

## VISA REGISTRATION IN QUITO, ECUADOR

When you arrive in Ecuador, please make sure that your passport receives an entrance stamp or “Sello de Entrada,” as well as a seal that states your type of visa. **If you have any other type of visa, contact the International Relations Office at UIDE.**

- Applying for Visa: 12-VIII  
12-VIII is an **exchange student visa only**; it is not a work visa

After your arrival, you have 25 days to go to the “Dirección General de Extranjería,” located on the Av. 6 de Diciembre and Av. Colón (between La Niña y Colón), from Monday to Friday (8:00 am - 4:30 pm).

Documents you must present:

- a) Original passport
- b) **“Certificado de Visación”**:
  - From the packet of papers you receive from the Consulate, the one with your photo is the “Certificado de Visación”; be sure to take the **original**
  - If you don’t have this document, for a \$10 fee, you can get another one at the Cancillería, Av. 10 de Agosto and Carrion
- c) Color copies of:
  - photo page of your passport
  - page with the entrance stamp "Sello de entrada"
  - page with your Ecuadorian visa
- d) \$4.00 in cash
- e) A folder or an envelope to keep your documents safe

When you enter Extranjería, you will need to get in line at the right side of the room to get a turn. When your number is called, you must approach a window where you will be assisted by an attendant who will ask for all of the above-mentioned documents. After the reception of documents, the attendant will give you a small blue paper with a code: **Do not lose this paper. Without it, your passport will not be returned to you.** You will then be asked to pay the \$4 fee at the “caja,” or cashier, located on the left side of the room.

After paying the fee, a picture will be taken of you and you will then be instructed to go to the first window where you left all your documents. This is the last step to complete the process. Do not worry about your passport; it will be returned to you with the registration stamp within 3 - 5 days. Please remember to keep the blue paper in a safe place; you will need it to pick up your passport.

As a word of advice, please be sure to keep copies on hand of every document, in case they are misplaced or necessary for another procedure during your stay in Ecuador.