WHAT TO DO AND KNOW BEFORE MY TRIP TO ECUADOR AS PROMETEO?

Regularizing my stay

1. **What documents should I bring to Ecuador?**
   - Passport valid for at least 6 months
   - 2 notarized full color copies with an apostille by the Hague Convention and translated into Spanish
   - 2 color photographs (5x5cm).

2. **What if my family comes with me?**
   We’ll also assist you to obtain a visa for dependents such as your spouse, your parents and your children. For this, you will must bring the following documents:
   - 2 notarized full color copies copies of marriage and/or birth certificate (for your children and/or parents)
   - 2 color photographs (5x5 cm)
   - Passport valid for at least 6 months
   We remind your that your family doesn’t need a visa if they stay for less than **90 days**.

3. **What is an apostille by the Hague Convention?**
   It is a certificate that proofs the validity of international documents with the frame of the Hague Convention. To know if your country is part of this convention, visit: [http://www.cem.itesm.mx/casa/documentos/convenio_de_la_haya.pdf](http://www.cem.itesm.mx/casa/documentos/convenio_de_la_haya.pdf)


4. **How do I obtain an apostille?**
   Each country has its own procedure. We suggest you to get in touch with the institution (university) who granted you your degree, they usually have advisors for this purpose.
5. What if my country does not belong to the Hague Convention?

In that case, you should go to an Ecuadorian consulate or embassy near you so they can validate your documents before Ecuadorian authorities.

6. What if I obtained my degree in a Ecuador different to my residence country?

In that case, we suggest you to seek the help of a person you can trust in that country and send him/her the original copy of your degree so he/she can obtain the apostille for you.

7. Must I bring the original copy of my degree with me to Ecuador?

It is not necessary to bring your degree, but you should bring 2 color copies of both your degree and the apostille, that must be notarized before a notary of your country. Otherwise, it will have no legal validity.

8. Must I obtain a visa before travelling to Ecuador?

No, you are allowed to enter Ecuador without a visa for 90 days. We will help you obtain a cultural exchange visa once you arrive. The only countries that require a visa are: Afganistan, Pakistan, Nigeria, Ethiopia, Eritrea, Somalia, Bangladesh, Nepal, Kenya, and China.

9. When is the deadline for submitting the apostilled and scanned documents of the check list?

You can submit these documents up to 2 weeks before your arrival to Ecuador. Otherwise, we’ll take longer to proceed with the signing of your contract and your first payment.

Grant contract and required documents

10. Could you send me my contract before my trip?

You will sign your contract once you arrive to Ecuador. However, you will find a contract model (in Spanish) in the following link: http://bit.ly/1qYQc9y . There you will find all the information about your responsibilities as a Prometeo, as well as the responsibilities of the Secretariat and the host institution towards you.
11. **Do I sign the contract with my host institution or with SENESCYT?**

The contract is signed with SENESCYT, even though you will perform your activities with your host institution.

12. **How long does my contract last?**

It will depend on the terms and time of your incorporation.

13. **What will I require to legalize my contract?**

You will only need to bring your planning matrix (signed by your host institution’s counterpart or highest authority), your passport, and apostilled degree. You should submit these documents at your arrival to our offices.

14. **How long will it take for my contract to be legalized?**

It will take 4 days since you submit your signed planning matrix, it will happen once you arrive to Ecuador.

15. **What kind of modifications can be made to my contract?**

Only in exceptional cases, you could modify your **periods of your activities and host institution**. For changing the periods of your activities you must submit a request addressed to the Project’s Manager with a proper justification; for a change of institution you must submit a request to the Executive Committee of the Prometeo Project Grant for its approval. Remember that both cases will only be approved in exceptional cases and with a proper justification.

16. **What is the difference between been “approved” and “awarded”?**

At this moment, you’ve been “approved” as a Prometeo, which means that your grant is conditioned until you submit the documents requested in the checklist. Once you’ve arrived to Ecuador and signed your contract, you will be “awarded” as a **Prometeo Grant Holder**.

17. **What must I do in case I require take time off from my activities during my incorporation?**

Due to the type of contract you’ll sign, you won’t have a paid leave. If you must take time off due to a personal calamity, accident or disease, you must notify the Project’s Manager up to 3 days after the event. You will be granted a paid leave of up to 8 days as long as it doesn’t prevent you...
from complying with your chronogram of activities and with a proper justification.

You must include this information in your monthly report.

18. Do I count with an established budget for my research project?

The budget for your research is financed by your host institution, as well as the equipment and the support staff (if needed) considering that it must also be part of the project’s development.

19. When will I receive the validation of my activity planning matrix?

Your matrix will be validated during the first week after your arrival. However, we recommend you to prepare it before your trip along with your host institution. You will find an activity planning matrix model at the following link: http://prometeo.educacionsuperior.gob.ec/biblioteca/

20. What is considered a scientific visit?

We consider a scientific visit every field work or academic activity outside your city of incorporation within your periods of activities up to 15 days. The reimbursement for scientific visits covers: inscription and participation in workshops, conferences, etc., transportation, food and accommodation.

21. What is considered a supply?

We consider as a supply every fungible good or service required to achieve your activities, except for those consideres as fixed assets such as: computers, furnishings, mobile phones, electric devices, gadgets, tape recorders, cameras, etc.

Remember: “Prometeo Researchers” count with one fund of US$4,000 for both scientific visits and supplies. “Prometeo Academics” count with one fund of US$ 2,000 for the same purposes.

22. May I purchase supplies before my trip?

No, remember we will ONLY reimburse you those supplies acquired within your periods of incorporation in Ecuador. We won’t reimburse you for supplies bought outside this time.

We will reimburse overweight expenses during your trip caused by books that had been detailed in your project proposal.
23. Why must I stay in Ecuador for 10 days after finishing my activities?

It is necessary that you stay in Ecuador for ending your contract, closing your bank account, and receiving any pending payments you may have. In case you have more than one incorporation period, this is only needed for the last one.

What must I consider in order to prepare my arrival?

24. How will I receive my payments once I arrive to Ecuador?

All your payments will be deposited in an Ecuadorian bank account. Please consider that, besides the maintenance payment, every other fee will be paid as a reimbursement; therefore, remember to keep all your invoices for travel expenses, supplies, scientific visits and housing.

25. Must I open a bank account before my arrival?

No, we will open a national bank account for you once you arrive.

26. Can I travel directly to my city of incorporation? (If I travel to a city besides Quito)

No, first you must arrive to Quito where you will receive an induction to the Project’s procedures. We will also help you obtain your visa and legalize your contract, besides it will be the opportunity to meet other Prometeos.

27. Who will purchase my plane ticket?

We remind you that you are responsible for purchasing your plane ticket.

28. When should I buy my plane ticket?

You must confirm the purchase of your plane ticket within the next 8 days after receiving the welcoming e-mail (by sending a digital copy of your purchase). Otherwise, you will need to request for a change in your periods of activity (as detailed in question 15). and your arrival will be programmed for the following month if it is approved.

We strongly suggest you to comply with the established periods to avoid inconvenients.
29. What do I do in case I need to change my date of arrival?

Your dates of incorporation can’t be changed. Only in exceptional cases it will be allowed, but you must notify the Project about the change as detailed in question 15, explaining the reasons for the change and new dates.

30. Should I purchase a roundtrip ticket?

You may do it. However, we remind you that we will only reimburse you for the departure ticket 10 days after your contract is legalized. The return ticket wont be reimbursed until the end of your incorporation.

We suggest you to print your notice letter (e-mail) and bring it with you since may need it once you arrive to Ecuador’s customs.

31. Which name must appear at the plane ticket’s invoice?

Remember that the invoice of your plane ticket must be under YOUR NAME, as well as the invoices of your expenses. Otherwise, we won’t be able to reimburse them.

32. Will the Project cover overweight fees?

Yes, as long as the overweight is due to supplies contemplated in your planning matrix. The reimbursement will proceed once you’ve arrived to Ecuador, so we suggest you to keep your invoices.

33. When should I arrive to Ecuador?

You should arrive to Ecuador 5 working days before the beginning of your activities. Once you’ve confirmed the purchase of your plane ticket, we will send you an itinerary for the first days of your arrival.

34. If I’m going to an institution outside Quito, must I purchase a domestic plane ticket?

It is optional. We recommend you to buy it after receiving your itinerary. If you don’t, we will help you buy it once you arrive to Quito.

You can find information concerning domestic flights at: www.tame.com.ec/en

35. How is the weather like in Ecuador?
The weather varies depending on the region you go to. If you travel to the Coast, Galapagos Islands or the Amazon, the climate is warm and humid. At the Highlands the temperature oscillates between 7 and 23 degrees celcius.

36. Do I need any vaccines before my trip?

You don’t need any vaccines for travelling to Ecuador. However, we suggest you, as an additional precaution, to get a yellow fever vaccine if you are travelling to a region with a tropical climate such as the Coast or the Amazon.

37. Where can I stay during the first days of my stay?

If you like, you could request for further information about accommodation packages prepared specially for Prometeos to this e-mail address. Or if you prefer, these are some options of hotels that could be convenient for you and are close to our offices:

- HOTEL FINLANDIA http://www.hotelfinlandiaquito.com/
- HOTEL NU HOUSE http://www.nuhousehotels.com/es/
- HOTEL REPÚBLICA http://www.hotelrepublica.com/
- HOTEL AKROS http://www.hotelayros.com/es/hotel.html
- HOTEL RÍO AMAZONAS http://www.hotelrioamazonas.com/
- HOTEL MERCURE http://www.mercurequito.com.ec/

We remind you that these are recommendations, the Project does not take responsibility for the quality of their service; you are free to explore other options.

38. Must I get a life and health insurance before my trip?

If you wish, you could acquire an insurance at your home country as long as it has coverage on Ecuador and it’s not a traveller’s insurance. For your knowledge, certain insurance companies do not cover pre-existing diseases or those related to advanced age; if this is your case, we recommend you to acquire an international policy. We will also provide you with options of insurance companies that currently work with other Prometeos at your arrival.
We hope this FAQ will be useful for preparing your trip. If you require further information, write us to prometeo@senescyt.gob.ec. We also invite you to learn more about your host institution and your city of incorporation before travelling.
Contact us

Write us to:
prometeo@educacionesuperior.gob.ec

For further information about the Project and the Prometeos, visit:
prometeo.educacionesuperior.gob.ec

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