



ACADEMIC STUDIES ABROAD

Student VISA Information for Chile

Students attending an ASA semester program in Chile must obtain a Student Visa prior to departure. The Student Visa is valid for one year and may be renewed in Chile. The Student Visa does not allow you to work.

Your Passport

- ▶ **IF YOU DON'T HAVE A VALID PASSPORT OR HAVE NOT YET RENEWED YOUR CURRENT PASSPORT, HAVE IT EXPEDITED IMMEDIATELY!** Regular service can take up to 6 weeks to process; expedited service takes 2-3 weeks.
- ▶ **YOU WILL NEED YOUR VALID PASSPORT IN HAND AT LEAST 60 DAYS PRIOR TO DEPARTURE, IN ORDER TO APPLY FOR YOUR VISA. The Consulate will keep your passport while they process your visa, so don't plan any international travel while your visa is being processed.**
- ▶ **Your passport must NOT expire for at least 3 months after your proposed return date from Chile. CHECK YOUR PASSPORT'S EXPIRATION DATE TO BE SURE.**

Policies

- ▶ **ASA cannot assist you in applying for or obtaining your visa. It is solely the student's responsibility to apply for and obtain the visa. YOU WILL HAVE TO MAKE A PERSONAL APPEARANCE at the Chilean Consulate representing your state's jurisdiction.**

The information contained in this document consists of general guidelines and is meant to help you get started with the application process that goes on between you, the applicant, and the Chilean Consulate that represents your state of residence. **However, the information in this document may not be 100% correct or up-to-date, because of the constantly changing visa laws, so it is of utmost importance that you CHECK YOUR CONSULATE'S WEBSITE as soon as possible to read about YOUR particular Consulate's visa requirements. Visa requirements and procedures vary by Consulate!!**

- ▶ **You should direct all your visa-related questions to your Consulate.**

Only your particular Consulate can advise you on how to apply, what documents they need you to submit, and all other visa-related requirements, procedures and processing time. Because each Chilean Consulate works independently of the others, some Consulates may require certain documents that other Consulates do not.

- ▶ **If you do not have your Student Visa when it is time to depart, you will not be allowed to attend the ASA program and will receive no refund.**

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HOW TO APPLY: TIMELINE

1. **YOU MUST APPLY FOR YOUR VISA 45-60 DAYS PRIOR TO DEPARTURE IN ORDER TO ALLOW TIME FOR PROCESSING!** The Consulates can take a month or more to issue your visa. There are seven Chilean Consulate General offices in the United States.

YOU WILL NEED TO MAKE A PERSONAL APPEARANCE either to apply for your visa, to pick up your visa, or in some cases BOTH!

2. **THE FIRST STEP IN GETTING YOUR VISA IS to request your FBI Background Check. THIS TAKES 13 WEEKS TO PROCESS!** You must *have this in hand* in time for your visa appointment- it cannot still be in process at the time of your appointment!
 - a. **Because it takes the FBI 13 weeks to process it (3 months + 1 week), and because your visa appointment must take place 45-60 days prior to departure, YOU NEED TO APPLY FOR THE FBI BACKGROUND CHECK 5 MONTHS PRIOR TO DEPARTURE.**
 - b. Page 4 of this document has details on how to apply for the background check.
3. **Your SECOND STEP is to VISIT YOUR CONSULATE'S WEBSITE AND CAREFULLY READ THE STUDENT VISA REQUIREMENTS.** The Consulates' websites can be found on the last pages of this document. Read carefully to see if your personal appearance needs to be at the time of visa application, at pick-up, or both.
4. **Your THIRD STEP is to MAKE AN APPOINTMENT with your Consulate. GET YOUR APPOINTMENT NOW BECAUSE THEY FILL UP EARLY. Make sure your appointment is 45-60 days prior to departure.**
 - a. **To make your visa appointment, go to your Consulate's website (list of Consulates is at the end of this document).** Appointments can usually be made online via the Consulate's website, or by email. APPOINTMENTS FILL UP EARLY, SO DON'T DELAY.
 - b. **Once you've booked your appointment, you must let ASA know the date so we can make sure you have the required Visa Letters in time for your appointment** (more on this below).
5. **Your FOURTH STEP is to BEGIN COMPILING YOUR VISA DOCUMENTS. Keep in mind some documents (such as medical certificate from a doctor and HIV Negative Test Report) must be *dated within 30 days of your visa appointment*.** (This can vary by Consulate – some will accept documents issued within 60 or even 90 days before your appointment. Check your Consulate's website to be sure.)

HELPFUL TIPS!!!

1. **You'll have to travel to the Consulate representing your home state's jurisdiction, which may be far away.** Some Consulates have very large jurisdictions, as you'll see on the last pages of this document; for example, residents of Colorado must travel to Los Angeles to get a visa. This is one of the unfortunate realities with applying for a visa; there is simply no way around this, as most Consulates require you to apply in person and/or pick up your visa in person, regardless of how far away you might live.

Jurisdictions: Each Consulate represents only certain states or counties. (See the last pages of this document for a list of all the Chilean Consulates in the United States and their corresponding jurisdictions.)

2. **ASA will provide you with TWO of the documents you'll need for your visa application.**
 - ▶ **BE SURE TO LET US KNOW WHEN YOUR APPOINTMENT IS, SO WE HAVE ENOUGH TIME TO GET THESE LETTERS FOR YOU!** (It takes on average 4 weeks to get the letters.)
 - ▶ **ASA IS NOT RESPONSIBLE IF YOU DON'T GIVE US ENOUGH TIME TO GET THE LETTERS IN TIME FOR YOUR APPOINTMENT!**
 - ▶ **The 2 letters that we provide are (these will be mailed together):**
 - a. **Visa Letter from ASA, verifying your enrollment; written by ASA, on ASA letterhead, addressed to "Consulate General of Chile"** *This letter will also verify that you have paid in full, which some (but not all!) Consulates will accept as your Proof of Financial Means. Check your Consulate's website to see what they require.*
 - b. **Visa Letter from the Chilean university you'll attend, verifying your enrollment**
3. **If you have a specific question that is not answered on the Consulate's website or phone recording,** be prepared that it might be difficult to actually get someone on the phone. (Some Visa Offices only accept calls during limited hours, and other Visa Offices don't accept phone calls at all and only communicate by email or fax.) If you're persistent and plan ahead, you will get the information you need. If you try calling and can't get through, try sending a fax and an email as well. Be patient when waiting for an answer back when you phone, email or fax them, as it can take them at least a week to get back to you. Some Consulates have automated telephone systems that list the visa requirements. As always, please check your Consulate's website.
4. **It may be frustrating.** Some of the procedures and requirements may seem unreasonable to you. The reality is that there is only one way to get a visa, and it is to complete the application process as specified by your Chilean Consulate. The laws are strict, so what they say goes, even if it seems ridiculous to you. The good news is that if you follow the Consulate's instructions, you should be granted a visa.
5. **Plan ahead and don't procrastinate!**
 - ▶ **If you wait too long to request your FBI Background Check or compile your other visa documents, your visa may not be ready in time for departure.** Keep in mind all documents must be ready in time for your visa appointment which takes place 45-60 days prior to departure. Obtaining certain required documents could take you several weeks, and the FBI Background Check takes 13 weeks! **You will not be allowed to attend the program without a Student Visa.**

Appointments are in high demand during the busy seasons while most students (like you) are getting ready to go abroad (October/November/December, March/April/May/June/July). **Some of the busiest Consulates (New York, Chicago, Los Angeles, Miami, and San Francisco) can be fully booked with visa appointments up to 3 months in advance.** Plan ahead, because the more you plan ahead, the easier the visa process will be for you!
6. **Double check everything.** Make sure you have ALL the documents ready that your Consulate has requested. The Consulate will not accept incomplete applications.

APPLYING FOR AN FBI BACKGROUND CHECK

- **13 WEEKS prior to your visa appointment, you must apply for an FBI Criminal Record History or FBI Identification Report** so you receive it in time to bring to your appointment. *The FBI receives thousands of requests a day, resulting in a processing time of 13 weeks, so plan ahead!*
- **Your background check must be recently dated** – some Consulates specify a certain time-frame (120 days) and others do not. If your Consulate doesn't specify, we recommend your background check be dated within **60 days** of your appointment.
- **The FBI has a high rejection rate – 1 out of 6 applications is rejected because information submitted by the application was incorrect, incomplete, in the wrong format, etc. *Read the FBI website carefully!***
- **Unacceptable fingerprints are a common reason for rejection. To avoid this**, we strongly recommend you have your fingerprints taken by a **fingerprint technician**, which can be found at most local law enforcement agencies.
 - **Your fingerprints must be recorded on a fingerprint card.** You can download one from the FBI's website, but if you go to a fingerprint technician, they may prefer to use one of their own fingerprint cards. Either is fine. You can also call the FBI at (304) 625-5590 to request a fingerprint card be mailed to you.
- **The FBI provides a helpful guide to “Recording Legible Fingerprints”- please read it!**
http://www.fbi.gov/about-us/cjis/fingerprints_biometrics/recording-legible-fingerprints
- **FOR FULL INSTRUCTIONS ON APPLYING FOR THE BACKGROUND CHECK, GO TO**
<http://www.fbi.gov/hq/cjisd/fprequest.htm>
- **When you mail your application to the FBI:**
 - **Keep a set of photocopies of all your documents**
 - **Use FedEx or UPS so you can track your shipment and confirm delivery**

Chilean Consulates General in the United States

At the Consulate's website, look for the “VISAS” link. All websites have an English option.

For a map of all the jurisdictions, go to <http://www.chile-usa.org/consular.htm>

For information about the Chilean embassy which oversees the Consulates, go to <http://www.chile-usa.org>

CONSULATE GENERAL OF CHILE – CHICAGO

1415 N Dayton St. 2nd floor

Chicago, IL 60642

Tel: (312) 654-8780

Fax: (312) 654-8948

E-mail address: canciller@cgchicago.com, informaciones@cgchicago.com, secreconsul@cgchicago.com

Web: <http://www.cgchicago.com/>

Jurisdiction: North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Ohio, Kentucky

CONSULATE GENERAL OF CHILE – HOUSTON

1300 Post Oak Boulevard, Suite 1130

Houston, TX 77056

Tel: (713) 621-5853 / (713) 963-9066

Fax: (713) 621-8672

E-mail address: conchihous@aol.com

Web: <http://chileabroad.gov.cl/houston/>

Jurisdiction: New Mexico, Oklahoma, Texas, Arkansas, Louisiana, Mississippi

CONSULATE GENERAL OF CHILE – LOS ANGELES

6100 Wilshire Blvd., Suite 1240

Los Angeles CA 90048

Tel: (323) 933-3697 / (323)-933-0187

Fax: (323) 933-3842

E-mail address: cgchilela@yahoo.com

Web: www.consuladochilelosangeles.org

Jurisdiction: Colorado, Utah, Arizona, Hawaii, southern California from the 36°N latitude to the Mexican border, southern Nevada from the 38°N latitude to the southern border

CONSULATE GENERAL OF CHILE – MIAMI

800 Brickell Ave. Suite 1200

Miami, FL 33131

Tel: (305) 373-8623 / (305) 373-8624

Fax: (305) 379-6613

E-mail address: cgchile.miami@minrel.gov.cl

Web: www.chileabroad.gov.cl/miami

Jurisdiction: Tennessee, Alabama, Florida, Georgia, South Carolina, Puerto Rico

CONSULATE GENERAL OF CHILE – NEW YORK

866 United Nations Plaza, Suite 601 (*located at 1st Ave. and 38th St.*)

New York, NY, 10017

Tel: (212) 980-3707 / (212) 980-3366 / (212) 355-0612 / (212)980-3504

Fax: (212) 888-5288

E-mail address: chile555@gmail.com, consulgeneral@chileny.com, recepcion@chileny.com

Web: www.chileny.com

Jurisdiction: Maine, New Hampshire, Vermont, New York, Massachusetts, Connecticut, Rhode Island, New Jersey, Pennsylvania, Delaware

CONSULATE GENERAL OF CHILE – SAN FRANCISCO

870 Market St. Suite 1058

San Francisco, CA, 94102

Tel: (415) 982-7662 / (415) 982-7665

Fax: (415) 982-2384

E-mail address: cgsfchile@sbcglobal.net, acampos@chileanconsulatesfo.org, consultas@chileanconsulatesfo.org

Web: <http://chileabroad.gov.cl/san-francisco/>

Jurisdiction: Washington, Oregon, Montana, Wyoming, Alaska, Idaho, northern California from the 36°N latitude to the northern border, southern Nevada from the 38°N latitude to the northern border

CONSULATE GENERAL OF CHILE – WASHINGTON D.C.

1734 Massachusetts Avenue NW

Washington D.C. 20036.

Tel: (202) 530-4104 / (202) 530-4106 / (202) 530-4107

Fax: (202) 530-4145

E mail address: consulado@embassyofchile.org

Web: <http://chileabroad.gov.cl/washington/>, <http://www.chile-usa.org/visas.htm>

Jurisdiction: West Virginia, Virginia, North Carolina, Washington D.C.

Honorary Consulates Authorized to Act

Sometimes, an Honorary Consulate can assist you with visa processing by, for example, certifying paperwork for you by witnessing your signature. While there is no guarantee they can assist with visas, if an Honorary Consulate is located much closer to you than your Consulate General, it couldn't hurt to contact them.

HONORARY CONSULATE - BOSTON

Cónsul Honorario: Sr. Paul Garber

Cónsul Honorario Adscrito: Phillip Garber.

1 Bernardo O'Higgins Circle

Brighton, MA 02135

Tel: (617) 232-0416

Fax: (617) 232-0817

Email: conchile.org@comcast.net

HONORARY CONSULATE - HONOLULU

Cónsul Honorario: Sra. Gladys Vernoy

2240 Kuhio Ave. Ph 3804

Honolulu, HI 96815

Tel: (808) 561-1772

Fax: (808) 543-0155

Email: vernoy@aloha.net

HONORARY CONSULATE - LAS VEGAS

Cónsul Honorario: Sra. Paulina Biggs-Sparkuhl

PO BOX 371216

1930 Village Ctr.

Circle 3-711

Las Vegas, NV 89134

Tel/Fax: (702) 456-9965

Email: consulchile@hotmail.com

HONORARY CONSULATE - PHILADELPHIA

Cónsul Honorario: Sr. Benjamín Leavenworth

Canciller Sra. Gladys Zepeda

Secretaria: Sra. Ilonka Dragicevic Leiva

Dirección:

Public Ledger Building, Suite 1030 (*located at 6th and Chestnut St*)

Philadelphia PA 19106.

Horario de atención al público: 8.00 a 13.00 horas

Teléfonos: (215) 829-9520 / (215) 829-9531 / (215) 923-5144

Fax: (215) 829-0594

E-mail address: chancellor@chileconsulphila.org, cnfilaus@infionline.net, economic@chileconsulphila.org

HONORARY CONSULATE - SAN JUAN, PUERTO RICO

Cónsul Honorario: Cyril Meduña

Canciller: Jessica Robles
Edificio American Airlines 1509 López Landrón Of. 800
San Juan PR 00911
Horario de atención al público: 08:00 a 13:00 horas
Tel: (787) 725-6365 / (787) 725-7295
Fax: (787) 721-5650
E-mail address: conchilepr@coqui.net

HONORARY CONSULATE - SEATTLE

Cónsul Honorario: Jorge Gilbert
4413 Governor Ln.
Olympia, WA 98501
Tel & fax: (360) 754-8747
Email: consulchile@comcast.net

Honorary Consulates NOT Authorized to Act

These Consulates are “no autorizados para actuar” which means they cannot process visas. However, if you are having difficulty communicating with your Consulate General and one of the following Honorary Consulates is located close to you, it may be worthwhile to see if they can put you in touch with someone at the Consulate General.

ATLANTA

Cónsul: Sra. Erika Monckeberg
2876 Sequoyah Dr.
Atlanta, GA 30327
Tel:(404) 444-4885

CHARLESTON

Cónsul: Dr. Carlos Salinas
948 Equestrian Dr.
Mount Pleasant, SC 29464
Tel:(843) 884-6224, Fax:(843) 792-2489, Email: salinasc@musc.edu

DALLAS

Cónsul: Sra. Dorothy Reid
3500 Oak Lawn, Suite# 230 LB 58
Dallas, TX. 75219
Tel:(214) 599-8814, Fax:(214) 526-3353, Email: marullreid@yahoo.com

DETROIT

Cónsul Honorario: Mariela Griffor
PO. BOX 36253.
Grosse Pointe Farms.MI.48236
Tel: (313) 407-9236, Fax: (313) 417-0258 , E mail: consul@chileanconsuldetroit.org

KANSAS CITY

Cónsul: Sr. Robert Evans
4153 Broadway Ave.
Kansas City, MO 64111
Tel/Fax: (816) 822-7468

NEW ORLEANS

Cónsul: Sr. Angel Carreras
1350 Port of New Orleans Place Blvd
New Orleans, LA 70130
Tel: (504) 528-3364, Fax:(504) 528-3357, E mail: carrerasa@portno.com

SAN DIEGO

Cónsul: Sr. George L. Gildred
550 West C St. Suite #1820
San Diego, CA 92101
Tel: (619) 232-6361, Fax:(619) 696-0991, E mail:ggildred@abac.com

SALT LAKE CITY

Cónsul Honorario Thomas Edgar Lyon.
211 Brigham Young University
Provo. Utah. 84602.
Telefono: (801) 422-9134