



MINEDUCACIÓN



GOBIERNO DE COLOMBIA

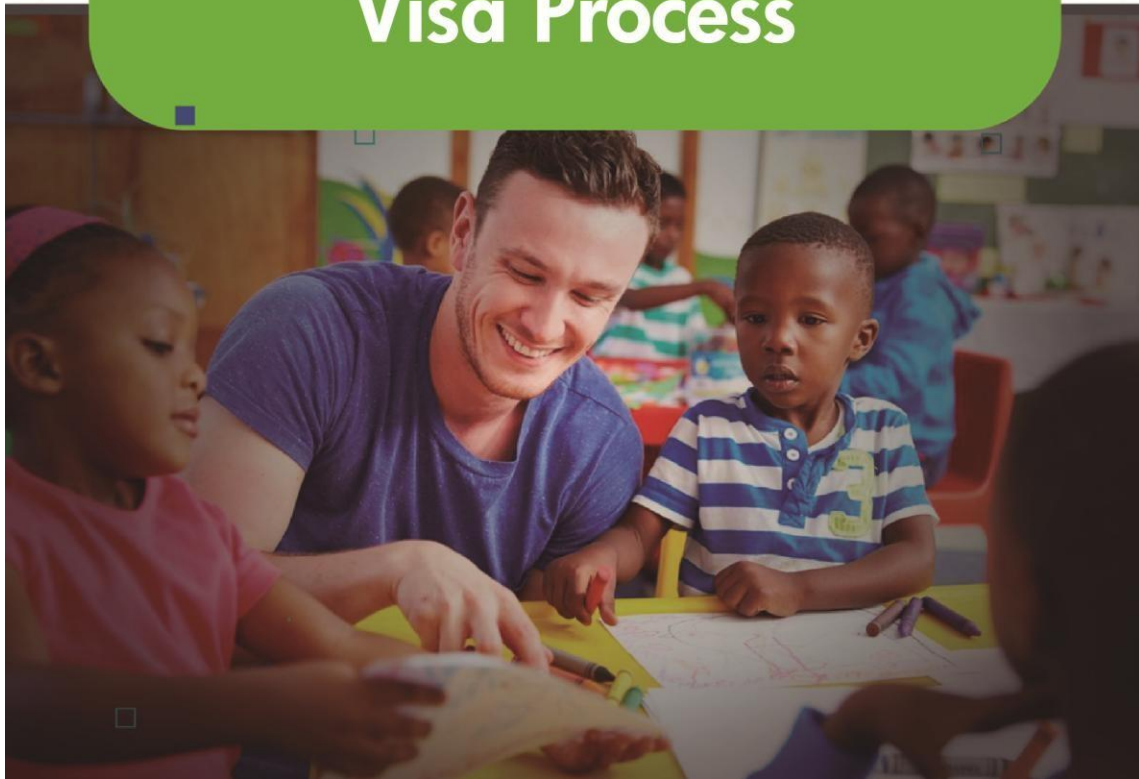


Corporación Unificada Nacional
de Educación Superior

CONVENIO DE ASOCIACIÓN NÚMERO 1467 DE 2017 SUSCRITO ENTRE EL MINISTERIO
DE EDUCACIÓN NACIONAL Y LA CORPORACIÓN UNIFICADA NACIONAL DE
EDUCACIÓN SUPERIOR - CUN

OBJETO CONTRACTUAL: AUNAR ESFUERZOS PARA GARANTIZAR LA CONTINUIDAD
DEL PROGRAMA DE FORMADORES NATIVOS EXTRANJEROS (ENGLISH TEACHING FELLOWSHIP
PROGRAM) PARA EL FORTALECIMIENTO DE LAS COMPETENCIAS COMUNICATIVAS
EN INGLÉS EN EL AÑOS 2018

Visa Process



WELCOME TO THE MEN PROGRAM 2018!

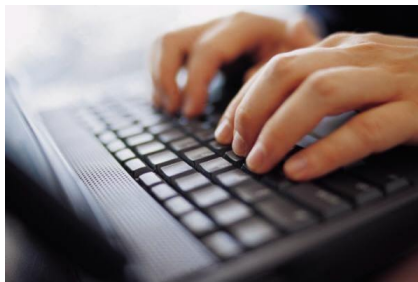


CANCILLERÍA

Here begins one of the most critical aspects of program entry; soliciting your TP -V visa. Please note that it is ***essential*** that you follow the instructions in this document. This visa is what will allow many of you in the country, and will allow all of you to stay from **January 28th, 2018 to June 30th, 2018.**

FIRST STEP:

Please go to the following
website below:



http://www.cancilleria.gov.co/tramites_servicios/visa

And click on this image:



GOOGLE CHROME WORKS BEST

Identification Data

Passport Number

Nationality

UNITED STATES

Personal Data

First Name (Given Name) *

Middle Name

Last Name *

Second Last Name (if applicable)

Date of Birth *

dd/mm/yyyy

Country of Birth *

Select...



Please fill in your information in the data boxes.

PLEASE NOTE:

**It is very important that the information you enter here is
100% accurate and matches the information on your
passport!**

And note the DATE OF BIRTH:

Day/Month/Year

Double, triple, quadruple check!



Application Data

Application registry number

No soy un robot

reCAPTCHA
Privacidad - Condiciones

Requerido

1. You **DO NOT** need an “**APPLICATION REGISTRY NUMBER**” to continue the application

2. Only Click in the **CAPTCHA** to verify your identity and then Click on **Continue**

Which visa will I be choosing?

Application *	VISA	
Type of Visa *	Activity of Visa *	Condition *
VISITOR (V)	COURTESY	OTHERS
Application Type	Name of Applicant *	Applied by *
INDIVIDUAL	MAIN APPLICANT	BY THE FOREIGNER

If you have participated in the program in the past, you were instructed to select a different visa. However, the visa process has changed with the new year and now it is “**COURTESY**” on a condition of “**OTHERS.**”

IMPORTANT STEP



E-mail *

minga.teachers@cun.edu.co

E-mail confirmation *

minga.teachers@cun.edu.co

When you reach this step, it is **IMPERATIVE** that you put the following email address:

minga.teachers@cun.edu.co

We will receive all correspondence about your visa status through this email. We put our own email because the documents and follow up instructions arrive in Spanish.

PLEASE DO NOT PUT YOUR OWN EMAIL UNLESS YOU ARE WILLING TO FINISH THE PROCESS INDEPENDENTLY AND UNDERSTAND SPANISH.

Last address Data

Country *	City *	Address *
<input type="text" value="UNITED STATES"/>	<input type="text" value="WASHINGTON, ILLINOIS"/>	<input type="text" value="E45 GTR"/>
Telephone	Expected adress in Colombia *	City *
<input type="text"/>	<input type="text" value="Calle 12 B No. 4-79"/>	<input type="text" value="BOGOTA, CUNDINAMARCA"/>
Expected telephone in Colombia *	Office Phone	
<input type="text" value="3813222"/>	<input type="text"/>	

When you reach this step, you need to put this address

Calle 12B No. 4-79

And this Phone Number **3813222**

Please fill in the following for

EMPLOYMENT INFORMATION

Employment Information

Institution *	Specify *
<input type="text" value="MINISTERIO DE EDUCACION"/>	<input type="text" value="EDUCATION/VOLUNTEER"/>

And answer the following questions after the data box on the application.

IMPORTANT STEP



SUPPORTING DOCUMENTS PAGE

Digital Photo



Color photograph in a white background of 4 centimeters by 3 centimeters. Please look directly to the camera and verify that the head is in the center. Eyes must be opened. Flashes are not allowed in the image and nothing can cover the face.

+ Upload photo

Photo *



Supporting Documents



To avoid problems with your supporting documents, please note:

- The format is PDF documents.
- Digitize your documents using a scanner.
- Do not use photographs and avoid converting image files in PDF format.
- If you only have a phone available, use specific scan document applications.
- Important. Before proceeding with the process, you must attach all supporting documents required for your Visa, otherwise your application will not be accepted.

Please verify the order of the required documents.

🔍 Documents order

SPECIFIC DOCUMENTS & TIPS ON THE NEXT PAGES...

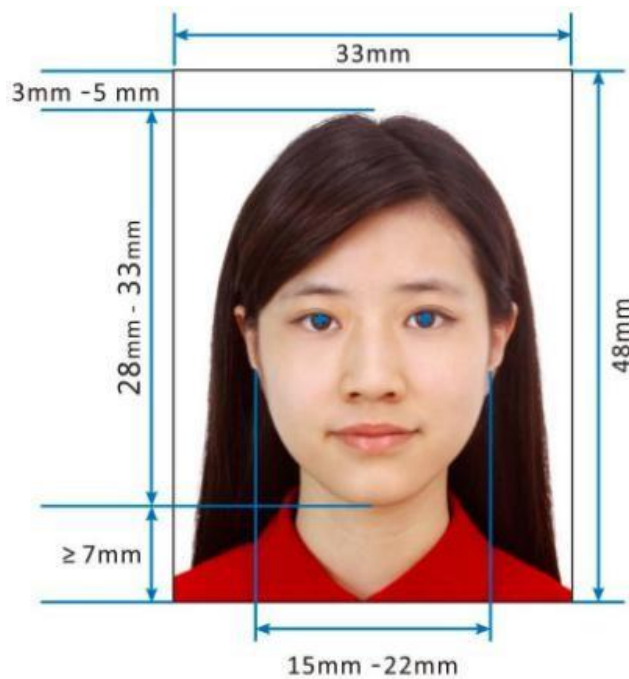
VISA PHOTO:

Find a post office or photography place that services visa pictures

Picture must be:

4 centimeters by 3 centimeters

- 1.) Color photograph in a white background of 4 centimeters by 3 centimeters
- 2.) Look directly to the camera
- 3.) Head is in the center
- 4.) Flashes are not allowed in the image and nothing can cover the face



PHOTOS MUST BE IN COLOR

Supporting Documents



To avoid problems with your supporting documents, please note:

- The format is PDF documents.
- Digitize your documents using a scanner.
- Do not use photographs and avoid converting image files in PDF format.
- If you only have a phone available, use specific scan document applications.
- Important. Before proceeding with the process, you must attach all supporting documents required for your Visa, otherwise your application will not be accepted.

Please verify the order of the required documents.

What are supporting documents?

- 1) A clear scan of your passport page with your photo and personal information
- 2) Invitation letter from the Ministry of Education
- 3) A letter stating that you have never been to Colombia before signed by you and includes your passport number

ALL IN ONE MERGED PDF

<https://www.ilovepdf.com/> is a great merge site!

If your PDF is too big, go to
<https://smallpdf.com/es/comprimir-pdf>

**What if I have been to Colombia
before/What if I have had a Colombian
visa before?**

Advice on the next page....

IMPORTANT STEP



Please make sure you check the

“DOCUMENTS ORDER”

tab and make sure that you have:

Merged your files in this order on a
PDF merger site and upload

**ONE COMPLETE PDF WITH ALL
SUPPORTING DOCUMENTS**

SUMMARY AND PAYMENT

Because this is a courtesy visa, you should not be paying anything at the end of your application.

Application *	VISA	
Type of Visa *	Activity of Visa *	Condition *
VISITOR (V)	COURTESY	OTHERS
Application Type	Name of Applicant *	Applied by *
INDIVIDUAL	MAIN APPLICANT	BY THE FOREIGNER

Also, on the summary page, please **INSPECT CAREFULLY** that every data box of your information is correct. As noted, if something does not match from the list that foreign affairs has to the information you have provided, your visa will NOT be approved and either sent back to us for revision or denied.

So What Do I Do When I Finish My Application?

In the application you should have used our special email:

minga.teachers@cun.edu.co

We will be receiving all updates about your visa and will send your further instruction if your visa application requires further attention. And best - case scenario, we will be sending an ***approved*** visa very soon.

If you have any questions, please direct all visa inquiries to:

[**minga.teachers@cun.edu.co**](mailto:minga.teachers@cun.edu.co)

¡Nos vemos muy pronto en Colombia!

