



# ACADEMIC STUDIES ABROAD

## Student VISA Information for Chile

Students attending an ASA semester program in Chile must obtain a Student Visa prior to departure. The Student Visa is valid for one year and may be renewed in Chile. The Student Visa does not allow you to work.

### Your Passport

- ▶ **IF YOU DON'T HAVE A VALID PASSPORT OR HAVE NOT YET RENEWED YOUR CURRENT PASSPORT, HAVE IT EXPEDITED IMMEDIATELY!** Regular service can take up to 6 weeks to process; expedited service takes 2-3 weeks.
- ▶ **YOU WILL NEED YOUR VALID PASSPORT IN HAND AT LEAST 60 DAYS PRIOR TO DEPARTURE, IN ORDER TO APPLY FOR YOUR VISA. The Consulate will keep your passport while they process your visa, so don't plan any international travel while your visa is being processed.**
- ▶ **Your passport must NOT expire for at least 6 months after your proposed return date from Chile. CHECK YOUR PASSPORT'S EXPIRATION DATE TO BE SURE.**

### Policies

- ▶ **ASA cannot assist you in applying for or obtaining your visa. It is solely the student's responsibility to apply for and obtain the visa. YOU WILL HAVE TO MAKE A PERSONAL APPEARANCE at the Chilean Consulate representing your state's jurisdiction.**

The information contained in this document consists of general guidelines and is meant to help you get started with the application process that goes on between you, the applicant, and the Chilean Consulate that represents your state of residence. **However, the information in this document may not be 100% correct or up-to-date, because of the constantly changing visa laws, so it is of utmost importance that you CHECK YOUR CONSULATE'S WEBSITE as soon as possible to read about YOUR particular Consulate's visa requirements. Visa requirements and procedures vary by Consulate!!**

- ▶ **You should direct all your visa-related questions to your Consulate.**

**Only your particular Consulate can advise you on how to apply, what documents they need you to submit, and all other visa-related requirements, procedures and processing time.** Because each Chilean Consulate works independently of the others, some Consulates may require certain documents that other Consulates do not.

- ▶ **If you do not have your Student Visa when it is time to depart, you will not be allowed to attend the ASA program and will receive no refund.**

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## HOW TO APPLY: TIMELINE

1. **YOU MUST APPLY FOR YOUR VISA 30-45 DAYS PRIOR TO DEPARTURE IN ORDER TO ALLOW TIME FOR PROCESSING!** The Consulates can take a month or more to issue your visa. There are seven Chilean Consulate General offices in the United States and some Honorary Consulates that process visas (see list later in this document).

**YOU WILL NEED TO MAKE A PERSONAL APPEARANCE** either to apply for your visa, to pick up your visa, or in some cases both.

2. **THE FIRST STEP** is to check with your Consulate to see if they require an FBI Background Check. Not all Consulates require them. If you need one, keep in mind **THIS TAKES 13 WEEKS OR MORE TO PROCESS!** If your Consulate requires one, keep in mind you must *have this in hand* in time for your visa appointment- it cannot still be in process at the time of your appointment!
  - a. **Because it takes the FBI 13+ weeks to process it (3-4 months), and because you have to submit your visa application 30-45 days prior to departure, YOU NEED TO APPLY FOR THE FBI BACKGROUND CHECK AT LEAST 5 MONTHS PRIOR TO DEPARTURE.**
  - b. Later in this documents you will find info on how to apply for the background check.
3. Your **SECOND STEP** is to **VISIT YOUR CONSULATE'S WEBSITE AND CAREFULLY READ THE STUDENT VISA REQUIREMENTS.** If it is not clear what the requirements are, you'll need to call or email the Consulate directly. The Consulates' websites can be found on the last pages of this document. Find out if you need to appear in person and what documents you need to submit.
4. Your **THIRD STEP** is to **COMPILE YOUR VISA DOCUMENTS** at least 3 weeks before you need to submit them.

## HELPFUL TIPS!!!

1. **Jurisdictions:** Each Consulate represents only certain states or counties. (See the last pages of this document for a list of all the Chilean Consulates in the United States and their corresponding jurisdictions.) You can only apply for your visa at the Consulate representing your state's jurisdiction.
2. **ASA will provide you with TWO of the documents you'll need for your visa application:**
  - a. **Visa Letter from ASA, verifying your enrollment; written by ASA, on ASA letterhead, addressed to "Consulate General of Chile"** *This letter will also verify that you have paid in full, which some (but not all!) Consulates will accept as your Proof of Financial Means. Check your Consulate's website to see what they require.*
  - b. **Visa Letter/Acceptance Letter from the Chilean university you'll attend, verifying your enrollment**
3. **If you have a specific question that is not answered on the Consulate's website or phone recording,** be prepared that it might be difficult to actually get someone on the phone. (Some Visa Offices only accept calls during limited hours, and other Visa Offices don't accept phone calls at all and only communicate by email or fax.) If you're persistent and plan ahead, you will get the information you need. If you try calling and can't get through, try sending a fax and an email as well. Be patient when waiting for an answer back

when you phone, email or fax them, as it can take them at least a week to get back to you. Some Consulates have automated telephone systems that list the visa requirements. As always, please check your Consulate's website.

**4. Plan ahead and don't procrastinate!**

▶ **If you wait too long to request your FBI Background Check or compile your other visa documents, your visa may not be ready in time for departure.** Keep in mind all documents must be ready 30-45 days prior to departure. Obtaining certain required documents could take you several weeks, and the FBI Background Check takes 13+ weeks! **You will not be allowed to attend the program without a Student Visa.**

**5. Double check everything.** Make sure you have ALL the documents ready that your Consulate has requested. The Consulate will not accept incomplete applications.

## **APPLYING FOR AN FBI BACKGROUND CHECK**

- Before you do anything, check with your Consulate to find out if they require an FBI Background Check. Not all Consulates require them!
- **It takes the FBI 13+ weeks to process requests for background checks. Keep in mind, you must have it IN HAND in time to apply for your visa, and you must apply for your visa 30-45 days before departure.**
- **Your background check must be recently dated** – some Consulates specify a certain time-frame (120 days) and others do not. If your Consulate doesn't specify, we recommend your background check be dated within 60 days of your appointment.
- **The FBI has a high rejection rate – 1 out of 6 applications is rejected because information submitted by the application was incorrect, incomplete, the fingerprints were in the wrong format, etc. *Read the FBI website carefully!***
- **Unacceptable fingerprints are a common reason for rejection.** To avoid this, we strongly recommend you have your fingerprints taken by a **fingerprint technician**, which can be found at most local law enforcement agencies.
  - **Your fingerprints must be recorded on a fingerprint card.** You can download one from the FBI's website, but if you go to a fingerprint technician, they may prefer to use one of their own fingerprint cards. Either is fine. You can also call the FBI at (304) 625-5590 to request a fingerprint card be mailed to you.
- **The FBI provides a helpful guide to “Recording Legible Fingerprints”- please read it!**  
[http://www.fbi.gov/about-us/cjis/fingerprints\\_biometrics/recording-legible-fingerprints](http://www.fbi.gov/about-us/cjis/fingerprints_biometrics/recording-legible-fingerprints)
- **FOR FULL INSTRUCTIONS ON APPLYING FOR THE BACKGROUND CHECK, GO TO**  
<https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>
- **When you mail your application to the FBI:**
  - **Keep a set of photocopies of all your documents**
  - **Use FedEx or UPS so you can track your shipment and confirm delivery**

## Chilean Consulates General in the United States

*All websites have an English option.*

For a map of all the jurisdictions and corresponding Consulates, go to <http://chile.gob.cl/en/consulados/>

### **CONSULATE GENERAL OF CHILE – CHICAGO**

1415 N Dayton St. 2nd floor

Chicago, IL 60642

Tel: (312) 654-8780

Fax: (312) 654-8948

Web: <http://chile.gob.cl/chicago/en/>

2016 Student Visa info: <http://chile.gob.cl/chicago/files/Student-Visa-2016.pdf>

**Jurisdiction:** North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Ohio, Kentucky

### **CONSULATE GENERAL OF CHILE – HOUSTON**

1300 Post Oak Boulevard, Suite 1130

Houston, TX 77056

Tel: (713) 621-5853 / (713) 963-9066

Fax: (713) 621-8672

Web: <http://chile.gob.cl/houston/en>

**Jurisdiction:** New Mexico, Oklahoma, Texas, Arkansas, Louisiana, Mississippi

### **CONSULATE GENERAL OF CHILE – LOS ANGELES**

6100 Wilshire Blvd., Suite 1240

Los Angeles CA 90048

Tel: (323) 933-3697 / (323)-933-0187

Fax: (323) 933-3842

Web: <http://chile.gob.cl/los-angeles/en/>

**Jurisdiction:** Colorado, Utah, Arizona, Hawaii, southern California from the 36°N latitude to the Mexican border, southern Nevada from the 38°N latitude to the southern border

### **CONSULATE GENERAL OF CHILE – MIAMI**

800 Brickell Ave. Suite 1200

Miami, FL 33131

Tel: (305) 373-8623 / (305) 373-8624

Fax: (305) 379-6613

Web: <http://chile.gob.cl/miami/>

**Jurisdiction:** Tennessee, Alabama, Florida, Georgia, South Carolina, Puerto Rico

### **CONSULATE GENERAL OF CHILE – NEW YORK**

866 United Nations Plaza, Suite 601 (*located at 1<sup>st</sup> Ave. and 38<sup>th</sup> St.*)

New York, NY, 10017

Tel: (212) 980-3707 / (212) 980-3366 / (212) 355-0612 / (212)980-3504

Fax: (212) 888-5288

Web: <http://chile.gob.cl/nueva-york/en/>

**Jurisdiction:** Maine, New Hampshire, Vermont, New York, Massachusetts, Connecticut, Rhode Island, New Jersey, Pennsylvania, Delaware

### **CONSULATE GENERAL OF CHILE – SAN FRANCISCO**

870 Market St. Suite 1058

San Francisco, CA, 94102

Tel: (415) 982-7662 / (415) 982-7665

Fax: (415) 982-2384

Web: <http://chile.gob.cl/san-francisco/>

**Jurisdiction:** Washington, Oregon, Montana, Wyoming, Alaska, Idaho, northern California from the 36°N latitude to the northern border, southern Nevada from the 38°N latitude to the northern border

### **CONSULATE GENERAL OF CHILE – WASHINGTON D.C.**

1734 Massachusetts Avenue NW

Washington D.C. 20036.

Tel: (202) 530-4104 / (202) 530-4106 / (202) 530-4107

Fax: (202) 530-4145

Web: <http://chile.gob.cl/washington/>

**Jurisdiction:** West Virginia, Virginia, North Carolina, Washington D.C.

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## **Honorary Consulates Authorized to Act**

*Sometimes, an Honorary Consulate can assist you with visa processing by, for example, certifying paperwork for you by witnessing your signature. While there is no guarantee they can assist with visas, if an Honorary Consulate is located much closer to you than your Consulate General, it couldn't hurt to contact them.*

### **HONRARY CONSULATE – BOSTON**

Cónsul Honorario: Sr. Paul Garber

Cónsul Honorario Adscrito: Phillip Garber.

1 Bernardo O'Higgins Circle

Brighton, MA 02135

Tel: (617) 232-0416

Fax: (617) 232-0817

Email: [conchile.org@comcast.net](mailto:conchile.org@comcast.net)

### **HONORARY CONSULATE - HONOLULU**

Cónsul Honorario: Sra. Gladys Vernoy

2240 Kuhio Ave. Ph 3804

Honolulu, HI 96815

Tel: (808) 561-1772

Fax: (808) 543-0155

Email: [vernoy@aloha.net](mailto:vernoy@aloha.net)

### **HONORARY CONSULATE - LAS VEGAS**

Cónsul Honorario: Sra. Paulina Biggs-Sparkuhl

PO BOX 371216

1930 Village Ctr.

Circle 3-711

Las Vegas, NV 89134

Tel/Fax: (702) 456-9965

Email: [consulchile@hotmail.com](mailto:consulchile@hotmail.com)

### **HONORARY CONSULATE - PHILADELPHIA**

Cónsul Honorario: Sr. Benjamín Leavenworth

Canciller Sra. Gladys Zepeda

Secretaria: Sra. Ilonka Dragicevic Leiva

Dirección:

Public Ledger Building, Suite 1030 (located at 6th and Chestnut St)  
Philadelphia PA 19106.

Horario de atención al público: 8.00 a 13.00 horas

Teléfonos: (215) 829-9520 / (215) 829-9531 / (215) 923-5144

Fax: (215) 829-0594

E-mail address: [chancellor@chileconsulphila.org](mailto:chancellor@chileconsulphila.org), [cnfilaus@infionline.net](mailto:cnfilaus@infionline.net), [economic@chileconsulphila.org](mailto:economic@chileconsulphila.org)

### **HONORARY CONSULATE - SAN JUAN, PUERTO RICO**

Cónsul Honorario: Cyril Meduña

Canciller: Jessica Robles

Edificio American Airlines 1509 López Landrón Of. 800

San Juan PR 00911

Horario de atención al público: 08:00 a 13:00 horas

Tel: (787) 725-6365 / (787) 725-7295

Fax: (787) 721-5650

E-mail address: [conchilepr@coqui.net](mailto:conchilepr@coqui.net)

### **HONORARY CONSULATE - SEATTLE**

Cónsul Honorario: Jorge Gilbert

4413 Governor Ln.

Olympia, WA 98501

Tel & fax: (360) 754-8747

Email: [consulchile@comcast.net](mailto:consulchile@comcast.net)

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### **Honorary Consulates NOT Authorized to Act**

*These Consulates are “no autorizados para actuar” which means they cannot process visas. However, if you are having difficulty communicating with your Consulate General and one of the following Honorary Consulates is located close to you, it may be worthwhile to see if they can put you in touch with someone at the Consulate General.*

#### **ATLANTA**

Cónsul: Sra. Erika Monckeberg

2876 Sequoyah Dr.

Atlanta, GA 30327

Tel:(404) 444-4885

#### **CHARLESTON**

Cónsul: Dr. Carlos Salinas

948 Equestrian Dr.

Mount Pleasant, SC 29464

Tel:(843) 884-6224, Fax:(843) 792-2489, Email: [salinasc@musc.edu](mailto:salinasc@musc.edu)

#### **DALLAS**

Cónsul: Sra. Dorothy Reid

3500 Oak Lawn, Suite# 230 LB 58

Dallas, TX. 75219

Tel:(214) 599-8814, Fax:(214) 526-3353, Email: [marullreid@yahoo.com](mailto:marullreid@yahoo.com)

#### **DETROIT**

Cónsul Honorario: Mariela Griffor

PO. BOX 36253.

Grosse Pointe Farms.MI.48236

Tel: (313) 407-9236, Fax: (313) 417-0258 , E mail: [consul@chileanconsuldetroit.org](mailto:consul@chileanconsuldetroit.org)

**KANSAS CITY**

Cónsul: Sr. Robert Evans

4153 Broadway Ave.

Kansas City, MO 64111

Tel/Fax: (816) 822-7468

**NEW ORLEANS**

Cónsul: Sr. Angel Carreras

1350 Port of New Orleans Place Blvd

New Orleans, LA 70130

Tel: (504) 528-3364, Fax:(504) 528-3357, E mail: [carrerasa@portno.com](mailto:carrerasa@portno.com)

**SAN DIEGO**

Cónsul: Sr. George L. Gildred

550 West C St. Suite #1820

San Diego, CA 92101

Tel: (619) 232-6361, Fax:(619) 696-0991, E mail:[ggildred@abac.com](mailto:ggildred@abac.com)

**SALT LAKE CITY**

Cónsul Honorario Thomas Edgar Lyon.

211 Brigham Young University

Provo. Utah. 84602.

Telefono: (801) 422-9134