



## PROCESS FOR OBTAINING THE RESTRICTED VISA

### BEFORE THE OFFICE OF MIGRATION IN COSTA RICA (DGME, FOR ITS ACRONYM IN SPANISH)

### OR THE CONSULAR VISA BEFORE THE CONSULATE TO COSTA RICA IN THE COUNTRY THAT MAY CORRESPOND

DGME provides entry visas for foreign nationals from certain countries or geographical areas, based on existing agreements and international treaties and based on safety, convenience, or opportunity for the government of Costa Rica.

DGME grouped the countries in four. Group Three requires Consular Visa, and Group Four requires Restricted Visa. Nationals from Group Three can obtain their Consular Visa directly at the Consulate of Costa Rica in their country of origin or at the DGME, by following the guidelines outlined herein; it is best recommended to process the Consular Visa. People from countries in Group Four shall strictly follow the guidelines outlined in this document.

Related to the above, please read "*Circular DG-0022-08-2014, Directrices generales de visas de ingreso para personas no residentes*" (*Circular DG-0022-08-2014, General Guidelines for Entry Visas for Non-Residents*, if translated), attached herein.

The Office of International Affairs and External Cooperation (OAICE, for its acronym in Spanish) shall request directly to DGME the entry clearance for citizens from Group Four or Group Three, if necessary.

The application must be submitted to DGME with a minimum of 90 days before the date of arrival of the foreigner; therefore, documentation must be submitted to OAICE 120 days in advance (at least) in so that they can meet the deadlines established by DGME; otherwise, the request will not be processed.

#### **Important:**

Those with an official passport are exempt from this process, since they processed their entrance to the country through the Ministry of Foreign Affairs of Costa Rica and the Rector's Office at UCR. For details regarding this procedure, contact Ms. Marlene Quiros at [MARLENE.QUIROS@ucr.ac.cr](mailto:MARLENE.QUIROS@ucr.ac.cr).

The procedure for obtaining the Restricted Visa begins in the foreigner's country of residence. S/he must send the following documents to Costa Rica:

1. Document on economic solvency: the foreigner must demonstrate to have sufficient funds to cover the costs involved in traveling to Costa Rica. This document may be issued in Costa Rica, depending on where the financing institution is located.



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2. Copy of the entire passport (including blank pages) of the foreign person: data from the main page must clearly be seen; otherwise, the foreign person must perform the procedure again.
3. Criminal Record: submit the original document; photocopies are not accepted.
4. Birth certificate of the foreign person: submit the original document; photocopies are not accepted.
5. Copy of the last academic degree obtained: it is not necessary for visiting students studying at UCR for one or two semesters, in the framework of bilateral agreements.
6. Certification or proof demonstrating the link between the foreigner and his/her home university or institution: if the home institution is not recognized, a certification of its existence must be submitted. It is not necessary for visiting students studying at UCR for one or two semesters, in the framework of bilateral agreements.

The documents above mentioned must strictly comply with the following characteristics:

- a. Documents must be valid for six months. No expired or expiring documents will be received; ideally, they shall have been recently issued (one or two months) when they arrive to Costa Rica.
- b. Carry out the procedure of consular legalization, as detailed:

The legalization process involves authentication of the signature of the officer issuing the document in the home country (economic solvency document, birth certificate, criminal records, copy of academic diploma, certificate or proof demonstrating the link between the person and the foreign university or institution). This signature must be authenticated by the diplomatic or consular officer of Costa Rica in the country where the aforementioned documents were issued. The cost for this procedure is of approximately USD \$ 40.00 (forty US dollars), which must be paid in the country of origin; otherwise, this amount is payable in Costa Rica (at Banco de Costa Rica, BCR account number 001-242481-9). Proof of payment shall be done in the name of the foreign person. Each document shall be paid separately.

The consular legalization process ends in Costa Rica, when the Ministry of Foreign Affairs authenticates the signature of the diplomatic or consular officer of Costa Rica in the country where the documents were issued. Before submitting the documents to the Ministry, please pay the ₡ 625 (six hundred twenty-five colones) stamps through a deposit in BCR's account number 001-242476-2. Proof of payment shall be done in the name of the foreign person. Each document shall be paid separately.

- c. If the documents or the front page of the passport in which the personal data of the foreigner is detailed have been issued in a language other than Spanish, they must be translated by an official translator certified by the Ministry of Foreign Affairs and Cult of Costa Rica. No translations from other countries will be accepted. For contact details of official translators in Costa Rica, please refer to the site <http://www.rree.go.cr/index.php?sec=servicios%20al%20publico&cat=servicios%20de%20autenticacion&cont=729>. It is the responsibility of the foreign person to make



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the corresponding payments as to translation and notary services, stamps, consular fees, and any other expenses related to the application form. The foreigner must coordinate with the corresponding academic unit at UCR (Faculty, School, Regional Offices, Centres, and Research Institutes) his/her visit to the respective banks for the payments required; bring the documentation to the Ministry of Foreign Affairs of Costa Rica, to the notaries and to translators. OAICE shall not be held responsible for making these efforts, but it will cooperate with the respective contacts that are required in order to complete the procedure. When documents are submitted to OAICE, they must be complete and ready to be presented at DGME.

Once the appropriate academic unit or instance at UCR (Faculty, School, Regional Offices, Centres and Research Institutes) interested in bringing the foreign person to the country has the documentation before mentioned completed, it must be sent to OAICE along with the following documents:

1. Letter to OAICE requesting the entrance of the foreigner to the country. It must be signed by the highest authority of the corresponding academic unit or instance at UCR (Faculty, School, Regional Offices, Centres or Research Institutes).

It is mandatory for the letter to contain the following information of the foreign person: full name, nationality, date of birth, passport number, profession or occupation, reason for entering to the country, reason for requiring his/her presence in the country, estimated date of arrival in and departure from the country, estimated length of stay in the country (number of days), exact address alleged in Costa Rica and telephone number; fax number for notifications (2225-5822, OAICE, UCR). Please, indicate the nearest Consulate at convenience of the foreign person.

2. Schedule of activities to be performed or of the event to be attended by the foreign person with dates and times, duly signed and stamped by the highest authority of the relevant academic unit or instance concerned at UCR (Faculty, School, Regional Offices, Research Centres and Institutes). It is not necessary for visiting students studying at UCR for one or two semesters, in the framework of bilateral agreements, nor for freshman admission to undergraduate, graduate or postgraduate programs.
3. Flight itinerary, reservation or plane ticket.
4. Copy of the invitation letter sent to the foreign person. In the case of students, please provide UCR's letter of acceptance.



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## DETAILS OF THE PROCESS

All the documents mentioned above shall be delivered to the DGME, office that, within 90 days, will issue a response; in case of receiving a positive answer, DGME will notify the Consulate of Costa Rica in the country where the applicant is and to OAICE directly. The foreign person must go to the Consulate, so they stamp the visa entry to Costa Rica in his/her passport.

If the foreign person comes for more than 30 days to carry out specific activities of teaching, research, volunteering or formal studies (students), OAICE must request DGME a temporary visa for teaching, research, volunteering or studying and not an Ordinary Entry Visa.

In case the foreigner travels to Costa Rica with an Ordinary Entry Visa and, for some academic, teaching, research, volunteering or formal studies-related reason, s/he requires to extend her/his stay beyond thirty days, the foreigner must pay a USD \$ 200.00 (two hundred dollars) penalty due to change of immigration status. The money shall be deposited in Banco de Costa Rica (BCR)'s account number 242480-0, the voucher shall be issued in the name of the foreign person.

The Visa that DGME may grant and that the foreign person gets in the respective Consulate in his/her home country is for entering the country only; it has a start date and an end date. The person must make the trip with this permission in force; otherwise, s/he will not be allowed to enter Costa Rican territory.

The length of the stay in Costa Rica to be authorized when entering the country depends on Migration Officers at the airports or land borders of Costa Rica. The Immigration Officer shall fix a stamp in the passport and write the amount of days granted; if, for some reason, the number of days is less than the period required to perform the academic activities at UCR, an extension of time, which shall not exceed thirty days, should be requested before the DGME, or submit the documents necessary to process the definitive corresponding category (volunteer, teacher, researcher or student). For details related to this last step, the foreigner shall appear immediately at OAICE, once s/he has arrived in the country.

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