

HOW TO APPLY FOR A COLOMBIAN VISA

CONSIDERATIONS:

1. All applications for Colombian visas **must be completed and submitted ONLINE**. In this context, neither physical documents nor electronic copies of these will be received by Officials at the Consulate, unless they explicitly make a request in this regard.
2. For all cases, with no exceptions, the processing time for a visa application is between 3 and 5 working days, **upon receipt of a complete** visa application and its corresponding processing fee deposit. In this regard, you are kindly requested to start your application process well in advance to your date of departure.
3. The Consular section at the Embassy of Colombia in Pretoria reserves the right to call upon applicants for a **personal interview**. If such is the case, the applicant must bring along his/her valid passport.

STEPS TO APPLY FOR A COLOMBIAN VISA ONLINE:

1. Identify the type of visa you should apply for, according to your purpose of visit. A description of the Colombian types of visa is available at:
http://www.cancilleria.gov.co/tramites_servicios/visas/clases

Should you have further questions or doubts about the type of visa you should apply for, you can always send your request to the following e-mail address: cpretoria@cancilleria.gov.co

2. Gather all the relevant required documentation, according to the type of visa you will apply for. A complete list of requirements and documents for each type of visa is available at:
http://www.cancilleria.gov.co/tramites_servicios/visas/clases

For all cases, without exception, applicants must submit the following:

- A scanned copy of the information page of the applicant's passport.
- A scanned copy of a valid proof or valid booking for accommodation.
- A valid proof or valid electronic information of air tickets, including details of the return flight to the country of origin.
- A clear, neat recent colour photo of the face of the applicant, with white background. Photo must be taken facing straight to the camera. Top of the head and shoulders must be visible. No accessories such as earrings, piercings, eye glasses, scarfs, etc.
- Other documents may be requested, depending on the type of visa you are applying for.

Please be advised that the Consular section at the Colombian Embassy in Pretoria will only process **complete** visa applications. A visa application is considered to be complete when the online form, along with the valid photo of the applicant (as per photo parameters provided) and all the necessary documents has been successfully submitted.

3. Start your application process. You can apply online for a Colombian visa, using the following web link:
<https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml>
4. Once you have completed your online application, the system will automatically send to your e-mail address a confirmation of completion. **Please forward that e-mail to:** cpretoria@cancilleria.gov.co
5. The Consular Section at the Embassy of Colombia in Pretoria will respond to your e-mail, with further information on how to go about with the payment of the corresponding processing fees.