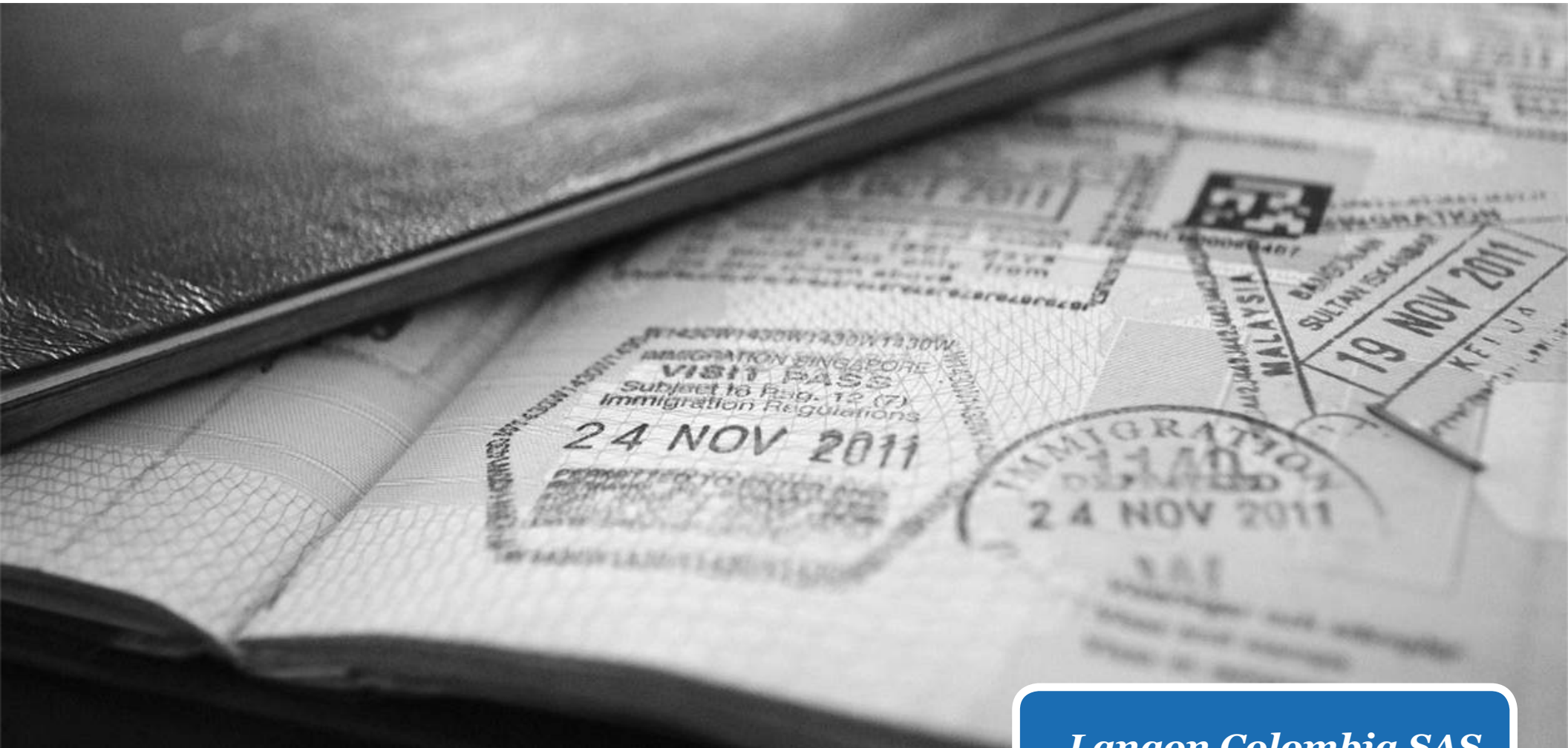




**LANGON**  
**COLOMBIA**

*Your Colombian Business Law Firm*

*We are an innovative international law firm that offers comprehensive legal services to clients in Colombia and around the world.*



*Colombian Visas: An Introduction*

**Langon Colombia SAS**

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# Colombian Visas

If you are interested in staying in Colombia for a significant amount of time you will eventually need a Colombian visa. This guide summarizes the various visa options available to foreign nationals and provides an overview of what to expect during the visa application process. If you have any questions do not hesitate to contact us directly.

## Our Visa Services

Langon has helped literally hundreds of clients secure a visa tailored to their own specific requirements. Langon clients can take advantage of the following:

### Experience:

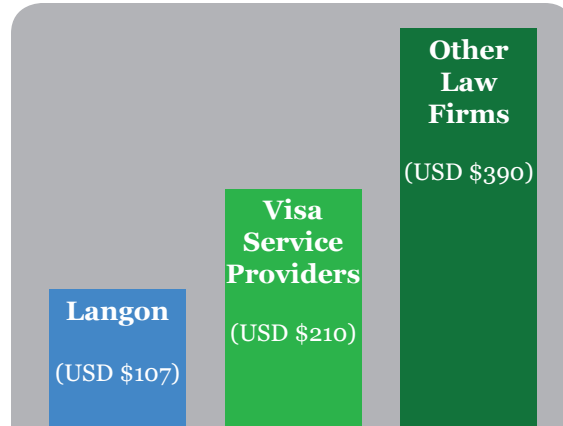
Langon boasts an approval rate of over 97% for all visas processed since 2009.

### Unparalleled Service

If you have ever dealt with service providers in Colombia you already know that client service is often lacking. Documentation is not always provided by set deadlines. Phone calls are not always returned promptly. Emails go unanswered. Unlike local alternatives, Langon is committed to providing our clients with world-class client service.



## Average Visa Service Fees: Langon VS Competitors



Assuming currency rate of COP\$3,000 to US\$1. Analysis based on Survey conducted April, 2016 focusing on the top 5 providers in Medellin and Bogota.

### Affordability:

Because our visa services are provided virtually we offer the most cost-effective service. Period. Plus with our Best Price Guarantee you have the peace of mind that no other comparable service provider can do it for less.

*"Langon were nothing short of helpful at every step. They consistently made sure I had more than what I needed and took the time to answer my multiple questions. I don't hesitate at all in recommending them for visas and company related legal matters to my friends and business partners."*

MATT CLARKE - MAKE MORE SAS

***Based in New York City and boasting a multi-jurisdictional approach to client service, Langon Colombia has quickly established a reputation for excellence in the local market.***

## Our Firm

*We are an innovative law firm that offers comprehensive legal services to businesses, private equity entities and high net worth individuals in Colombia and around the world. At Langon we distinguish ourselves by offering an internationally focused, multi-jurisdictional and multi-disciplinary approach to client service.*

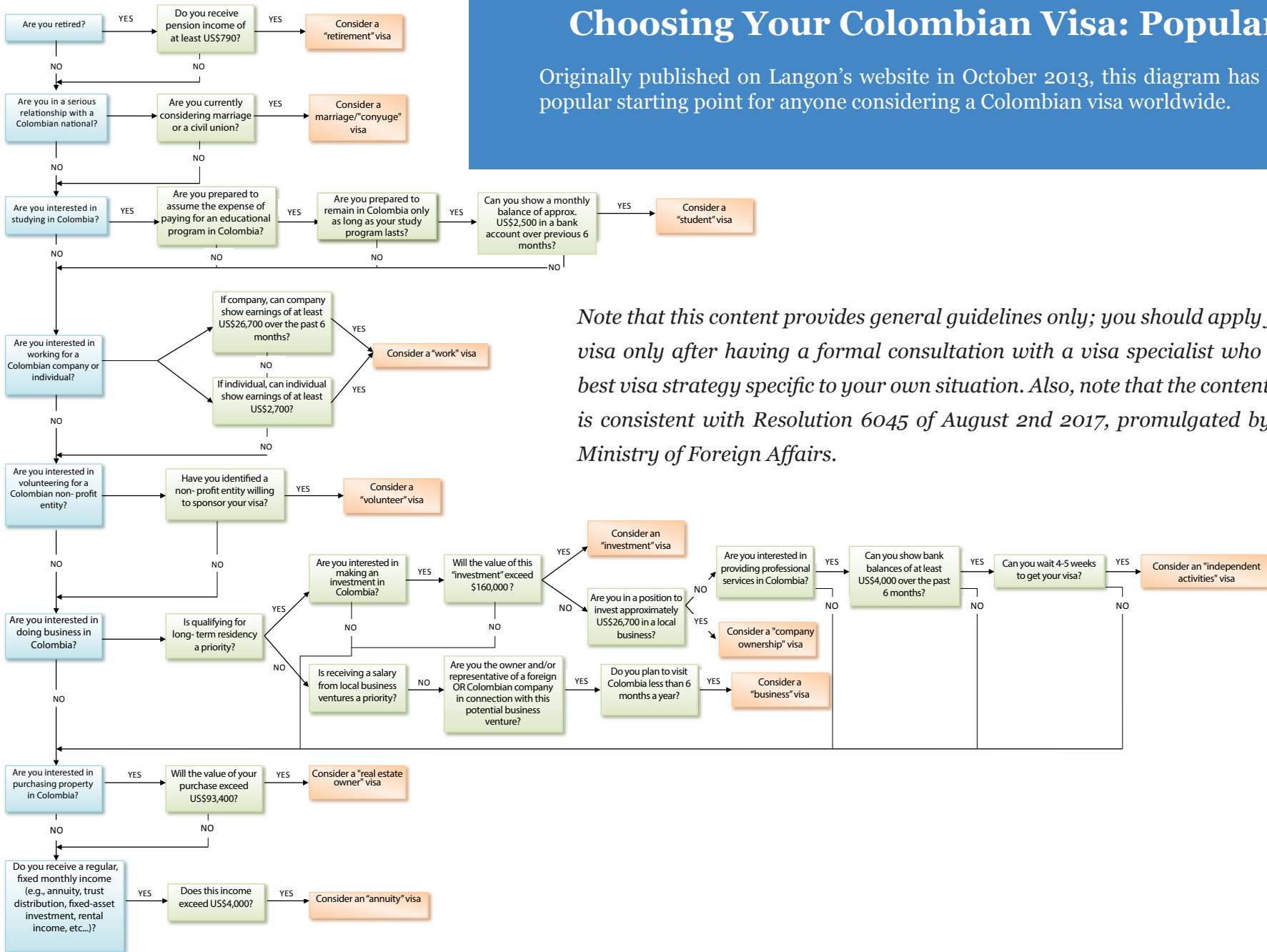
*The depth and breadth of our practice allows us to provide our clients with creative legal solutions tailored to their specific needs. From securing Colombian visas and negotiating multi-million dollar M&A transactions to developing tax-efficient international expansion strategies, Langon Colombia can help you and your business navigate the legal and regulatory landscape in Colombia from day one.*

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# Choosing Your Colombian Visa: Popular Options

Originally published on Langon's website in October 2013, this diagram has become the most popular starting point for anyone considering a Colombian visa worldwide.



*Note that this content provides general guidelines only; you should apply for a Colombian visa only after having a formal consultation with a visa specialist who can identify the best visa strategy specific to your own situation. Also, note that the content in this diagram is consistent with Resolution 6045 of August 2nd 2017, promulgated by the Colombian Ministry of Foreign Affairs.*

\*All values shown are based on an assumed currency rate of COP\$3,000 to US\$1.

# The Visa Application Process: A Timeline

Below is a graphical summary of the visa application process. Keep in mind that the actual timing depends on your specific visa strategy and the availability of required documents. As a rule of thumb, if your visa application does not require the submission of official documentation issued outside of Colombia your application will take significantly less time to process.



## A. Document Collection:

You will need to collect documentation specific to the type of visa you are applying for. Expect this process to take between 1 and 4 weeks depending on the type of visa requested. Note that if your visa requires documentation issued outside of Colombia the document collection process will typically take longer than 2 weeks.

## B. Application Review:

The Colombian government will review your application and determine whether it meets the statutory and regulatory requirements relevant to the type of visa you requested. This process can take between 5 and 10 business days.

## C. Stamping Your Passport:

Once you are approved for a visa you will need to get an official stamp on your passport, either at the government office in Bogota at **Sede**

**Norte: Avendia 19 #98-03 Edificio Torre 100 Piso 3** or at a Colombian consulate outside of Colombia. A list of foreign consulates can be found on the website of the Ministry of Foreign Affairs. Ideally, you should get your passport stamped within 1 week of receiving approval.

## D. Registering Visa/Requesting “Cedula”:

Following the receipt of your visa you must register the visa and request a Cedula de Extranjeria (National ID Card) within 15 calendar days from the date your visa was issued, if the visa was issued by the Visa Office in Bogota. If the visa was issued by the Colombian Consulate, you have 15 calendar days from the day you entered the country to complete this process.

Langon can provide instructions regarding how to register your visa and request a “cedula” but note that this process needs to be done in person at a Migracion office in Colombia.



Langon offers assistance packages for cedula request.

## E. “Cedula” Processing:

During this process the government will finalize your “cedula.” Expect to receive your cedula in about 2 weeks.

Check Migracion Web Site for the list of cédulas ready to pick up.

<http://www.migracioncolombia.gov.co/index.php/es/cedulas-para-reclamar>

# The Visa Application Process: Terms Cheat Sheet

Below is a summary of the various third party services that may be required in order to secure your Colombian Visa, as well as estimated fees for your convenience and reference.

**Government Study Fee (THIRD PARTY):** This fee is paid to the Colombian government as part of the original application. It is nonrefundable, regardless of whether you are approved for the visa or not. Fees are usually fixed at US\$52 for most types of visas.

**Government Visa Application Fee (THIRD PARTY):** This fee is paid to the Colombian government in order to process your visa AFTER you have been approved. Fees range from approximately US\$170 to \$391 for most types of visas.

**Translations (THIRD PARTY):** If as part of the initial application you are submitting documentation in a language other than Spanish, you will be required to have the documentation translated by an official translator, certified by the Colombian government. Actual fees depend on the volume and types of documents to be translated but expect a range of approximately COP\$100,000 to COP\$400,000 for a typical application.

**Notarizations (THIRD PARTY):** A notarization is a certification by an official notary (one licensed by a government entity in the jurisdiction where they operate) that the person who signs a document is, in fact, the person who is supposed to sign such a document. Most documents to be submitted as part of any visa application will need to be notarized either in Colombia or in the country where they are issued. Actual fees depend on the volume and types of documents to be notarized as well as the jurisdiction where the documents are to be notarized. Expect a range of approximately COP\$5,000 to COP\$20,000 in Colombia and approximately US\$10 to US\$40 outside of Colombia for a typical application.

**Apostilles (THIRD PARTY):** An Apostille is a higher-level notarization of a document in order to allow that document to be used in a different country. If as part of your visa application you are submitting official documentation issued outside of Colombia (e.g., birth certificates, bank letters, etc...) you will be required to apostille that documentation pursuant to local regulations. Note that apostilles are relevant for countries that are signatories to the Hague Convention and a different process applies if you need a document notarized in a country that is not a signatory. Actual fees depend on the volume and types of documents to be apostilled, as well as the jurisdiction where the apostilles are requested but expected a range of approximately US\$10 to US\$40 for a typical application.

**Legalizations (THIRD PARTY):** If as part of your visa application you are submitting documentation issued outside of Colombia that is translated by an official translator, the Colombian government requires that each single translated document is legalized under

Colombian law. Actual fees depend on the volume of documents to be legalized, but expect a range of approximately COP\$63,000 to COP\$189,000 for a typical application.

**Delivery/Shipping (THIRD PARTY):** Depending on the logistics of the application you and/or Langon may need to use courier services such as FedEx (US), DHL (EU), or Servientrega (Colombia) to deliver documents in advance of your application. Actual fees will depend on the logistics of the application (e.g., whether the applicant is in Colombia or abroad at time of application) but expect a range of approximately US\$25 to US\$75 for a typical application.

**Langon Application Fee:** This is the fee Langon charges to process your application.

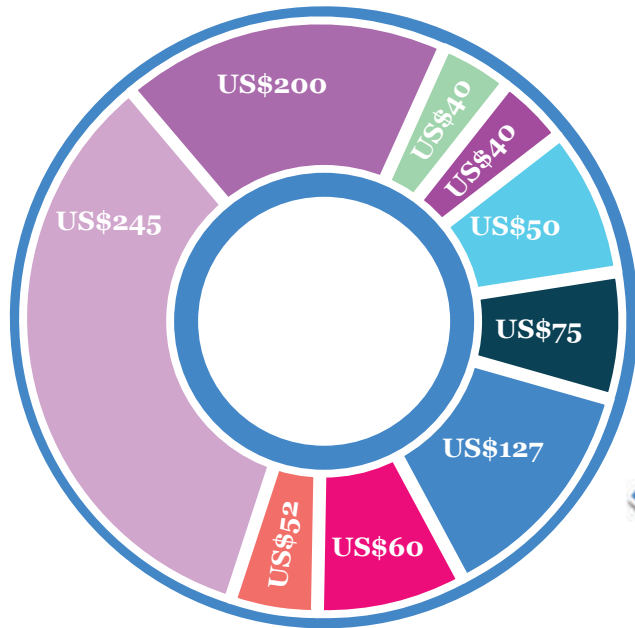
**Langon Visa Stamping Service Fee (OPTIONAL):** Once your visa is approved, you will need to get your visa stamped on your passport in Bogota or at a Colombian consulate. Langon's visa stamping service is ideal for applicants who are present in Colombia but do not want to travel to Bogota. We can pick up your passport anywhere in Medellin or have you shipped it to us, process your new visa in Bogota and return your passport to any address in Colombia.

# The Visa Application Process: Budget Estimates

Below are estimated budgets applicable to visa applications involving foreign documentation, as well as those involving only documentation issued in Colombia. Note that actual fees will depend on the specific visa strategy you are pursuing.

## Application Involving Foreign Documentation

- US\$52** Government Study Fee
- US\$245** Government Visa Application Fee
- US\$200** Translation Fee
- US\$40** Notary Fee
- US\$40** Apostille Fee
- US\$50** Legalization Fee
- US\$75** Delivery Charges
- US\$127** Langon Application Fee
- US\$60** Langon Visa Stamping Service Fee (*OPTIONAL*)



\*Estimated Budget: \$474 USD

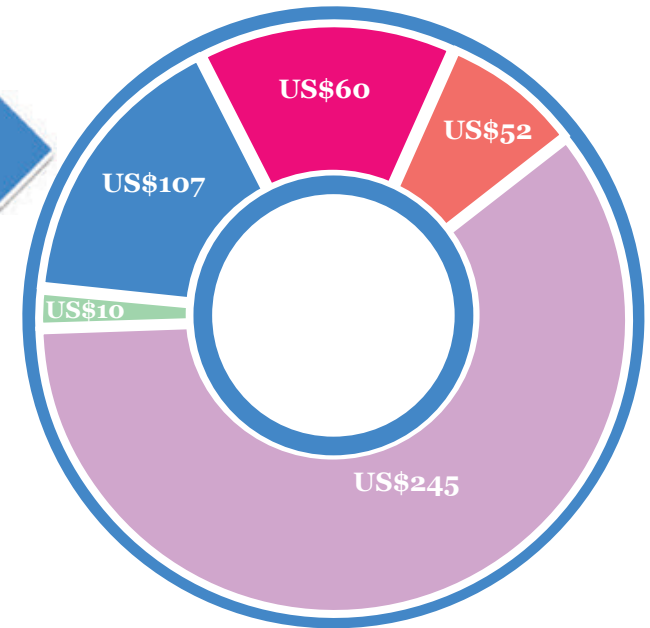
Our Fee:  
**\$107 USD**

\*Estimated Budget: \$889 USD

Our Fee:  
**\$127 USD**

## Application Involving Colombian Documentation Only

- Government Study Fee **US\$52**
- Government Visa Application Fee **US\$245**
- Notary Fee **US\$10**
- Langon Application Fee US\$107**
- Langon Visa Stamping Service Fee (OPTIONAL) US\$60**



\* All values shown are based on an assumed currency rate of COP\$3,000 to US\$1. Note that estimates are for an application requesting a standard business visa and do not include IVA (Colombia's equivalent of VAT).