

Syracuse ABROAD

STUDENT VISA CHECKLIST: SPRING 2020 SANTIAGO, CHILE

IMPORTANT NOTES

- ✓ You must submit your completed application for your student visa at least 30 days before your departure date. I recommend you apply before **December 1** (if starting in Cuenca) or **January 1** (if starting in Santiago). It is imperative to start this process early!
- ✓ You should apply [online](#) unless going through the honorary consulate in Boston. Then you must apply in person by appointment. Request an appointment by emailing or calling.
- ✓ If your permanent residence is in PA or DE, you can apply for a visa at the honorary consulate in Philadelphia. Please use the application portal!
- ✓ If your permanent residence is in MA, NH, RI, VT, or ME you can apply for a visa at the honorary consulate in Boston. Please contact the honorary consulate!
- ✓ If your permanent residence is in CT, NJ, or NY (or any of the states mentioned above), you can apply at the consulate in NYC. Please use the application portal!
- ✓ You can also apply through the consulates in Chicago, Houston, Los Angeles, Miami, San Francisco, San Juan, or Washington, D.C. depending on your home state.
- ✓ If you apply online, you must appear in person to get your passport stamped with your student visa. Once the consulate approves your visa, they will email you with an appointment date and time.
- ✓ You are applying for a Student's Resident Visa or *Residente Estudiante Titular*
- ✓ To submit your online application successfully, click 'End' or 'Terminar' after completing all sections. After uploading your documents, a summary screen of your application will appear, and then you will click 'End' or 'Terminar' to officially submit. Make sure to upload all required documents before clicking continue, to move to the summary screen.



BEFORE YOU BEGIN

- ✓ Make sure you have:
 - Completed the Passport Information post-acceptance form within your [Syracuse Abroad application](#)
 - Emailed [Rick Cieri](#) a copy of a passport-style photo (JPEG)
- ✓ Ensure that your passport is valid through **JANUARY 2021**. If not, you will need to [renew your passport](#) before you can submit your visa application.
- ✓ If you have any questions, contact Rick at fwcierii@syr.edu or (315) 443-9425.

DOCUMENTS TO UPLOAD/SUBMIT:

1. **Application Form - Via the Chilean Consulate's Application Portal**
Please find [application instructions below](#).
2. **Local or State Police Background Check**
Needs to state that the applicant has no criminal record. [If currently living in NYS, see below for instructions](#). If you live outside of NYS, please either obtain a local or state police background check from your specific area/state.
3. **Color Photocopy of your Passport (Photo and Signature page)**
You will bring your physical passport with you when you go to the Consulate to pick up your visa. Your passport must be valid through **January 2021**.
4. **One Color Passport-sized Photo (4cm x 5cm / 90px x 120 px)**
Passport photos can be taken at any Walgreens, CVS, etc. If applying online, attach as a JPEG. (Max 100kb.) Email a copy to Rick Cieri (fwcierii@syr.edu) as a JPEG!
5. **Medical Certificate**
Must be issued within 30 days of applying for the visa, by a physician, and the certificate must be issued on the doctor's or medical center's letterhead.

Sample letter:

To the Consulate of Chile in New York

Please be advised that Ms. or Mr. (patient's full name) is in excellent health. She/He is free from infections or communicable diseases. She/He can therefore travel abroad for study without restriction.

Medical doctor's signature, stamp, and date.

6. **Visa Fee**
Money Order payable to the "Consulate General of Chile" for \$160.00 (U.S. citizens). Fees vary by applicant's nationality.
 - a. Only once you have all of your items ready to go to the Consulate should you purchase the money order.
 - b. If you apply online, you will bring your money order when you appear in person with your passport. You cannot pay online. You should wait to hear from the consulate before purchasing your money order.

ADDITIONAL DOCUMENTS SYRACUSE ABROAD WILL PROVIDE:

7. **Letter of Enrollment**
IMPORTANT: I cannot request enrollment letters without a copy of ALL students' passport & passport-style photo. Please do not be the student that holds up everyone's visa application! Refer to the '[Before you Begin](#)' section.
8. **Proof of Financial Status**

INSTRUCTIONS FOR COMPLETING YOUR VISA APPLICATION FORM ONLINE

- Follow this [link](#) to apply online. Select “Visa”.
 - If something does not apply, leave blank
1. Where do you live?
 2. Consulate of Chile where you will submit your application
 3. Date of Birth
 4. Passport Number
 5. Types of Passport - *Ordinary*
 6. Expiration Date of Passport
 7. Passport Issuing Country
 8. Nationality as shown on your passport
 9. Type of Visa - *Student’s Resident Visa*
 10. Period of Stay in Chile - Change to 140 days
 11. Expected date of arrival in Chile - February 17, 2020
 12. E-Mail - *Use university email!*
 13. Confirm E-Email
 14. Security Code - *Indicate you are not a robot*
 15. Name as shown on the passport
 16. Family Name
 17. Mother Family Name
 18. Other Name
 19. Gender
 20. Country of Birth
 21. City of Birth
 22. Nationality of Origin
 23. Skin
 24. Hair
 25. Eyes
 26. Height (cm)
 27. Home Address
 28. Country of Residence
 29. City of Residence
 30. Contact Phone
 31. Marital Status
 32. Number of Children
 33. Father’s Name
 34. Father’s Surname (s)
 35. Mother’s Name
 36. Mother’s Surname(s)
 37. Mother’s Nationality
 38. Education Level - *University*
 39. Profession - *Choose option most similar to your field of study*
 40. Occupation - *No tiene*
 41. Contact in Chile - *Add*
 - a. Relationship Type - *Unrelated*
 - b. Relationship - *Study*
 - c. Name - *Mauricio*
 - d. Surname - *Paredes*
 - e. Country residence - *Chile*

- f. City residence - *Santiago*
 - g. Residence address - *Av. J. Guzmán 3300, Providencia, Santiago*
 - h. Home Phone - *+56 2 2354 5035*
 - i. Observations - *Leave Blank*
42. Activity in Chile - *Student*
43. Name of Education Institution - *Pontificia Universidad Católica de Chile*
44. Address of Educational Institution - *Av. J. Guzmán 3300, Providencia, Santiago*
45. City of Education Institution - *Santiago*
46. Visited Countries - *Leave Blank*
47. Attach Photograph - *Upload a headshot photo per their standards!*
48. Attach Passport - *Upload clear, color scan of passport profile & signature pages*
49. Attach Apostille - *Upload your Background Check - No apostille necessary!*
50. Attach Documents - *Upload Medical Certificate*
51. Remarks - *Leave Blank*

- *Print yourself a copy*
- *Click "End"*
- *The Consulate will email you to set up an appointment.*

INSTRUCTIONS FOR OBTAINING LOCAL/STATE BACKGROUND CHECK

In New York State:

1. Contact MorphoTrust USA by calling 1-877-472-6915 or by visiting their website at www.identogo.com to schedule an appointment for fingerprinting. If done online:
 - a. Click on NYS
 - b. Click on Online Scheduling
 - c. Continue in English (or whatever language you prefer)
 - d. Type in your first and last name
 - e. Type in the ORI Number - NYDCJSPRY
 - f. Fingerprint Reason - Unsuppressed
 - g. Confirm - Yes
 - h. Enter closest zip code
 - i. Choose day and time that works with your schedule at closest location
 - j. Complete application information
 - i. For secondary address, put your school address
2. When you arrive for your appointment, you must:
 - a. Provide two forms of identification (see instructions provided for appropriate forms of ID, your name must be identical on both forms of ID)
 - b. Pay the fee for fingerprinting services = \$59.95
(You can pay using a personal check, certified check, bank check, money order, or credit card made out to "MorphoTrust USA")
3. To confirm that your fingerprints have been submitted to the NYS Division of Criminal Justice Services, you can call MorphoTrust USA at 1-877-427-6915
4. You will receive a hard copy of your results to the address provided within 7-10 business days.
5. For additional information, visit the Division of Criminal Justice Services page at <http://www.criminaljustice.ny.gov/ojis/recordreview.htm>.

CONSULAR CONTACT INFORMATION:

Consulate of Chile in NYC:
600 3rd Ave, Floor 28, Suite 2808
New York, NY 10016
(212) 980-3706, (212) 980-3366
cgchileny.visas@minrel.gov.cl

Honorary Consulate in Boston:
1 Bernardo O'Higgins Circle
Brighton, MA 02135-7840
(617) 232-0416
conchile.org@comcast.net

Honorary Consulate in Philadelphia:
The Bourse Building
111 South Independence Mall East
Suite 785
Philadelphia, PA 19106
(215) 829-9520
chfiladelfia@minrel.gov.cl

CONSULAR CONTACT INFORMATION:

Consulate of Chile in Chicago
1415 North Dayton St, 2nd Floor
Chicago, IL 60642
(312) 654-8780, (312) 654-8946
chicago@consulado.gob.cl

Consulate of Chile in Houston
1300 Post Oak Blvd, Suite 1130
Houston, TX 77056
(713) 621-5853

Consulate of Chile in Los Angeles
6100 Wilshire Blvd
Los Angeles, CA 90048
(323) 933-3697

CONSULAR CONTACT INFORMATION:

Consulate of Chile in Miami
800 Brickell Ave, Suite 1200
Miami, FL 33131
(305) 373-8623, (305) 373-8624
cgchile.miami@minrel.gov.cl

Consulate of Chile in Washington, D.C.:
1736 Massachusetts Ave. NW
Washington, D.C. 20036
(202) 530-4104, (202) 530-4106, (202)
530-4107
cwashington@minrel.gov.cl

Consulate of Chile in San Francisco
870 Market St, Suite 1058
San Francisco, CA 94102
(415) 982-7662, (415) 982-7665
sanfrancisco@consulado.gob.cl