

Step-by-Step Guide for Colombian Visitor Visa (V-visa) Application*

Updated August 4, 2025

***The content and format of the visa application form may be changed by the Colombian authorities without prior notice. If you have any questions, please contact INFO@theicfp.org.**

Highlights of Visa Application for the ICFP 2025

- There are many countries and territories from which no visa is required to enter, remain, and leave Colombia for short-stay activities (including business, conferences, leisure, tourism, or cultural activities), provided that these activities do not generate payment for services, wages, or salaries in Colombia. Please find the list of countries and their specific visa requirements [HERE](#). This chart will also indicate the embassy to which you must send your electronic visa application if needed.
- For those needing a visa to attend ICFP 2025, **the visa review, processing, and issuance process is carried out entirely online** for a **VISITOR (V) EVENT PARTICIPATION/"V-visa"**.
- No matter what your passport type regular or diplomatic, **there are absolutely no visas issued on arrival**.
- We recommend that all needing a visa to enter Colombia **apply AT LEAST 60 DAYS PRIOR to their travel date**. ICFP 2025 attendees may apply for their visa **up to 120 days in advance of the conference**.
- If approved, the ICFP 2025 VISITOR (V) EVENT PARTICIPATION/"V-visa"-will be "valid during the dates of the conference November 1-6, (including the pre-conference dates) and beyond as a short-stay visa, usually up to 30 days. It is up to each consulate to determine the number of days each applicant will be able to stay in Colombia outside of the conference dates.
- If you need assistance with your visa application and/or have received feedback on your application from the consulate to which you sent your visa application materials, please refer to this guide on the steps to take. If you need additional assistance, please reach out to info@theICFP.org.

Steps to apply for a visa to enter Colombia if holding a valid passport from a country is NOT on the list of those exempt:

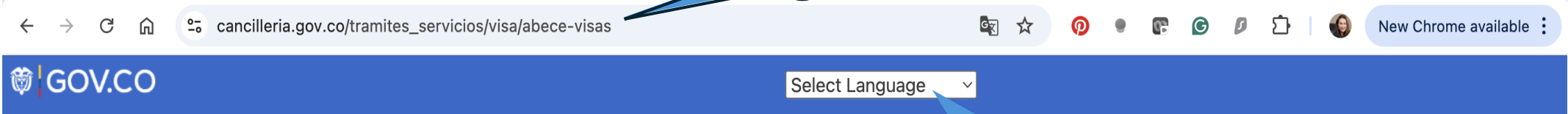
- Please be aware that for most visa applicants, TWO (2) PAYMENTS will be made in order to obtain your visa:
 1. for the visa application and
 2. to issue the visa once approved. Payments may be made **online** via Visa or MasterCard.
- You may process your online visa application form available on the official website of the Ministry of Foreign Affairs at: <https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml>, providing the requirements for each visa type and category. All ICFP 2025 attendees who need a visa should apply for a VISITOR (V) EVENT PARTICIPATION/"V-visa."
- When completing your application form, you must select the Colombian Consular Office **closest to your current country of residence**, or the country where you hold a temporary or permanent residence permit. You will find the name of the consulate to which you must apply online for your visa in the chart [HERE](#). (If you are in Colombia and have regular immigration status, when completing your visa application form, select "Bogotá Office" from the menu.)
- Before starting your online visa application process, **you must have at least 30 minutes to complete the application and all materials ready, including:**
 1. Recent color photo with a completely white background, without gradients or shadows, measuring 4 cm x 3 cm. You must be facing the camera and your head must be centered and complete. Both eyes must be open and your ears must be visible. There should be no glare in the photo. Do not allow hair or other accessories to cover your face. Do not use a photo from a previous visa (if you have one). The image format is JPG and must be no larger than 300 KB.
 2. Color photocopy of the biographical page of your passport, valid for at least 6 months.
 3. Letter of invitation or endorsement of the visa application signed by the representative of the entity responsible for the event.
 4. Attendees representing private entities or non-governmental organizations (NGOs) must attach a letter from the organization they represent at the event addressed to the Ministry of Foreign Affairs, fully explaining the event and including the dates and location where it will be held. This letter must also clearly include the full name of the participant, as well as their nationality and valid passport number, and state the type and scope of financial responsibility (coverage of expenses) for the participant during their stay in Colombia. A section must be included in which the organizer expressly states their responsibility for the participant's return to their place of residence or origin before the expiration of their visa. This letter must also include the relationship between the entity and the event organizer in Colombia.
 5. Delegates attending on behalf of a State must attach a Note Verbale addressed to the Ministry of Foreign Affairs of Colombia informing the appointment of the attendee as an official delegate of the foreign government during the event. (Attendees coming as delegates of a State or on behalf of a public entity are not required to comply with the last two points listed, below.)
 6. Certificate of existence of the entity supporting the application.
 7. Bank statements of the entity supporting the application. If you are supporting yourself to travel to the conference, these bank statements will be yours.

Attach all the required documents to your electronic visa application form in the order indicated in Step 10 in the guide below on the SITAC platform, here: <https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml>.

Any inaccuracy or error in the information you submit via this electronic form, may lead to the refusal of your application, without any refund of the visa application fee paid.

STEP #1

Go to the official website of Colombia's Ministry of Foreign Affairs in your browser at:
https://www.cancilleria.gov.co/tramites_servicios/visa/abece-visashttps



STEP #2

Choose English to follow along with this guide.



STEP #3

ABC of visas



CLICK HERE TO GO TO THE VISA APPLICATION FORM

The ABCs of Visas:
Quick Visa Guide

Do I need a visa? Requirements
Do I need a visa?

Costs, payments and processing
offices

Check your visa application status.
Consult the status of your visa application here.

Formats
Formats

Countries that require or exempt Colombians from visas

GENERAL INSTRUCTIONS FOR SUBMITTING A VISA APPLICATION

Given the discretionary power of the Colombian State, **administrative appeals are not available against pronouncements or decisions regarding the approval of a visa and the duration of its validity, or regarding the inadmissibility, request, denial, termination, or cancellation of visas.**

The visa review, processing, and issuance process is carried out entirely online. The e-visa will allow the holder to enter,

Apostille and online legalization

Passports

- Requirements
- Costs and Payment Methods
- Places of Expedition
- Ground Crew Member's Booklet

Visa

- Requirements
- Types of visas
- Costs and means of payment
- Frequently Asked Questions

Nationality

Judicial Cooperation

Download electronic invoice

Other Procedures Abroad

STEP #4

Click on "Translate to English" to follow along with this guide.

Acknowledge you have read the visa guidelines and fill in your identification data on your application.



- Read carefully and submit the requested information avoiding typing mistakes. Any inaccuracy or error concerning the information you submit to this electronic form, may lead to the application refusal, without any refund of the amounts paid.
- You must have at least 30 minutes to complete this online application.
- Before starting the online application process, you must have: a photo size 3x4cm, in color, with white background, recent, head-on, without accessories, clear visage, in JPG format with a maximum weight of 300 KB. Individual documents in PDF format, readable, in black and white presentation is advised. The maximum weight allowed for the total of documents attached to an application is 5MB.
- Check payment methods https://www.cancilleria.gov.co/en/procedures_services/visa/costs-means-payment-service-offices
- If you already have an online application and you have the application number, you can update this information through this online service. If you do not remember the application number, please contact our citizen service lines: Bogotá: +57 (1) 3826999 - Free national line: 01 8000 938 000.
- Please note that you should not attend to the Visa Office in Bogotá unless the Visa Authority requires personal presentation, notified to the registered email in the application form. Otherwise the visa application process will continue online.
- Please check the online application guide before filling out the application form in [this link](#)
- A visa does not guarantee access to Colombian territory, it only allows a foreigner to travel to a post of entry in Colombia and request permission to enter the country in accordance with the visa that has been issued.
- The list of countries or territories does not imply recognition of their name or legal status.

This link will take you to an older version of this document you are currently reading.

Accept that you have read the terms and conditions by checking the box.

☐ I have read *

Identification Data

Passport Number	Nationality
<input type="text"/>	Select...
Date of Issue *	Date of expiry *
<input type="text" value="Día Mes Año"/>	<input type="text" value="Día Mes Año"/>
Authority that issued the passport *	
<input type="text"/>	

Complete the information within your valid passport. When entering dates input the **day/month/year**.

In the field 'Authority' enter the name of the passport issuing country.

Fill in your personal data exactly as it appears in your passport. **Avoid using special characters.**

Personal Data

First Name (Given Name) *	Middle Name
<input type="text"/>	<input type="text"/>
Last Name *	Second Last Name (if applicable)
<input type="text"/>	<input type="text"/>
Date of Birth *	Country / Territory of Birth *
<input type="text" value="Día Mes Año"/>	Select...

Complete this field only if you already submitted a previous application. In that case, enter the requested number.

Application Data

Application registry number	<input type="text"/>
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Privacy Notice and Authorization to handle personal data in the Integrated Citizen Processes System – SITAC – in the Ministry of Foreign Affairs

In order to comply with its obligations under law and contract, and to provide services as intended, the Ministry of Foreign Affairs and its Revolving Fund need to obtain certain information about you. This information includes your identity document, surname(s) and given name(s), demographic information, information on birth and residence; contact data and academic formation; it also includes biometric information (fingerprints, photo and signature) captured virtually or in person at the Ministry's offices to continue with the service, process or product you want. The data are also needed to reply to inquiries, complaints, claims, suggestions, denunciations or congratulations. They are also used to locate you or your family and friends in the event of a natural disaster or emergency; this allows us to promote civic participation and the Ministry's rendering of accounts on its performance or to request you to evaluate your perceptions of the processes and services that the Ministry and its Revolving Fund provide.

You authorize the Ministry of Foreign Affairs and its Revolving Fund to handle the information you provide here, specifically for it to be used for purposes proper to their mission. These purposes are materialized in the performance of activities to provide their services, processes or products such as consular records, apostilles and legalizations, passport and visa issues, nationality, judicial cooperation, certifications, the authorization of public deeds, notarial acts, Colombia Nos Une and processes not provided for an exclusive to diplomatic personnel.

Please note that your information may not be suppressed or revoked if you have a legal or contractual duty to keep it on the database.

You, as holder of Personal Data, may exercise your rights under Law 1581/2012 and its Regulatory Decrees, by writing to: Carrera 5 No 9 – 03 Bogotá, Colombia, under the heading Protection of Personal Data, Ministry of Foreign Affairs; or you can email: contactenos@cancilleria.gov.co

Your personal data can be emailed and/or transferred within the country or elsewhere. For further details about our Information Handling Policy and any important changes in it, please visit: [Personal Data Processing Policy](#)

Read the privacy notice and check the small box to consent to your personal data being processed.

Then, check the bigger security CAPTCHA box confirming you are not a robot.

Click 'Continue'.

☐ I consent to the transfer of my personal data in the terms indicated in this privacy notice. *

<input type="checkbox"/> I'm not a robot	
------------------------------------------	--

Clean	Continue
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Request Visa

*Required Fields

- Application
- Applicant
- Visa
- Additional Information
- Supporting documents
- Confirmation

Application

Passport Number *

548921462

Nationality *

BELGIUM

BEL



If you do not know the class of visa that you require to enter Colombia, please check [the types of Colombian visa](#)

Application *

VISA

Class of Visa *

✓ Select Type of Visa

MIGRANT (M)

RESIDENT (R)

SPECIAL RESIDENT PEACE VISA (RES)

VISITOR (V)

Visa category *

EVENT PARTICIPATON

Name of Applicant *

MAIN APPLICANT

Applied by *

BY THE FOREIGNER

> Continue

STEP #5

Fill in your application information based on your passport number and country and the type of visa you are applying for.

Class of Visa: VISITOR (V).

Visa Category: EVENT PARTICIPATION

Application Type: INDIVIDUAL

Name of Applicant: MAIN APPLICANT

Applied by: BY THE FOREIGNER.

If the registration of the application is done by a representative you should choose BY SPONSOR.

Click 'Continue'.

Request Visa

*Required Fields

Application **Applicant** Visa Additional Information Supporting documents Confirmation

Personal Data

First Name (Given Name) *

Middle Name

Last Name *

Second Last Name (if applicable)

Gender *

Select Sex

Marital Status

Select Marital Status

Do you have other nationalities? *

☐ Yes ☒ No

Do you have children? *

☐ Yes ☒ No

Spouse/civil partner

Document Type *

Seleccione...

Document Number *

Nationality *

Seleccione...

First Name (Given Name) *

Middle Name

Last Name *

Second Last Name (if applicable)

Other childrens

Document Type *

Seleccione...

Document Number *

Nationality *

Seleccione...

First Name (Given Name) *

Middle Name

Last Name *

Second Last Name (if applicable)

Identification	Name
No records found.	

Other Nationalities

Nationality *

Select Nationality

Passport Number

Clean

Add

Date of Birth

Date of Birth *

dd/mm/yyyy

Country *

Select Country

STEP #6 Part 1

Additional personal data, marital and & family status, academic training, occupation, and income.

Once again, enter your personal data **AS IT IS SHOWN IN YOUR PASSPORT.**

If you have a spouse, children, and/or an additional nationality, please select the appropriate answer for each and fill in all additional data requested.

If you checked the box indicating that you have a spouse or partner the "Spouse/civil partner" and/or "Other childrens," you must click on the magnifying glass after you enter their "Documentation Type," "Document Number," and "Nationality," information in order to save it. If you have more than one child, please click on the "Add another child" button to add their information and click the magnifying glass to save this entry.

After entering one or more children, you must click the "Add another child" button (even if you don't have another child) to move to the next page in the form.

If you **do not** have a spouse, children, and/or additional nationality and indicate this appropriately on the form, these additional fields will not appear in your visa application.

Once again, add your date of birth.

Academic Training

Academic Level *

Select Academic Level

Primary

High school

Postgraduate - Phd

Postgraduate - Masters degree

Formación para el trabajo y el desarrollo humano

Postgraduate - Masters

High school

High school

No profession

Normalista

Preescolar

Graduate - Professional technician

Graduate - Technological

Graduate - Professional

Training for work and human development

¿Cuál es el título o diploma de mayor nivel educativo que ha recibido? * What is the highest level of education you have attained? *

✓ Select...

Doctorado

Especialización

Maestría

Media académica (Bachillerato clásico)

Media técnica (Bachillerato técnico)

Ninguno

Normalista

Técnica profesional

Tecnológica

Universitario

Doctorate

Specialization

Masters

Academic average (classical high school)

Technical average (technical high school)

None

Teacher training

Professional technical

Technological

University

✓ Select Knowledge Area

Economy, Bussiness and Accounting and related subjects

Agronomy, veterinary and Zootechnician

Fine arts

Mathematics and Natural Sciences

Social and Human sciences

Education sciences

Engineering, Architecture and related subjects

Gastronomy

Health sciences

Aviation

Tecnologías de la información y la Comunicación (TIC)

Information Technology

Subarea of Knowledge *

Select Subarea of Knowledge

Bacteriology

Nursery

Quirurgic instrumentation

Medicine

Diet nutrition

Dentist

Optometry

Other programs in health science

Occupational Health (HSEQ)

Public health

Therapies

STEP #6 - Part 2

Academic training, occupation, and income

Fill in the highest Academic training you have completed, your area of expertise, and sub-area of expertise. These choices are not all in English, therefore we have translated the options given.

STEP #6 - Part 3

Academic training, occupation, and income.

Under Occupation and Income, select your occupation and profession.

The last question is asking about monthly income you have received when working in Colombia. Most attendees needing a visa will choose "No Aplica" under the question about monthly income range, as they do not work or do official businesses in Colombia.

Ocupación e Ingresos Occupation and Income

¿Durante el mes pasado a que se dedicó principalmente? * During the past month what work did you primarily dedicate yourself to?

- ✓ Seleccione Ocupación Select your occupation
- Buscando trabajo Looking for a job
- Estudiando Student
- Incapacitado permanentemente para trabajar Permanently unable to work
- No Aplica Not applicable
- Oficios del hogar Household trades
- Otra actividad Other activity
- Trabajó en una actividad que le generó algún ingreso I work in an activity that generates some income.

Rama de actividad en la que trabaja *

- ✓ Seleccione Rama de Actividad Select branch of activity
- SECCIÓN A Agricultura, ganadería, caza, silvicultura y pesca Agriculture, livestock, hunting, forestry, and fishing
- SECCIÓN B Explotación de minas y canteras Mining and quarrying
- SECCIÓN C Industrias manufactureras Manufacturing industries
- SECCIÓN D Suministro de electricidad, gas, vapor y aire acondicionado Supply of electricity and gas, stream, and air conditioning
- SECCIÓN E Distribución de agua; evacuación y tratamiento de aguas residuales, gestión de desechos y actividades de saneamiento ambiental Water distrobution, wastewaterdisposal and treatment, waste management and environment
- SECCIÓN F Construcción Construction
- SECCIÓN G Comercio al por mayor y al por menor; reparación de vehículos automotores y motocicletas Wholesale and retail trade, repair of motor vehicles and motorcycles
- SECCIÓN H Transporte y almacenamiento Transport and storage
- SECCIÓN I Alojamiento y servicios de comida Accommodation and food services
- SECCIÓN J Información y comunicaciones Information and Communications
- SECCIÓN K Actividades financieras y de seguros Financial and Insurance Activities
- SECCIÓN L Actividades inmobiliarias Real Estates Activities
- SECCIÓN M Actividades profesionales, científicas y técnicas Professional, scientific and technical activities
- SECCIÓN N Actividades de servicios administrativos y de apoyo Administrative and support services activities
- SECCIÓN O Administración pública y defensa; planes de seguridad social de afiliación obligatoria Public administration and defense, Compulsory social security schemes
- SECCIÓN P Educación Education
- SECCIÓN Q Actividades de atención de la salud humana y de asistencia social Human Health care and social assistance activities
- SECCIÓN R Actividades artísticas, de entretenimiento y recreación Artistic, entertainment, recreation activities
- SECCIÓN S Otras actividades de servicios Other service activities
- SECCIÓN T Actividades de los hogares individuales en calidad de empleadores; actividades no diferenciadas de los hogares individuales como productores de bien... Activities of individual households as employers, undifferentiated activities of individual households
- SECCIÓN U Actividades de organizaciones y entidades extraterritoriales Activities of offshotr organizations and entities

¿Con qué profesión se relaciona su trabajo? * What work is your profession related to?

- ✓ Seleccione Profesión Select your profession
- Agricultores y trabajadores calificados agropecuarios, forestales y pesqueros Farmers and Fishermen
- Directores y gerentes Directors and Employees
- Fuerzas militares Military forces
- No Aplica Not applicable
- Ocupaciones elementales Basic Occupations
- Oficiales, operarios, artesanos y oficios relacionados Office, Operators, artisans and related trades
- Operadores de instalaciones y máquinas y ensambladores Plant and machine operators and assemblers
- Personal de apoyo administrativo Support personnel
- Profesionales, científicos e intelectuales Professional, scientist & intellectual
- Técnicos y profesionales del nivel medio Mid-level technical professional
- Trabajadores de los servicios y vendedores de comercios y mercados Services in commercial sales and markets

¿Cuál fue el ingreso mensual que usted recibió o percibe en pesos colombianos por las actividades desarrolladas actualmente en Colombia? * What was the monthly income you receive(d) in Colombian pesos for the activities currently carried out in Colombia?

- ✓ Seleccione Rango de Ingresos
- \$0 – \$435.375
- \$1.423.500 – \$1.623.500
- \$1.623.501 – \$2.000.000
- \$2.000.001 – \$2.847.000
- \$435.375 – \$874.999
- \$875.000– \$1.423.499
- Más de – \$2.847.500
- No Aplica Not applicable- Most attendees needing a visa will choose "No Aplica" under the question about monthly income range, as they do not do official businesses in Colombia.

STEP #7

Addresses, expense coverage, and social media handles

Please add your current home address and phone number.

Enter the address in which you will stay in Colombia.

The city you will choose is: **Bogota, D.C.**

Enter the address and telephone number of the hotel/home in which you are planning to stay in Bogota.

In the "Expenses" field specify who will cover your travel costs: you (the applicant), an organization, grant, sponsor, university, or an individual, etc. If "By the applicant" is chosen, you may have to provide/upload bank statements (in Step 10 below) to prove that you have the means to pay for this travel.

Outline your social media handles (if applicable).

Enter the email that you would like notifications about the status of your visa sent to.

Click on "Continue."

Home address in your country of nationality or permanent residence or your current establishment

Country *

Select Country

City *

Fill and search

Address *

Telephone *

Address Where You Will Stay in Colombia

Country *

COLOMBIA

City *

Fill and search

Expected adress in Colombia *

Telephone in Colombia *

Office Phone

Expenses

Travel and living expenses in Colombia are covered *

Sel

✓ Select...

By the applicant

By sponsor (relative, host, company, organization)

Other ¿which one?

Social Media sites

Do you have social media sites *

Yes

No

Facebook Username

Instagram Username

X Username

Other, ¿which one?

i

Enter the email in which to receive notifications about the status of your transaction.

E-mail *

E-mail confirmation *

< Back

> Continue

+ Begin new application

STEP #8

Labor information,
Colombian entity
supporting your visa
application

Request Visa

*Required Fields

Application

Applicant

Visa

Additional Information

Supporting documents

Confirmation

Employment Information

Occupation in Colombia *

Entity in Colombia *

Event/Group *

Select...

▼

Johns Hopkins University

International Conference on Family Planning - ICFP 2025

NIT *

No aplica.

Select...

Artist

Assistant

Athlete

Contestant

Exhibitor

Jury

Lecturer

Logistics Personnel

PLEASE CHOOSE "ASSISTANT" IF YOU WILL BE AN ATTENDEE OF ICFP (NOT a Speaker or an Exhibitor).

PLEASE CHOOSE "EXHIBITOR" IF YOU WILL BE IN AN EXHIBIT BOOTH FOR YOUR ORGANIZATION AT ANY TIME DURING THE ICFP.

PLEASE CHOOSE "LECTURER" IF YOU ARE PRESENTING AN ABSTRACT OR SPEAKING AT ICFP.

Earlier Applications

Have you ever had a Colombian visa? *

Yes

No

Have you ever been denied a Colombian visa? *

Yes

No

Have you ever been subject to a cancelation or a no admission of a Colombian visa? *

Yes

No

< Back

> Continue

Follow below to properly fill in the "Labor Information" exactly as described.

"Occupation in Colombia:" Specify the "job" you will perform in the country while at the ICFP (See the highlighted recommendations.)

"Entity in Colombia": Indicate the agency/sponsor responsible for the event in the country. **Please write "Johns Hopkins University"** in this field.

"Event/Group": Indicate the name of the event or group or delegation you represent. Please write **"The International Conference on Family Planning - ICFP 2025"** in this field.

"NIT": (Tax Identification Number) In this field, please write **"No aplica"**.

Answer the additional questions about any earlier visa applications if you have had them.

Request Visa

Required Fields

Application

Applicant

Visa

Additional Information

Supporting documents

Confirmation

Additional Information

Have you ever been expelled from Colombia? *

☐ Yes ☐ No

Have your ever been deported from Colombia? *

☐ Yes ☐ No

Do you have or have had legal/penal processes? *

☐ Yes ☐ No

Have you ever stayed in Colombia without a visa? *

☐ Yes ☐ No

Do you have or have had an immigration card in Colombia? *

☐ Yes ☐ No

Do you have family in Colombia?

Does any family member currently resides in Colombia? *

☐ Yes ☐ No

STEP #9

Additional questions pertaining to past visits to Colombia

Answer the questions about immigration, criminal and family background in Colombia.

Enter the additional information requested if your answer is affirmative to anything asked.

Additional Information

At the time of filling up this application, are you outside of Colombia? *

☒ Yes ☐ No

Choose the country where you are *

Choose the city where you are *

< Back

> Continue

+ Begin new application

Please fill in the city and country from which you are filling out this application if outside of Colombia.

Click: 'Continue'.

STEP #10

Upload digital photo and supporting visa documents adhering to all requirements.

Digital Photo

Recent color photo with a plain white background. Size: 4 centimeters in height and 3 centimeters in width. You must appear looking straight at the camera’s lens. Your head should be horizontal centered and complete. Eyes should be open, and ears must be visible. The photo must be a clear shot. It is not allowed to wear hair or other accessories that cover the face. The image format is JPG and must have a maximum size of 300 KB. Do not use the photo of the previous visa

Photo *

+ Upload photo

Be sure to attach a recent document-type photograph to the application that meets the technical requirements.

Applications with photos that do not meet the requirements would be unacceptable or rejected.

Avoid providing blurred, edited, cut, non-original photos or whose background lighting, and contrast do not allow the full identification of the applicant, or pretend to reflect or hide particular signs or an appearance that does not correspond to the real and current one.

Please upload the documents needed for your application as PDFs. Ensure all documents are clear and legible and upload using the upload icons indicated in the application.

1. Copy of the passport (only the identification data page), which must be valid for at least 6 months from time of the conference.

3. If you reside in a country other than your country of nationality, you must also provide a copy of the current official document proving such permanent residence.

4. The official invitation letter from Johns Hopkins University (ICFP2025) and our country co-hosts, which can be downloaded from Dryfta once you register for the ICFP 2025, can be utilized for this purpose, as it describes the nature and purpose of the applicant's visit to the country, and the duration and place of the activity.

5. If your travel is sponsored by an entity outside of your own funds, an additional letter will also need to be obtained by the organization supporting you and uploaded.

6. If the financial responsibility for the visa and travel is assumed by the applicant themselves, documents proving solvency (bank statements, labor certification) must be attached to the application.

Visa supporting documents

Please upload the files in PDF format, in the indicated order. Bear in mind that the order of the documents could affect the results of the application.

Order of document	Name of document	Saved Document	Opciones
1	Provide a passport, travel document, or laissez-passer issued by an authority, international organization, or state recognized by the Government of Colombia, with a validity of at least six (6) months from the date of the visa application, in good condition and with blank pages for the visa stamp, in cases where this may be required. Provide a copy of the valid passport, travel document, or laissez-passer's main page showing the holder's personal and biometric information.	×	+
2	Foreigners requesting a visa while in Colombian territory must provide a copy of the passport page with the most recent entry stamp or equivalent entry authorization issued by the Special Administrative Unit of Migration Colombia or a safe-conduct to prove their regular stay in the territory.	×	+ 🔍 ×
3	Citizens of nationalities exempted from short-stay visa by resolution, who apply for their visa in the territory of a State other than that of their nationality, must provide a copy of the document that, in accordance with the immigration regulations of the country where they are staying, proving their regular stay. Citizens of nationalities not exempted from short-stay visa who apply for a visa in a country other than that of their nationality, must provide a copy of the document proving their migratory status as a resident.	×	+
4	Submit a letter signed directly by the legal representative of the legal entity acting on its behalf, clearly establishing the following information: a) Full identification of the legal entity, indicating its NIT if it is incorporated in Colombia, along with its contact information; b) Complete identification of the foreign national; c) Letter from the legal representative of the legal entity sponsoring the application, stating the activity the foreign national will carry out and specifying who will be financially liable for expenses related to the foreign national's travel and stay in Colombia. This communication must also include the information of any other foreign nationals the company or legal entity may have sponsored for a Colombian visa application. The legal entity must also commit to the Government of Colombia to guarantee the foreign national's return to his/her country of origin or to report if he/she overstays illegally in Colombia; d) Explanation of the relationship or type of connection with the foreign national for whom the visa is being requested, and the specific qualifications or expertise of that person, if applicable; e) Statement of financial liability for the expenses related to the foreign national's travel to and stay in Colombia, in which the legal entity also commits to immediately notify the Visa Authority of any change in the conditions under which the visa was granted, to guarantee the foreign national's return to his/her country of origin, and to report to Colombian authorities if the foreign national overstays illegally in Colombia. This statement must be signed by hand and include a fingerprint of the right or left index finger, or right or left thumb; or signed before a competent foreign authority, in which case it shall be apostilled or legalized, as applicable.	×	+
5	When the legal entity supporting the applicant is private and incorporated abroad, a certificate of existence and legal representation or a document in lieu thereof must be provided. Except for the exceptions expressly provided in this resolution, any document created or issued outside the country must have an apostille or legalization, depending on the issuing or certifying authority, and an official translation into Spanish if it is not already in that language.	×	+
6	If the support of this applicant's travel comes from an individual (including the applicant) or a private entity that is not internationally known, documentation must be provided that demonstrates the liquidity of the legal entity through bank statements from the three months prior to the visa application. In the case of a public/known entity, this requirement does not apply. Bank statements can be uploaded under item 7.	×	+
7	If the person applying for V-visas is a Digital Nomad, Entrepreneur, and/or a Remote Worker, a support communication in Spanish or English must be issued by the foreign company for which the applicant provides services, indicating the type of relationship and the type of remuneration received by the applicant. In any case, the applicant must demonstrate with the bank statements that he/she has a minimum income equivalent to three (3) Minimum Legal Monthly Wages in force. (Approximately \$1,050 USD)	×	+ 🔍 ×

< Back

> Continue

Click 'Continue' when finished uploading your required documents.

Oficina



A continuación seleccione la oficina donde continuará su Solicitud de Visa

Solicitud Ante *

Seleccione...

Seleccione...

BTA. VISAS
C. ABU DHABI
C. ACRA
C. AMSTERDAM
C. ANKARA
C. ANTOFAGASTA
C. ARGEL
C. ARUBA
C. ASUNCION
C. ATLANTA
C. AUCKLAND
C. BAKÚ
C. BANGKOK
C. BARCELONA
C. BEIJING
C. BEIRUT
C. BERLIN
C. BERNA
C. BILBAO

Guardar

Atrás

STEP #11

Select the correct consulate to submit your online visa application. See chart here to select the appropriate consulate.)

If you submit your application to the wrong embassy, it will be rejected and you will have to re-apply and YOUR APPLICATION FEE WILL NOT BE REFUNDED.

Select the Colombian consulate office to which to send your e-visa application as outlined in the visa chart that corresponds to your passport country or your country of permanent residence, if different.

For example, if the applicant's nationality is Indian but their permanent residence is in the city of Bangkok, Thailand, they should submit their visa application to the Colombian Consulate in Bangkok and therefore select "C.BANGKOK".

In this case, the applicant must provide the official document certifying such permanent residence with a copy of the passport attached to the application.

Click here to find the consular district that corresponds to your country of residence.

Información para continuar el trámite

*Campos Obligatorios

Trámite

Solicitud

Solicitud Ante *

Pago en *

BOGOTA

Seleccione Oficina Ubicación Pago

Seleccione Oficina Ubicación Pago

PAGO EN LÍNEA (A TRAVÉS DE PSE) - Select if you want to pay via debit card in Colombia only.

SUCURSAL BANCO EN COLOMBIA O CAJERO SERVIBANCA - Select this if you want to pay IN-PERSON at a bank in Colombia.

PAGO EN LÍNEA CON TARJETA DE CRÉDITO - Select this to pay online with an international credit card.

Limpiar

Continuar

Select one of the visa application fee payment options:

1. Colombia residents may pay with debit card or in-person at a bank (the first two options).
2. Online payment with international credit card is the only method for all international attendees from outside of Colombia.

Click "Continuar."

STEP #12

Visa application payment.

You will be directed to the following page to settle your payment:
<https://tramites.cancilleria.gov.co/apostillalegalizacion/pago/iniciopagotc.aspx>

The screenshot shows the 'Pago en línea' (Online Payment) section of the 'Trámites' (Services) page on the website tramites.cancilleria.gov.co/apostillalegalizacion/pago/iniciopagotc.aspx. The page features the 'COLOMBIA POTENCIA DE LA VIDA' logo and a 'Trámites' header. Below the header, there is a form with two required fields: 'Número de solicitud*' (Application Number) and 'Correo electrónico*' (Email). The 'Correo electrónico*' field is currently empty. Below the form, there are three payment options: 'pse' (Punto de Venta Electrónico), 'VISA', and 'Tarjeta de crédito' (Credit Card) with the Mastercard logo. The 'pse' option is selected. At the bottom of the form, there are 'Limpiar' (Clear) and 'Buscar' (Search) buttons. A footer note states: 'Esta aplicación funciona mejor en Mozilla Firefox o Google Chrome' and '©2024 Ministerio de Relaciones Exteriores'.

Fill in your application number and email address registered in the application and select one of the two payment options. Only select PSE if you are located in Colombia and are paying with a debit card. **Most people will need to select "Visa/Mastercard" to pay.**

AFTER RECEIVING THE CONFIRMATION OF THE VISA APPLICATION "STUDY" PAYMENT REGISTRATION, YOU WILL SEE THE FOLLOWING NOTICE:



La solicitud será estudiada por la oficina, recibirá un correo notificando el resultado del estudio de la solicitud
La solicitud ya se encuentra pagada.

The application will be reviewed by the office, and you will receive an email notifying you of the outcome of the application review.
The application fee has already been paid.

Consulates have up to 30 days to complete the visa application study and give a decision on the visa application. All consulates operate autonomously and may request further information from the applicant or require additional documents beyond the basic requirements and visa applicants are obligated to comply with such requirements. Failure to do so may result in the visa application being deemed inadmissible.

Your visa application does not mean automatic authorization. The application may be authorized, inadmissible, or rejected. Please comply with any additional instructions given by your consulate.

Remember that the visa application has **two payments**: the first one corresponds to the visa application/study fee when you are filing your application, and the **second one is only paid when your visa is authorized and corresponds to the issuance fee.**

Once you have received approval of your visa application at the email address you used in your visa application, please immediately go to the link provided in the confirmation email and follow the instructions to pay for your visa so that it can be issued. Your visa will be sent to you via email. Please PRINT this visa confirmation to take with you when you travel, as you will need to present it.

If you do not receive your visa approval within the guaranteed 30-day time frame or your visa is deemed inadmissible or rejected, please email info@theicfp.org with the subject line "VISA ISSUE" and give us your name, visa study application number and a PDF of email received.