FROM RECEIVING THE EMAIL.
 - THE ELECTRONIC VISA ALLOWS THE PERSON TO ENTER AND EXIT THE COUNTRY IF THE LENGTH OF STAY IS LESS THEN 30 DAYS.
- IF THE LENGTH OF STAY IS LONGER THAN 30 DAYS A LABELED VISA WILL BE STAMPED IN THE PASSPORT.
- PLEASE NOTE THAT THE CORRECT FORMAT FOR THE DATE OF BIRTH IN COLOMBIA IS DD/MM/YYYY AND THAT YOUR NAME HAS TO BE EXACTLY AS IT APPEARS ON YOUR PASSPORT.
 - BUSINESS HOURS ARE FROM 9:00 AM TO 12:00PM MONDAY TO FRIDAY.

FOR FURTHER INFORMATION PLEASE CONTACT THE NEAREST CONSULATE

http://colombiaemb.org/Consular_Directory

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Dirección correspondencia Carrera 5 No 9 – 03 Edificio Marco Fidel Suárez
PBX 3814000 – Fax 3814747

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SC-CER 221917

