

→ How do I request or renew my **STUDENT VISA?**

Dear International students:

The Registrar's and International Programs office would like to inform all international students that they must be up to date with the immigration authorities; thus, all students who do not possess a resident visa must process their student visa if they are planning to stay at ULACIT for more than one school period (four months).

Please check with the corresponding office the total cost of carrying out the application process of your student visa and be aware that payments must be done in advance.

Please find below a detailed list of all the documents that must be handed in:

- ▶ Two passport-sized pictures.
- ▶ Visa request letter. This document will include the student's full name information, phone number, home address, nationality and student status; this document is prepared by the Registrar's or International Programs Office once all other documentation has been submitted.
- ▶ Student certification. This document is prepared by the Registrar's or International Programs Office once both the enrollment and admission processes are finished and the student has been admitted into the program.
- ▶ Birth certificate, issued by a relevant authority in the country of origin of the student, duly authenticated and apostilled by the consulate and the Foreign Ministry in Costa Rica. All documents that are not written in Spanish must be translated into Spanish by an official translator. This document must be within a six-month validity.
- ▶ Criminal record, issued by a relevant authority in the student's country of origin, duly authenticated and apostilled by the consulate and the Foreign Ministry in Costa Rica. All documents that are not written in Spanish must be translated into Spanish by an official translator. This document must be within a two-month validity.
- ▶ Passport copy (all pages and front cover). Students must verify that the period allotted has not been exceeded.
- ▶ Proof of consular registration. This document is issued by the embassy or consulate of each country in Costa Rica.
- ▶ \$50 deposit on behalf of "Migración y Extranjería", account number 242480-0 from BCR. The student's name must appear in the bank's voucher.
- ▶ \$200, deposit on behalf of "Migración y Extranjería", account number 242480-0 from BCR. The student's name must appear in the bank's voucher.
- ▶ Income certification. This document is issued by an authorized public accountant in Costa Rica. The Registrar's or International Programs Office can provide assistance in obtaining this document.

- ▶ Visa request letter issued by the institution's legal representative (lawyer). This document is prepared by the Registrar's or International Programs Office once all other documentation has been submitted and it is authenticated by the legal representative of the educational institution.

Documents to be submitted to obtain the resolution of the student visa:

- ▶ Passport
- ▶ \$20 deposit on behalf of "Migración y Extranjería", account number 001-80052-0 from BCR. The student's name must appear in the bank's voucher.
- ▶ \$98 deposit on behalf of "Migración y Extranjería", account number 242480-0 from BCR. The student's name must appear in the bank's voucher.

Documents to be submitted to renew the student visa:

- ▶ Passport
- ▶ Student certification. This document is prepared by the Registrar's or International Programs Office once both the enrollment for the new school term has been finished.
- ▶ Grade transcript. This document is prepared by the Registrar's or International Programs Office once the latest school period has finished and grades have been submitted.
- ▶ \$98 deposit on behalf of "Migración y Extranjería", account number 242480-0 from BCR. The student's name must appear in the bank's voucher.

Students may request the contact information of the legal representative of the educational institution once they are in the visa request process if there is anything abnormal of the paramount significance that needs to be addressed directly with the lawyer.

Important notes:

- ▶ To obtain the fingerprint proof, the student must personally visit the Ministry of Public Security, located in front of Centro Comercial del Sur, San José (once the office in charge of your file, Registrar's or International Programs Office, informs you about the moment in which such procedure must be carried out). The student must submit that day two passport-sized pictures and the form of completion of requisites issued by the immigration office.
- ▶ By order of the Government of Costa Rica, the amounts of deposits can change at any time without prior announcement.

For more information you can contact: **Johanna Villalobos**, Director of Registrar's office. Tel.: (506) 2523-4000, ext. 304 • jvillalobos@ulacit.ac.cr
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