

	<b>Instructivo</b>	CODIGO GE-IN-01
	<b>VISA, REGISTRO Y ADMISION</b> Estudiantes Extranjeros Versión Ingles	Fecha: 03.05.22 Versión 2

## REGISTRATION AND ADMISSION

### REGISTRATION

Colombia supports International education and welcomes foreign students who intend to study in a public or private educational establishment recognized by the National Government. A citizen of a foreign country who wishes to study in Colombia must obtain a valid Visa first and prior to enrollment. The visa and/or study permit must be valid for the length of the program to be studied.

Additionally, foreign applicants may be required to validate their student status by obtaining a PID permit during the migratory process at the airport. For in- country applicants, those already living in Colombia with a valid V-Visa or under any other migratory scheme are required to legalize their student status through the corresponding Government office. <https://www.migracioncolombia.gov.co/>

As a visa and student applicant, you will need to establish that you meet all requirements to receive the corresponding visa and/or permit that will allow you to study legally in Colombia.

If you are a foreign student who wish to get enroll in one of our Bilingual Programs, read the following information to find out about your course application and visa requirements:

#### Application types:

#### 1) For in-Country applications

##### 1a) foreign citizens already living in Colombia with a valid V-Visa:

Applicants, who are already living in Colombia with a valid V-Visa or under any other migratory scheme, are required to process a legalization of their student status with the corresponding authority ([Migración Colombia](#)).

##### 1b) Venezuelan Foreign Citizens with a valid M/ R Visas or PEP Permit:

Venezuelan nationals, who wish to enroll in one of our Bilingual Programs, can do so with an M or R Visas or PEP permit, valid for the length of the program to be studied.

**Note:** All for in-Country applications (**1a and b**) require a pre-acceptance letter issued by the Institute of Languages of Universidad Católica de Colombia to legalize and formalize their student status. This letter can be obtained once applicants hold a face-to-face meeting with the Institute's Academic Secretary to determine the type of course, the entry level (according to the placement test), and the number of courses to be paid. The following documents are also required.

## **Steps and requirements for registration and pre-acceptance letter.**

- 1) Face-to-face meeting with the Academic Secretary
- 2) Original and copy of passport identification page with photo and entry stamp page
- 3) Original and copy of visa page (V, M or R) – valid for the length of the program to be studied
- 4) Original and Copy of National ID for Foreigners (Cédula de Extranjería)
- 5) Completed Registration Form Filled ([form](#))
- 6) Registration Fee Receipt
- 7) Original and copy of PEP permit \*\* Only for Venezuelan Nationals

## **2) From Abroad Applications**

### **2a) Applicants from countries requiring a Colombian visa for entry into the country:**

Citizens from certain nationalities are required to process a valid V or Student visa prior to entry into Colombia and undertake the necessary immigration procedures to legalize their stay before the corresponding migration authorities. You can check the [Colombia Government Cancilleria page](#) to determine the visa process requirements and whether or not, your nationality requires an issued visa prior to arrival and entry into Colombia territory. [https://www.cancilleria.gov.co/en/procedures\\_services/visa/requirements](https://www.cancilleria.gov.co/en/procedures_services/visa/requirements)

Once your visa is granted, submit the documents listed below to [institutodelenguas@ucatolica.edu.co](mailto:institutodelenguas@ucatolica.edu.co) to continue with your registrations process.

### **2b) Applicants from countries not requiring a Colombian visa for entry into the country:**

If your nationality is listed as one of the countries whose citizens do not require to process a V-visa to be issued prior to entry into Colombia, applicants will still be asked to legalize and formalize their student status with the program's pre-acceptance letter when undergoing their migratory process with the authorities at the Colombian airport. A PID Permit (Integration and Development Permit) will be granted by the migratory authorities.

**Note:** All, from abroad applicants (**2a and 2b**) require a pre-acceptance letter to legalize and formalize their student status once arriving at the Colombian airport. This letter can be obtained once applicants hold an online meeting with the Institute's Academic Secretary to determine the type of course, the entry level (according to the placement test), and the number of courses to be paid. **2a** applicants may also require the pre-acceptance letter for their visa application process with the Colombian embassy or consulate in the country of application.

## **Steps and requirements for registration and pre-acceptance letter.**

- 1) Online meeting with the academic secretary to determine the type of course, entry level, and program to enroll.
- 2) Copy of valid passport, identification page with photo.
- 3) Copy of Visa (V, M or R) valid for the length of the program to be studied.

- 4) Completed Registration Form Filled ([Registration Form](#))
- 5) Registration Fee Receipt

## **ADMISSION**

To continue with the admission process and prompt enrollment in the selected Bilingual Program, all applicants with a valid visa, legalization of students status and/or valid permits ( PEP, PID) are required to submit all the documents listed above by email to [institutodelenguas@universidadcatolica.edu.co](mailto:institutodelenguas@universidadcatolica.edu.co) or be submitted personally in the premises of the Institute of Languages : Calle 47 No. 13 – 54 Sede Carrera 13, Bloque B

### **Steps and requirements to complete the admission and official enrollment into the bilingual program.**

- 1) Original and copy of valid Visa (V, M or R) effective and valid for the length of the program to be studied.
- 2) Legalization of student status
- 3) Original and copy of PID Permit for from abroad applicants
- 4) M-Visa or PEP Permit for Venezuelan applicants
- 5) National ID for Foreigners ( Cédula de Extranjería)
- 6) Completed Registration Form Filled ([Registration Form](#))
- 7) Registration payment receipt
- 8) Program payment receipt
- 9) Original and copy of international health insurance with coverage in Colombia

### **Important information:**

The pre-acceptance letter is a document that validates applicants who meet the criteria to be accepted into one of our Bilingual Programs. Applicants' final acceptance and admission will be officialized only and until the student, status is legalized, and when all the required documentation is delivered to us.

Every foreign student needs an international health insurance with full coverage in Colombia. This must include medical repatriation in the case of death or serious disease. This insurance must have coverage from their first day in Colombia until the end of their residence. The insurance policy must be submitted with all other documents required during the admissions process or asked by the National Government. Medical insurance provided by credit card companies are not accepted as widecoverage international health insurance.

It is important to register for your program before you arrive on campus. Contact your academic advisor for any queries or more information about the registration and admission process at [institutodelenguas@ucatolica.edu.co](mailto:institutodelenguas@ucatolica.edu.co) or visit us at our campus Bogotá Calle 47 No. 13 – 54 Sede Carrera 13, Bloque B. Universidad Católica de Colombia.