



# MIGRATION REQUIREMENTS





## Requirements for Migration

All Foreign students must have the Student Temporary Permit (STP) to legally study in Costa Rica.

Students must submit the following documents when enrolling to UNIBE for immigration purposes in Costa Rica:

- **A request letter** from the student to the General Director where indicates the reason for the student to obtain the special category, also indicate the occupation, name, date of birth, nationality, passport number, career, address, and phone number, where the student receive notifications and also authorizes UNIBE to handle all relate to Migration.
- **Copy of passport**, certified by a Lawyer.
- **Fingerprint registration** Ministry of Public Security in File Police Department fingerprinting. From Embassy of Nicaragua, 100 East, 300 South, 100 East, between 31-33 Streets, house number #3129. Take with you: Passport and any bill (water, electricity, or phone) 1 passport size photograph. Once your file is presented you do the fingerprint. <https://apcd.seguridadpublica.go.cr:8085/>
- **Consular inscription** from the Embassy of your country located in Costa Rica.
- **3 photos (2"x 2")** with the name on the back.
- **Birth certificate**, apostille or authenticated by Costa Rican Consulate and then presented it at the Foreign Affairs Ministry to be certificated.
- **Police report of Non-Delinquency**, Apostille or authenticated in the Costa Rican Consulate then presented it at the Foreign Affairs Ministry to be certificated (From U.S. must be Federal Police Record).
- If the student is married must present the **Marriage Certification**, apostille or authenticated by Costa Rican Consulate then presented it at the Foreign Affairs Ministry to be certificated.
- Fill out the **Affiliation Form** from Costa Rican Migration Office.
- **Certificate from UNIBE** where the University certifies that the student is currently enroll or the admissions has been accepted.



- **Certificate showing Economic Solvency**, certified by a public counter authorized in Costa Rica.
- **Deposit Receipts** of \$500 to Acct: 242480-0 BCR).
- **Deposit Receipts** for \$200 USD per status change if the student comes in with Consular Visa does not need to make this deposit. (Acct: 242480-0 BCR).

**NOTE:** All the documents in different languages have to be translated by an Official Translator Once the student is in Costa Rica, has to pay:

- **\$287.02 USD** for Administrative Expenses at for the Universidad de Iberoamérica. The concept of the transaction will be the name of the student.
- **\$98 USD** for the DIMEX. Once student visa is approved. At the account number 242480-0 in BCR)
- **¢50.000 colones** to the Authorized Accountant in Costa Rica for economic solvency certificate.

If you have any concern, please don t hesitate to contact us.

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