



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

Important note: The application must be handed 60 days before the visa expires.

### Step #1: Documentation to be submitted at the OAICE:

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).
2. **Certification/transcript of grades obtained in the previous semester, issued by the Oficina de Registro (Registry and Information Office)**. If the enrollment period has not yet passed, the student must hand in the receipt at OAICE upon fulfilling his/her enrollment process; otherwise, this procedure will be suspended. Must have approved 80% of the courses enrolled in the previous semester.
3. **A letter request signed by the student** for the renewal of the Special Student Category, to OAICE.
- 4 Photocopy of the previous **visa ID card**.

### Step #2: To request the Document of Migration and Foreigners (DIMEX, for its acronym in Spanish).

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) The previous visa ID card. (original)
- 2) Passport.
- 3) Proof of deposit of USD \$98.
- 4) Letter request signed by OAICE.
- 5) Certification/transcript of grades obtained in the previous semester issued by the Oficina de Registro (Registry and Information Office).
- 6) Amount (₡ 7515) to pay for the service provided by the Post Office

Finally, the identification is obtained within a month and has to be withdrawn in the same Post Office where it was requested.

*Updated on January 30th, 2019.*