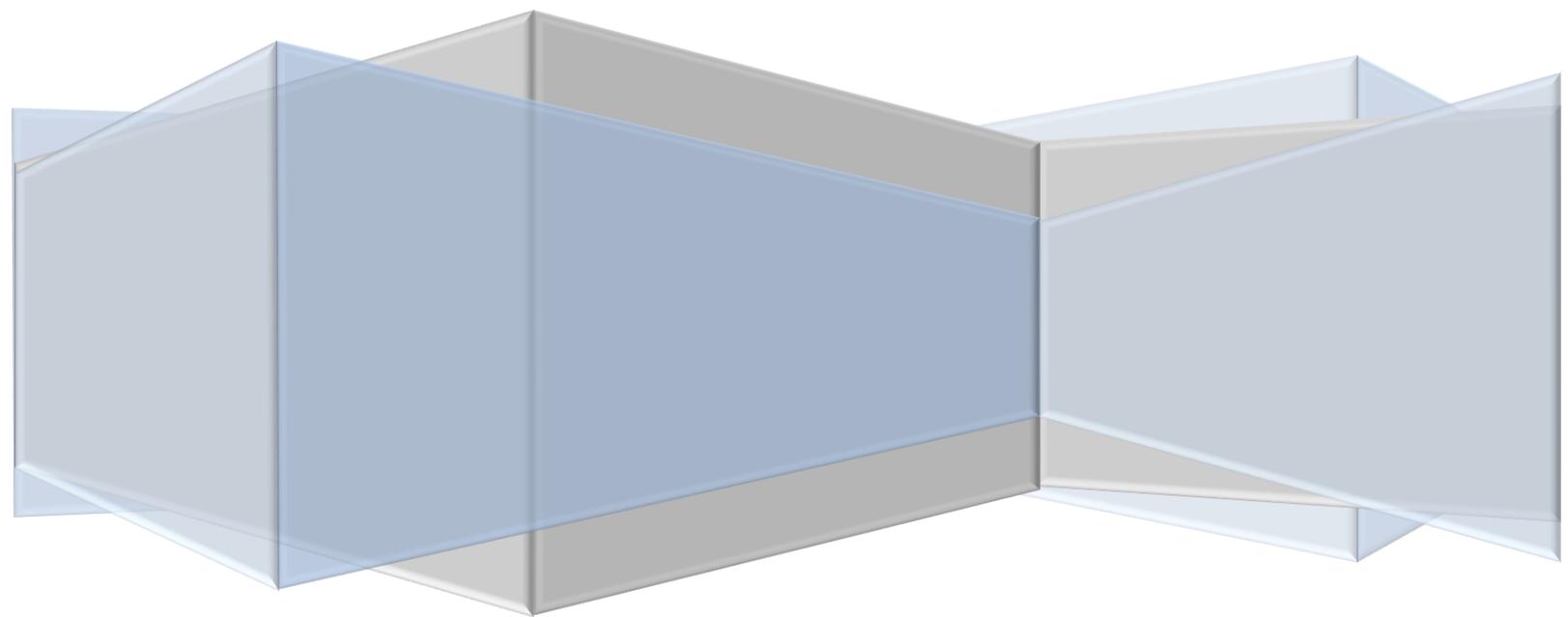


Informational Guide on Visas

Prometeo Project

Prometeo Attention Point



IMPORTANT:

The Prometeo Project helps you manage and renew your 12VII Cultural Exchange Visa provided that you are **linked** to and have a **contract as a Prometeo**.

You can send your documents for the visa renovation process to the **Quito or Guayaquil offices at least two weeks before your visa expiration date**. Our personnel in charge will help with any regarding information.

In Quito: Daniel Estrella daestrella@senescyt.gob.ec

In Guayaquil: Kerlly Villa ksvilla@senescyt.gob.ec

FREQUENTLY ASKED QUESTIONS REGARDING VISAS:

1. What are the visa renewal requirements?

- Original Passport
- Application form with two (2) 5x5cm photographs on a white background
- 1 color copy of your passport
- 1 color copy of the entry stamp of the country
- 1 simple copy of the contract (We will help you with a copy of your contract)
- 1 color copy of your current visa

For relatives:

- Original Passport
- Application form with two (2) 5x5cm photographs on a white background
- 1 color copy of your passport
- 1 color copy of the entry stamp of the country
- 1 simple copy of your apostilled marriage or birth certificate (If you have provided these documents we will help you with a copy)
- 1 color copy of your current visa

Note

- In the application form it is important that you should complete the **Occupation, Activity to develop** (Name of the investigation or teaching project that you will carry out) fields. The relatives should fill in this field (Dependent of Prometeo Researcher) and their **Signature**.
- In an exceptional manner, the Prometeos that overlook their visa renovation process must hand in an Affidavit from a Notary in which the Prometeo must justify his/her irregular

stay in the country. It is requested that you should avoid this procedure as it may create conflicts in your documents.

Example of justification:

You may state that, due to work motives, you were on a scientific visit or part of a conference on behalf of your host institution, etc.

2. What must I do if my visa has expired and I am only allowed to remain in Ecuador for up to 15 more days?

If your visa expires during the ending of your linking process and must remain in Ecuador for no longer than 15 days, you must approach the Migration office in Quito or Guayaquil to request a “48 hour stamp” (Personal Procedure). This will allow you to abandon the country without any inconvenience as well as to enter Ecuador with 90 days of free transit called “T3” without having to go through any additional procedure.

In the case that you do not register the aforementioned stamp, you can also leave Ecuador without any inconvenience but, if you desire to **return**, you must process a **visa request in the Ecuadorian Embassy of your country of residence**.

Note:

- It is necessary to take in account that you can be granted the “T3” stamp of 90 days of free transit only once a year.

3. What must I do if my visa expires and I need to remain in Ecuador two or three more months?

You must leave Ecuador to the nearest bordering country and enter once again so that you can be granted a “T3” stamp. This means that you will automatically have 90 days of Tourism or free transit.

Note:

- The Prometeo must leave the country at least one day before his/her current visa expires in order to avoid any inconvenience and to be able to enter the country once again.
- In the case that the Prometeo’s visa has already expired and he/she needs to leave the country, he/she must approach the Migration office to request a “48 hour stamp” (Personal Procedure). This will allow him/her to abandon the country without any inconvenience as well as to enter the country being granted a “T3”.

4. What must I do if I do not wish to leave Ecuador?

In this case you may apply for another type of visa. This is regarded as a personal procedure that has no relation to the Prometeo Project but is important to regulate your stay.

12 IX Tourism-Sports-Health-Studies-Science-Art-Trade Actions Visa (Personal Procedure)

- Valid for 180 days
- Cost of \$ 230 dollars
- Place that you should approach: Ministry of Foreign Affairs

12 X Tourism-Temporary Visitor Visa (Personal Procedure)

- Valid for 90 days
- Cost of \$ 60 dollars
- Place that you should approach: Ministry of Foreign Affairs

Mercosur Visa

The Prometeos from Argentina, Chile, Brazil, Colombia, Uruguay, Paraguay and Peru can apply for the Mercosur Visa. (Personal Procedure)

- Valid for 2 years
- Cost of \$ 200 dollars
- Place that you should approach: Ministry of Foreign Affairs

Professional 9v Visa (Personal Procedure)

- Valid for permanent stay
- Cost of \$ 350 dollars
- Place that you should approach: Ministry of Foreign Affairs (**Aliens Office**)

12VI Work Visa (Personal Procedure)

- Valid for 2 years
- Cost of \$ 230 dollars
- Place that you should approach: Ministry of Foreign Affairs

You can seek further details in the following link: <http://www.cancilleria.gob.ec/es/visa-9-v-profesional/> or <http://www.cancilleria.gob.ec/es/visa-12-vi-trabajo/>

Note

- Amongst the requirements to obtain the 9V Professional Visa you will need to register your degree in the Senescyt. In that case, you must fill in the required field of the application form as: Prometeo Scholar. This will allow you to have priority in the

registration of your degree in order to reduce the waiting time in the respective procedures.

5. If I want to present a second linking and my visa has expired, what should I do?

Regarding this, you should consider that unless you have the approval or contract for a second linking, the Prometeo Project **CANNOT** manage your **12VIII Cultural Exchange visa**. In this sense, you are presented with the following options:

- 1.- You must leave the country to the nearest border before your visa expires and enter once again, so that, in this way you will be granted a "T3" stamp. This means that you will automatically have 90 days of Tourism or free transit.
- 2.- If you do not wish to leave the country, you must apply the visa options mentioned in point number 4.
- 3.- Once you have obtained the approval for your second linking, the Prometeo Project can help you with the 12VIII Cultural Exchange Visa renewal process. In case that you have requested any other type of visa, you must first cancel said request (personal procedure) in order to initiate the 12VIII visa process.