

**Dear Mr. / Mrs.**

How to apply for a visa:

The only way to apply for a visa is now online with the SITAC system; please make sure you follow all the steps.

1. Go to our webpage: [http://berna.consulado.gov.co/en/procedures\\_services/visas](http://berna.consulado.gov.co/en/procedures_services/visas) Read all the information about who must apply for a visa, the recommendations and the types of visas. Choose the type of visa according to the activity to be undertaken in Colombia.
2. Apply for your visa filling the online form and uploading all the documents required: <https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml>
3. Register your Application in order to make an appointment. <http://goo.gl/rENCv6>
4. After doing the application online, you can pay the visa at the Credit Suisse. The account number is: **0094 210 460 81** and the IBAN: **CH28 0483 5021 0460 8100 0**
5. After doing the payment, please send us the receipt per e-mail or post with the following information: travel date, Name, Application number, passport number, phone.

**Note:** We will make the appointment to stamp the visa as soon as we get the receipt with the Information. The appointment will be made 2-3 weeks before the travel date.

All visa applications must be made thirty days before the scheduled trip. If you make your application much earlier than indicated, the system automatically void the application without notice.

Application advice: upload light documents. Complete all the information.

Keep in mind the duration of your visa. If you need another visa because you are going to do a different activity in Colombia or if you require more time in the country you should contact the immigration authorities in order to obtain the relevant permission <http://migracioncolombia.gov.co/> telephone (57-1) 6055-454 or the national hotline in Colombia 018000-510454.

Don't hesitate to contact us for further questions.

**To be considered in December 2017:**

- ✓ If you have paid on 2017 for consular services that you haven't done, please contact the Consulate to make an appointment and come to the Consulate before the 30th December 2017.
- ✓ If you have already paid and you can't come before the 30th December 2017, you have to request a refund.
- ✓ To request a refund, please send us the original receipt of payment before the 19th December 2017 with the IBAN number of the account where you want to receive the reimbursement, full name and your residence address.

Best regards,

Embajada de Colombia en Suiza- Sección Consular