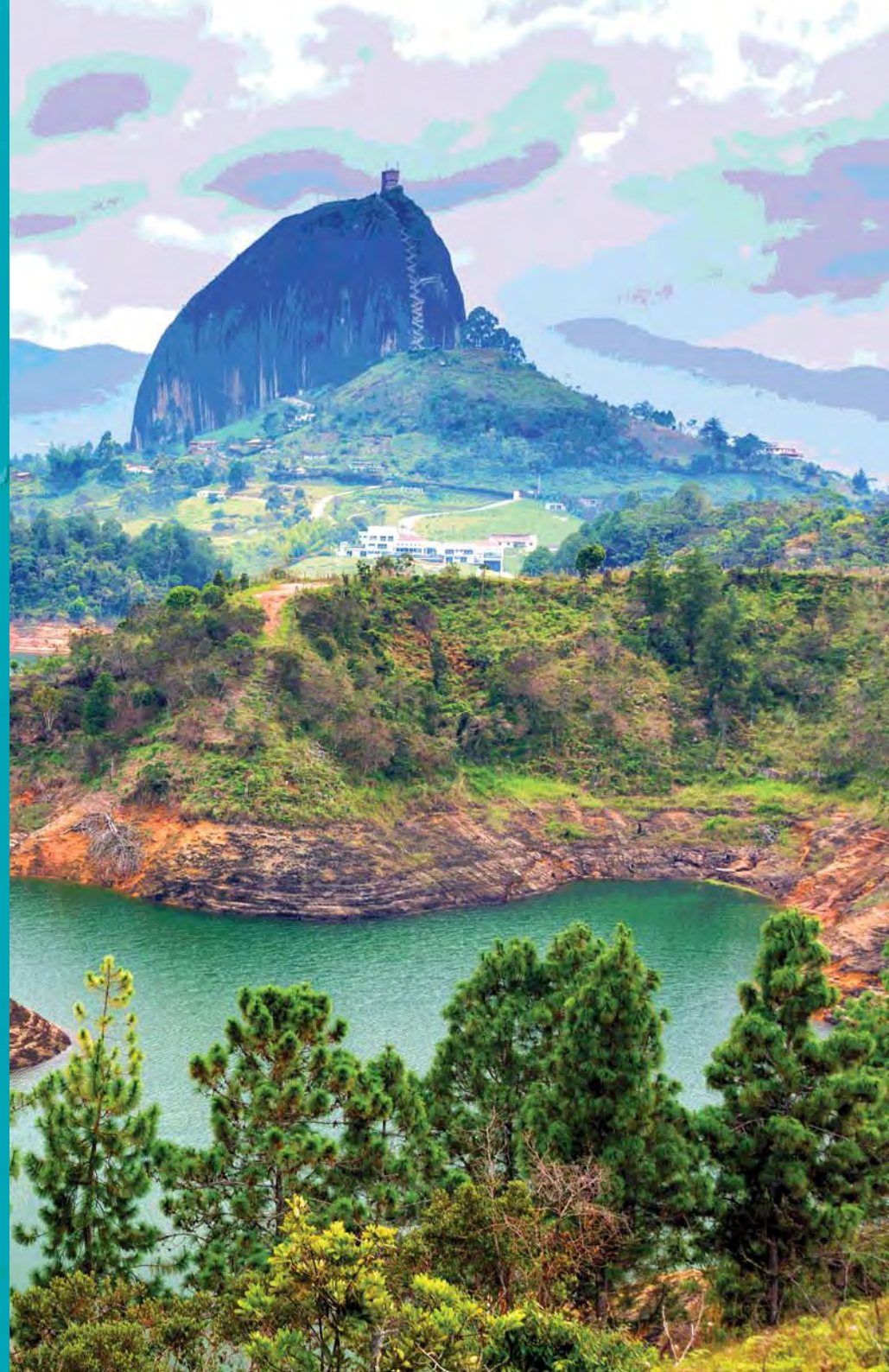




# WHERE THE MAGIC HAPPENS

VISA  
INFORMATION  
GUIDEBOOK







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Colombia is a social State subject to the rule of law, organized as a decentralized unitary Republic, with autonomy of its territorial entities, democratic, participatory and pluralist.

The foundations of the migration policy are supported by the Political Constitution of the State. The Ministry of Foreign Affairs is responsible for leading migration policy, coordinating with official entities at any level, that are in charge to participate in its execution, and pursuant to the provisions of Decree 4000 of 2004. Since May 26, 1969, Colombia has been part of the Andean Community and since April 28, 2011, Colombia has been part of the Pacific Alliance, which means that citizens of partnered countries can enter Colombia with their ID; passport is not required.

When entering the country, it is important to explain in detail, the reason of your visit to Immigration Services. Please specify that you are coming for the IFEAT International Conference which is going to be held in Cartagena. Additionally, during your stay in Colombia, you should also be aware of personal emergency numbers (family), bank and insurance contact numbers, that will ensure your safety, security and wellbeing.

Finally, regardless if you require a VISA or not, you must carry with you:

- Your passport
- A copy of your registration confirmation/order
- Proof that you have enough money to stay in Colombia.
- A copy of your return flight ticket.
- The address of the hotel





# VISA-EXEMPT COUNTRIES



ARGENTINA\*  
AUSTRALIA  
AUSTRIA  
BARBADOS  
BELGIUM  
BOLIVIA\*  
BRAZIL\*  
CANADA  
CHILE\*  
CROATIA  
CZECH REPUBLIC

DENMARK  
DOMINICAN REPUBLIC  
ECUADOR\*  
EL SALVADOR  
ESTONIA  
FINLAND  
FRANCE  
GEORGIA  
GERMANY  
GREECE  
GUATEMALA

HONG KONG  
HUNGARY  
ICELAND  
INDONESIA  
IRELAND  
ITALY  
JAPAN  
KAZAKHSTAN  
KOREA  
LATVIA  
LITHUANIA

MALAYSIA  
MALTA  
MEXICO  
NETHERLANDS  
NEW ZEALAND  
NORWAY  
PANAMA  
PARAGUAY\*  
PERU\*  
PHILIPPINES  
POLAND

PORTUGAL  
PUERTO RICO  
ROMANIA  
RUSSIA  
SINGAPORE  
SLOVAKIA  
SLOVENIA  
SPAIN  
SWEDEN  
SWITZERLAND

TAIWAN  
TURKEY  
UK  
URUGUAY\*  
USA  
VENEZUELA\*

\*Citizens of these countries must fill out the Tarjeta Andina de Migración (TAM) and carry it at all times during their stay in Colombia. Upon leaving the country, it needs to be submitted to the immigration authorities.



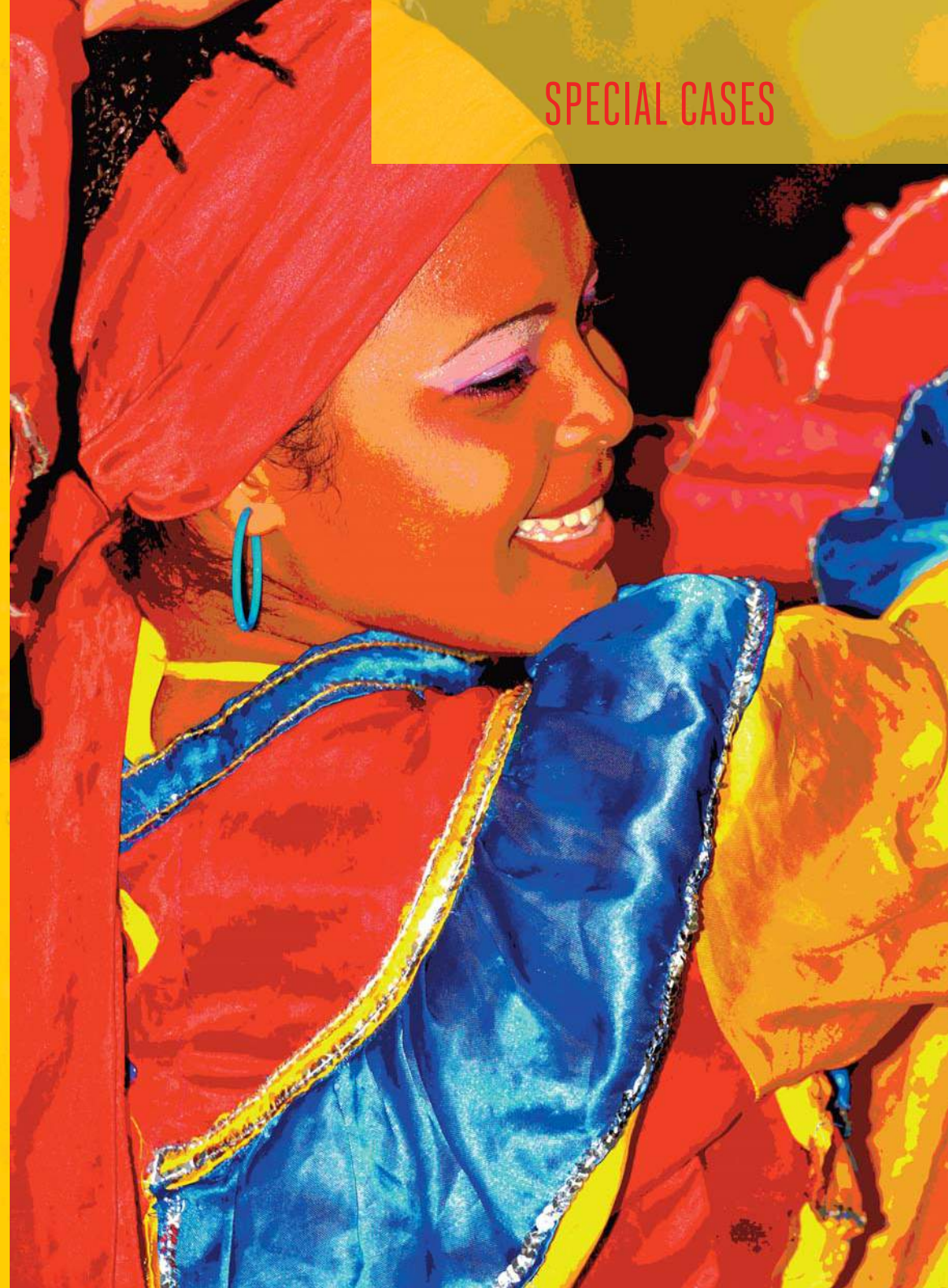
**CAMBODIA**   **MYANMAR**   **THAILAND**  
**INDIA**   **CHINA**   **VIETNAM**

Citizens of these countries can enter Colombia, provided that they are credited to be the holders of the **Schengen VISA** or **VISA of The United States of America**, with a validity of at least one hundred and eighty (180) days at the moment of entry in Colombia.

Foreigners who prove to be holders of a permit or permanent residence permit in a member state of the **Alianza del Pacífico** (Peru, Mexico or Chile), their entry in Colombia may be authorized without a VISA.

Citizens of **Canada**, must pay approximately USD\$ 50 or COP\$ 160,000 when entering Colombian territory.

Passport holders of **Hong Kong - SAR China**, **Sovereign Military Order of Malta** and **Taiwan-China** shall also be VISA-exempt.





## REQUIRED DOCUMENTS



### A. PASSPORT

1. In good condition
2. With a minimum validity of 180 days
3. With at least two (2) blank pages.

### B. BIOMETRIC PHOTO

Color photo with white background 4 centimeters high by 3 centimeters wide. In JPG format (maximum 300 KB). The photo must meet the characteristics of international travel documents.

### C. SUPPORT DOCUMENTS

1. Scan of the main page of the valid passport where the personal data of the holder is registered.  
Scan of the page of the passport where the last entry or exit stamp of Colombia has been stamped. (If this applies).
2. Photocopy or electronic information of Purchase/Reservation of the return.
3. VISA invitation letter - If you require an invitation letter please email: [conference@ifeat.org](mailto:conference@ifeat.org)

[> Click here to make your application](#)

For your reference instructions on application can be found on the following 4 pages

1.

Fill out the online application

2.

Attach photos and supporting documents to the page

3.

Go to the nearest consulate office and finish the process

# 1.

## STEP 1 PERSONAL INFORMATION:

- Enter in this form
- Read the instructions carefully and please protect your personal data.

# 2.

## STEP 2 APPLICATION DETAILS:

Provide the following:

- Application: VISA
- Class of VISA: Temporary
- Visa category: TP-12
- Application Type: Individual
- Name of Applicant: Title holder
- Applied By: By the foreigner

# 3.

## STEP 3 APPLICANT INFORMATION:

- Complete the applicant information section with your: personal data, birth date, last address, academic background, among others.
- **Expected address in Colombia:**  
Estelar Cartagena de Indias Hotel & Convention Center  
Cra. 1, Cartagena, Cartagena de Indias, Bolívar, Colombia



# 4.

## STEP 4 VISA DATA:

Fill out the sections of labor, academic and family information, etc. required for the type of VISA requested.

Activity in Colombia: IFEAT International Conference

# 4.

## STEP 4 VISA DATA:

Fill in the information on Previous VISA Applications

**Note:** If you select yes to any of the previous requests, you should fill out the corresponding information, for example, type of VISA, date, VISA number, office, among others.

# 4.

## STEP 4 VISA DATA:

Once the information has been completed, click on

Answer **NO** or **YES** to each of the questions presented in the section. Once the information has been completed, click on



# 5.

## STEP 5 BIOMETRIC PHOTO:

You must upload a photo of 3x4cm in JPG format of maximum 300 KB.

\*Color photo with white background 4 centimeters high by 3 centimeters wide. It should be facing the camera and the head should be centered and fully visible. Both eyes should be open and the ears should be visible. Flash should not be used, and hair or other accessories should not cover the face.

# 6.

## STEP 6 SUPPORT DOCUMENTS:

- The documents are detailed on page 6 of this document.
- In the Support Documents option, check the order in which they must be attached by clicking on the Order Documents button.
- Attach the documents in PDF format by entering the Select option.

# 6.

## STEP 6 SUPPORT DOCUMENTS:

- Must load one by one.
- When loading the document successfully, a message will appear stating: The document (name of the document) has been loaded.



11  
7.

STEP 7  
APPLICATION  
CONFIRMATION:

- Finally all the information registered in the form will appear, if it is correct, continue by clicking the Save button.
- If you want to correct the information registered in the request, click the Back button to navigate the form and modify data.

**Important:** The registered mail in the online VISA application will be sent the notification of the creation of the application and the instructions to make the payment of the request.

8.

STEP 8  
VISA APPLICATION  
REQUEST  
SETTLEMENT:

- The invoice/receipt is valid for thirty (30) calendar days, as long as your application has been requested.
- If the VISA was inadmissible and you want to reapply, you must make a new payment.

9.

STEP 9  
APPLICATION  
CONFIRMATION:

- If your application is approved, remember that you have a maximum of fifteen (15) calendar days to make the payment of your VISA.
- After expiry of this term, the authorization will expire and you must make a new request.





[www.ifeat.org](http://www.ifeat.org)  
[conference@ifeat.org](mailto:conference@ifeat.org)

## CLARIFICATION

- In order for your VISA to be stamped in your passport, you must present it to the nearest consulate.
- The Colombian Consulate will not be responsible for the denial of VISAs to any delegate, the necessary documents and letters will be sent but the final decision will depend on the Government of Colombia.



## USEFUL LINKS

- [Ministry of Foreign Affairs](#)
- [Online VISA Application](#)
- [Colombian's missions abroad](#)
- [Information of Embassies](#)
- [Colombia by Lonely Planet](#)

## CONTACT US

For any other VISA related queries, you can contact our team at [conference@ifeat.org](mailto:conference@ifeat.org)