



## REQUIREMENTS TO PROCESS THE SPECIAL STUDENT CATEGORY AT THE COSTA RICAN GENERAL DIRECTORATE OF MIGRATION AND FOREIGNERS (DGME)

### I. How Does the Process Begin?

1. The student must go to the Costa Rican Consulate at his/her country of origin to request a Temporary Student Visa, in order to enter the country with the appropriate category. Students coming from countries where there is no Costa Rican Consulate could request their Special Student Category once they have arrived in Costa Rica. In this case, he/she will **have to pay a USD\$200** (two hundred dollars) fee in the DGME account 242480-0 of Banco de Costa Rica (BCR), as a penalty for entering the country as Tourist and then change to Special Student Category. Each Costa Rican Consulate has specific requirements to apply to the Temporary Student Visa. In addition, the DGME has established other requirements that the student must comply with in order to change the category in Costa Rica.

#### Important Note:

**Students must make sure that the visa given at the closest Costa Rican Consulate indicates a Student category. If the visa indicates a Tourist category, the DGME will charge a USD\$200 fee, as a penalty to change a tourist status into a student category.**

### II. What Must Students Bring from Their Country?

2. As part of the process, the student has to bring, the following documents to University of Costa Rica:

- a) **Birth certificate**, which shall include the parents' names. The document must be authenticated at the closest Costa Rican Consulate or have the Apostille.
- b) **Criminal Record Check** from the student's country of origin or from the country where the student has lived during the last three years. The document must be authenticated at the closest Costa Rican consulate or have the Apostille.
- c) **Student's economic solvency: (two options)**

**Option #1: Financial certification by a public accountant (CPA) from Costa Rica:** which proves the student's economic solvency, during his/her stay in the country. This will be done in Costa Rica.

**Option #2:** Scholarship certification, indicating the amount, time, and expenditures covered. It must **include the consular authentication requirement or Apostille**. This will be done in the student's home country.

The three documents mentioned (a, b, and c), if issued in a language different from Spanish, have to be officially translated into Spanish in Costa Rica. Translations done in other countries will not be accepted. OAICE will provide students with contact information on official translators, but students must contact him/her and arrange the corresponding payment.

#### Important note:

**You must bring the original documents indicated in points 2, 3 and 4 in print to Costa Rica, without exception, since they are indispensable for submitting the application for the Special Student Visa Category in Costa Rica.**



### III. What do Students Have to Do Once in Costa Rica?

Once the students are in Costa Rica, the process for a Special Student Category will continue, as they will arrive with a temporary visa. The steps are the following:

- a) **Migration Form duly completed.**
- b) **A signed request to DGME:** (signature in this letter requires authentication by a notary public; this procedure and associated costs will be responsibility of each student). A sample letter and the contact information of a notary public will be provided to the students at OAICE.
- c) **Photocopy of the complete passport (including the entry stamp to Costa Rica):** This photocopy must be certified by a notary public. His/her contact information will be provided to the students at OAICE. The entry stamp to the country must be as clearly as possible. If issued in a language different from Spanish, the photocopies have to be officially translated into Spanish in Costa Rica. Translations done in other countries will not be accepted.
- d) **Receipt of the deposit for ₡375.00** (three hundred and seventy-five colones), in account number 242480-0 of *Banco de Costa Rica*.
- e) **Two recent passport-size photographs.**
- f) **Receipt of fingerprint** record taken at the Archivo Policial, Ministerio de Seguridad Pública (Ministry of Public Security), located in San José, Distrito Catedral, Barrio Francisco Peralta, from Casa Italia: 150 meters east, 8<sup>th</sup> Avenue, between 31 and 33 streets. (San José, Costa Rica). Students need to take their passports for this procedure. You must make an appointment by calling any of the following telephone numbers: 2586-4117 / 2586-4149 / 2586-4619 or through the website:

<http://citas.seguridadpublica.go.cr:8080/citas/RegistrarseUsuarioCR.php>

- g) **Receipt of consular registration** done at the Consulate of their country in Costa Rica.

OAICE receives the complete documentation and requests the Special Student Category to the DGME for the corresponding procedure. Within the following 90 days, the DGME will issue and send the resolution addressed to OAICE.

### VI. In Case of A Positive Reply from The DGME, The Student Has to Hand in The Following Document:

If DGME issues the resolution of approval, the foreigner must make the following bank deposit, which corresponds to the cost of the identification of the Special Student Category:

1. **Proof of the deposit of USD \$98 (ninety-eight dollars, in its equivalent in colones).** The money must be deposited in *Banco de Costa Rica* (BCR), account n. 001- 242480-0 of *Ministerio de Hacienda* (Ministry of Finance). The proof of deposit issued must be under the name of the foreigner (name of the person in the detail).

To verify that the above has been carried out correctly, the foreigner must present the receipt of such deposit to OAICE.



**V. Obtain the Identification Document of Migration and Foreigners (DIMEX, for its acronym in Spanish)**

To request the DIMEX, the student must go to the Post Office, Branch of San Pedro de Montes de Oca (please request an appointment by calling 1311), and submit the following:

- 1) Resolution stating that the Special Student Category has been granted
- 2) Proof of deposit of USD \$98
- 3) Amount (₡ 7515) to pay for the service provided by the Post Office
- 4) Passport

Finally, the identification is obtained within a month and has to be withdrawn in the same Post Office where it was requested.

**Important Information for International Students**

- ✓ OAICE will only process student's visa requests once all the required documentation is complete. Documents must be handed in to OAICE at least 22 days before the entry visa expires. No arrangements will be made with expired visas. OAICE will make no exceptions as to this regards.
- ✓ Each student must report to OAICE any changes concerning the following information: domicile address in Costa Rica, telephone number, and e-mail address, with the purpose of keeping an updated database.
- ✓ Certifications will be valid for a maximum of 6 months from issuance date, or as specified in the document, as long as it is no more than 6 months. Translations of documents made out of Costa Rica are not valid for immigration purposes.
- ✓ **The consular authentication process:** This procedure is done when the documents are not apostilled. The process consists on authenticating the signature of the officer who has issued the document (birth certificate, criminal record check and the copy of the passport). This signature is authenticated by the Costa Rican Consul in the country where the aforementioned documents have been issued. The consular authentication process is completed in Costa Rica, when the Ministry of Foreign Affairs authenticates the signature of the Costa Rican consul in the country where the documents were issued.
- ✓ Any visitor at University of Costa Rica must comply with the Immigration Policies of Costa Rica in order to carry out any visit intended.
- ✓ University of Costa Rica requires all foreigners to maintain a legal immigration status during their stay in the institution. This is clearly stated in the current legislation.
- ✓ The visas granted to foreigners do not imply unconditional admission to Costa Rican territory. Regardless of their category, foreigners will not be admitted if they have any impediment to entry (Article 55 of the Migration Act).



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- ✓ Process fees may be subject to variation; therefore, it is important to have additional resources, if necessary.
- ✓ Special Student Category is a requisite for being a student at UCR.
- ✓ For more information on immigration procedures, students can access the official website of the **Costa Rican General Directorate of Migration and Foreigners** (*Dirección General de Migración y Extranjería* in Spanish) at <http://www.migracion.go.cr/>.

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