

## CHILEAN STUDENT VISA PROCEDURE

According to new Chilean Immigration policies, **all Students wishing to study in Chile MUST obtain their Student VISA before arrival to Chile. This is mandatory for all international students, no matter their nationalities.**

**Universidad Adolfo Ibáñez (UAI) is not responsible in any cases in the procedures to obtain the STUDENT VISA before or after arrival to Chile.** The approval is made by the Chilean Immigration authorities ONLY. UAI will issue an Acceptance Letter that will serve as a proof that an International Student desires to study in Chile. The process of obtaining a Student VISA is solely responsibility of the Student and/or University/Agency.

Only, in some specific cases the Immigration Authorities will allow arrival on a Tourist VISA, but the protocol will be that within the first 5 days of arrival, the student must initiate all the procedures in order to obtain the Student VISA. It is a must.

### a) IF STUDENTS **HAVE THE STUDENT VISA** UPON ARRIVAL IN CHILE THEY MUST:

- Go to **"PDI"** (Police) with the Student Visa, within 20 days since the date of arrival. **Requirements:** Passport; information of the place of residence in Chile (address, telephone, names of parents if homestay)
- Go to **"Registro Civil"** in order to obtain the Chilean ID number. **Requirements:** passport; papers filled and stamped at PDI.

### b) IF STUDENTS **DON'T HAVE THE STUDENT VISA:**

Once in Chile students must:

#### 1. COLLECTION OF NECESSARY DOCUMENTS

You may have to go to other public institutions, such as the consulate of your country or the Ministry of Foreign Affairs of Chile. Each institution works with its own deadlines and it is important that you consider it.

#### 2. SEND YOUR STUDENT VISA REQUEST

If you live in Santiago, you must send the application by mail to Clasificador N ° 8 Correo Central, Santiago.

If you apply in other cities, present your application personally in the offices of the governorate corresponding to your address. The average time between step 2 and step 3 is 30 business days.

NOTE: If you apply from abroad, the procedure is different. You must go to a Chilean consulate and follow the instructions indicated in the following link: [Visa application from abroad](#).

#### 3. ENTRY TO THE COMPUTATIONAL SYSTEM

You will be informed by mail when your request is accepted for processing. You can also find out by logging in to "Consulta de Estado de Trámite en línea" online. The average time between step 3 and step 4 is 30 business days in Santiago, 60 business days in other cities.

#### **4. NOTIFICATION OF THE STATUS OF YOUR PROCESS**

After the analysis of your request, you will be notified by postal mail and by text message on your cell phone (SMS) if it was approved, rejected and / or if you need to present additional information (in which case, you must return to Stage 1). You can also find out the status of your procedure by entering "Consulta Estado de Trámite en línea" online.

#### **5. PAY THE TARIFF**

In the case of approval of your visa, you will receive your payment order by mail. You can also download it by clicking on "Consulta Estado de Trámite en línea". Pay the rights to your visa at a nearby bank or at ServiEstado.

#### **6. CLAIM TO STAMP YOUR VISA**

If you applied for your visa in Santiago, book your time stamp by entering "Reserva de horas en línea". In case you cannot reserve your time, go directly to the offices. If you applied for your visa in regions, go to your city gobernación. Remember to present yourself with an original valid passport, paid order, and required documents in case your notification letter say so.

#### **7. REGISTER YOUR VISA STAMPED IN THE INVESTIGATION POLICE (PDI)**

It is imperative that you register your visa in PDI. You have a maximum of 30 days to do it after the stamping. Check where the nearest office is located by going to the PDI website.

#### **8. REQUEST YOUR FOREIGN RESIDENT IDENTITY CARD**

After registering your visa, go to the Registro Civil and request your identity card, ending your immigration process until the expiration of your current visa. Remember that you can start the process of renewing your visa 90 days in advance.

The requested documents are the following:

1. Regular student certificate with 1 copy (issued by UAI).
2. Financial proof document. i.e. Original ATM slip-voucher (Redbanc)
3. 4 photos (3x2 cms), including Full name and passport number.
4. 2 copies of the passport pages showing picture of the individual.
5. Photocopy of Tourist Card (given when entered Chile)
6. "Solicitud Visa Estudiante" filled out.

For more information, please check: <http://www.extranjeria.gob.cl/visa-de-estudiantes/>