



CONSULADO GENERAL DE COLOMBIA

TEMPORARY WORK VISA (TT)

It is issued to individuals who wish to stay in the country for temporary periods, representing public or private foreign entities of a commercial or industrial nature, with the purpose of providing technical assistance, products or consulting services to Colombian companies. This visa allows the holder multiple entries to Colombia. The Temporary/Work Visa may be issued for a term of up to one (1) year.

DOCUMENTS NEEDED

- Passport with available pages, and valid for at least three (3) months.
- Two (2) photocopies of the pages of the passport containing information, as well as all previously granted visas.
- Two (2) originals of the Visa Application Form completely filled out, and duly signed.
- Three (3) recent color passport-type photographs (1.5"x1.5").
- Original copy of the work contract, administrative act (acto administrativo), or joining agreement -depending on the case- if the applicant is hired by a company, or a private or public entity. If the applicant is transferred from his/her company's headquarters to a branch office in Colombia, he or she should submit a letter from the company stating the position that the applicant will hold within the company.
- Original letter from the employer, or private or public entity stating the company's assumption of all expenses incurred in the return of the applicant (as well as his/her relatives if necessary) to his/her country of residence at the termination of contract or when either visa cancellation, deportation or expulsion occurs, according to decree 4000 from November 30th of 2004. (This document needs to be **APOSTILLED**)
- Original of the certificate of legal existence of the Company. **In the United States:** This is an original "CERTIFICATE OF CORPORATE EXISTENCE", issued by the "SECRETARY OF STATE", at the state in which the company was incorporated. This certificate must be updated (issued within the last three (3) months) and certified with an **APOSTILLE** from the secretary of state of the State where it was issued. **In Colombia:** This is an original "CERTIFICATE OF CORPORATE EXISTENCE", issued in the city where the Company was incorporated. This certificate must be updated (issued within the last three months) and certified with an **APOSTILLED** from the Legalization office of the Ministry of Foreign Affairs in Bogotá, Colombia. When deemed necessary the account balances of the Company will be required same as a photocopy of the income tax return.
- If the employer is an individual, he/she must prove his/her economic solvency, showing a monthly income above thirty (30) minimum current legal salaries. Bank account balances, as well as photocopy of the income tax return may be requested when deemed necessary.
- Original of the certification letter issued by the Colombian Social Protection Ministry indicating that the addition of the applicant to the company respects the established proportion between Colombian employees and foreign employees according to what is established by the Substantive Work Code (Certificado de Proporcionalidad). Not applicable to cultural groups or public events such as athletic or artistic ones. This request is also exonerated when the employer is a Colombian entity or institution.
- If the applicant is going to work in any of the following professions: ENGINEERING, ARCHITECTURE or GEOLOGY, he or she must submit a temporary permit issued by the Consejo Profesional Nacional de Ingeniería y Profesiones Auxiliares (**COPNIA**). Phone:(571) 2358941 / 2498138 / 2498911 FAX: (571) 2499211
- Notarized Copy of the Diploma(s), duly legalized and **APOSTILLED** whatever the case. Also the applicant may present a notarized copy of the professional license or document showing experience or qualification issued by the proper authority.



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Consular fee: US\$205. (Cash or Money Order only)

In order to exercise the profession or activity authorized in the visa, the foreigner (applicant) should comply with the same requirements asked to Colombians which are established in the present regulations. The foreigner (applicant) should submit the documents that allow him or her to exercise his/her profession such as validation of his /her professional degree and the professional license or certificate of experience which ever applies. (Such documents need to be apostilled)

Foreigners pretending to perform in unregulated professions or trades should accredit their experience or proficiency through the submittal of proof of work. (Such documents need to be [APOSTILLED](#))

If the visa is issued for more than three (3) months, the visa holder should register it in the Immigration Office of the Administrative Department of Security (**Departamento Administrativo de Seguridad - DAS** -) within fifteen (15) working days from the arrival date.

IMPORTANT NOTES

- All applicants are required to appear in person at the consulate's office either when submitting the documentation or when receiving the approved visa. **No exceptions.**
- All Documents issued in languages other than Spanish **MUST** be submitted duly **TRANSLATED INTO SPANISH**, and both versions should be **notarized** by a Notary Public. They must be also certified with an [APOSTILLE](#) by the Office of the Secretary of State at the state where they were issued.
- For U.S citizens the study of the visa application form and documents takes three (3) working days; for non-U.S. citizens it may take up to two (2) weeks, and it is subject to the approval of the Colombian Ministry of Foreign Affairs.