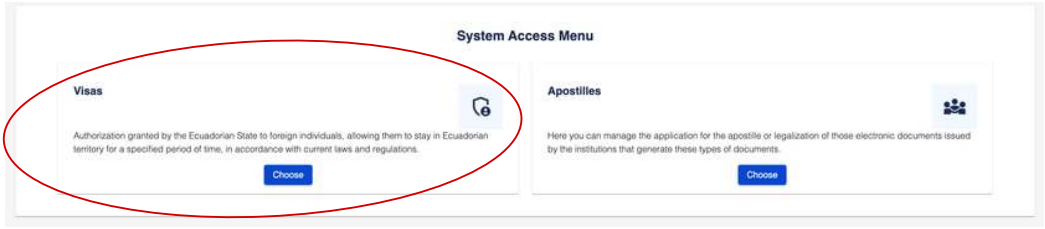
Ceiba
Foundation for
Tropical Conservation

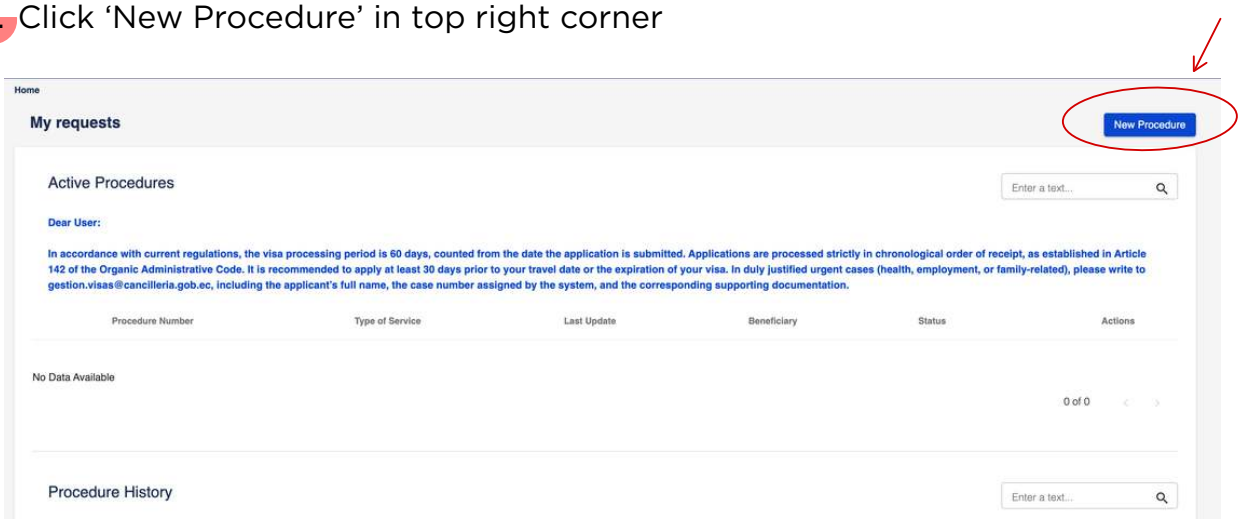
301 South Bedford Street, Suite 7A
Madison, WI 53703
608-230-5550
www.ceiba.org

Online Visa Application Guide

1. Login/Register in top right hand corner and sign in (change language to English with drop down menu near log in button)
   a. Make a new login if first time logging in
2. Choose Visas



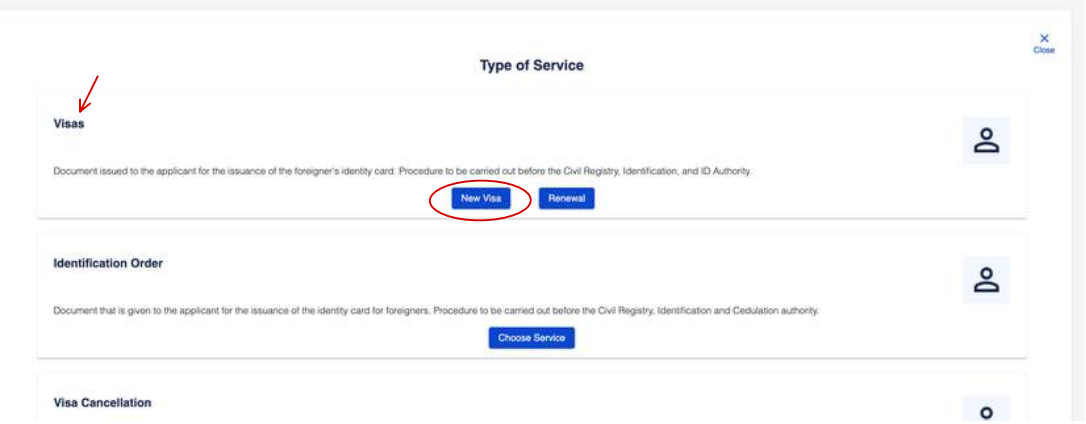
3. Click ‘New Procedure’ in top right corner



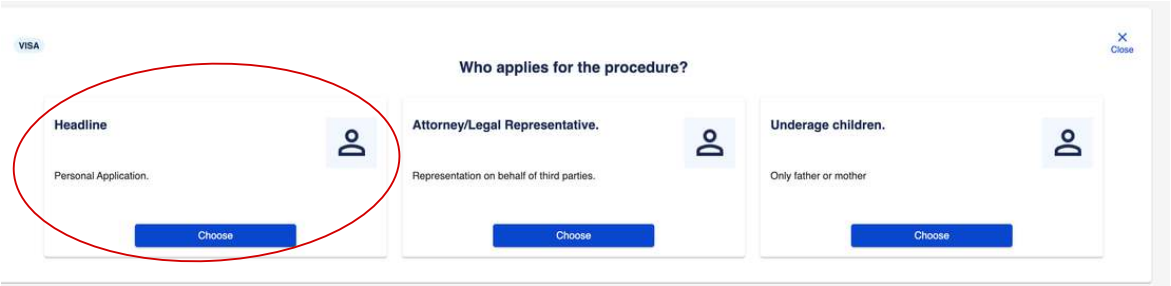
4. Click ‘Ordinary and diplomatic visas’



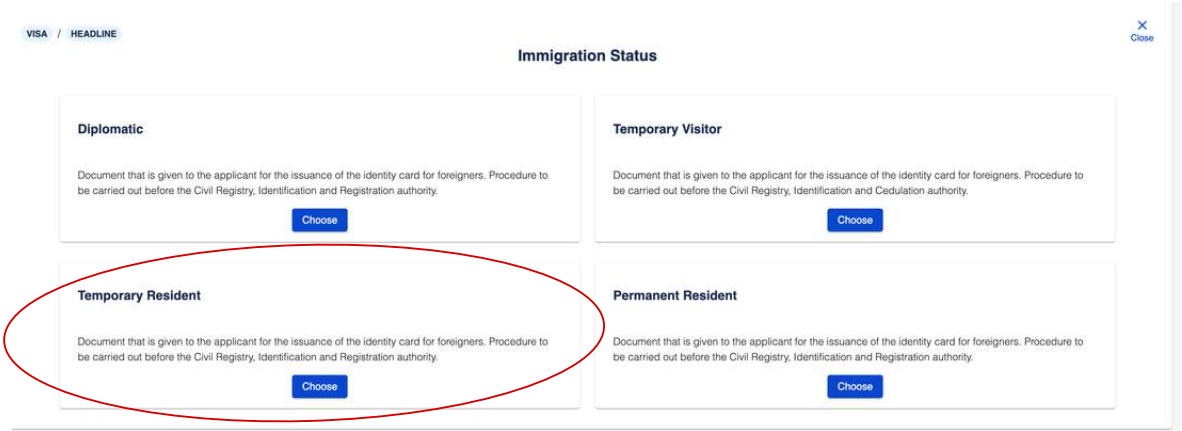
5. Choose ‘New Visa’ Under ‘Visas’



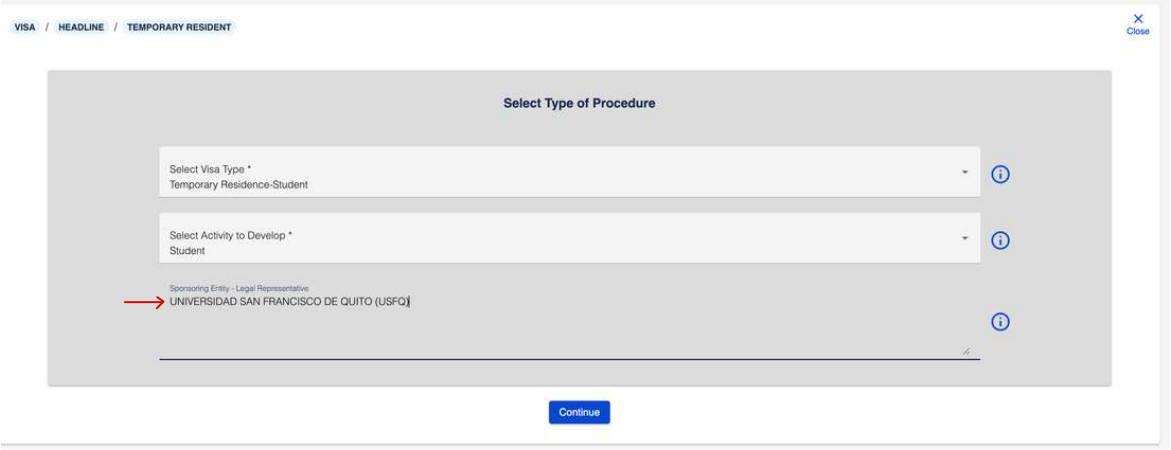
6. Choose ‘Headline’ if you are applying for the visa for youself



7. Choose ‘Temporary Resident’

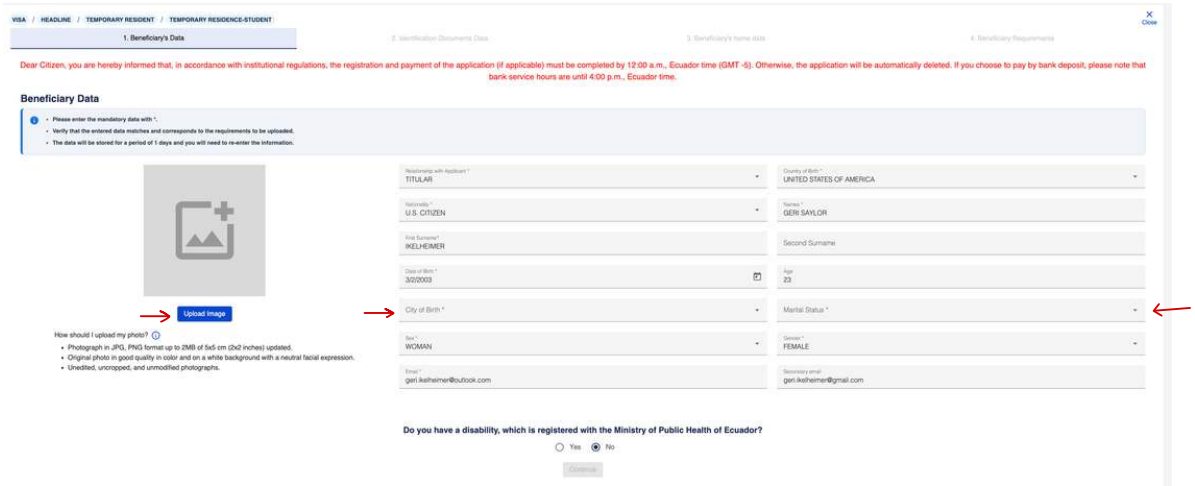


8. Input the information exactly as you see below. Type ‘Universidad de San Francisco de Quito (USFQ) for Sponsoring Entity. Click continue.

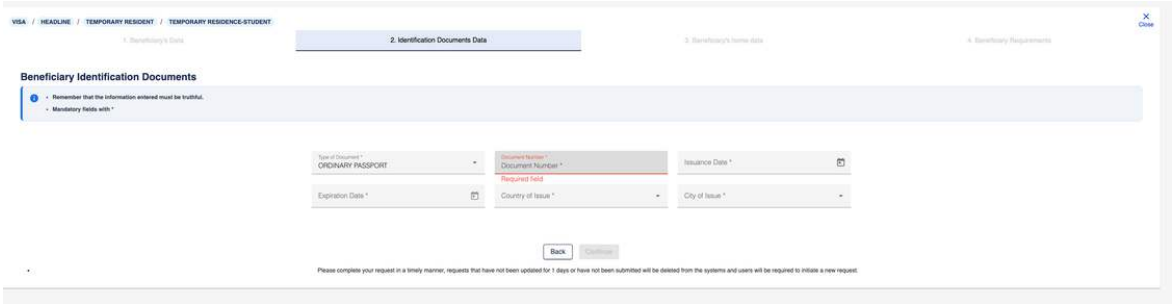


9. The next page will ask you to accept that you understand the visa application price is non refundable. Click accept.

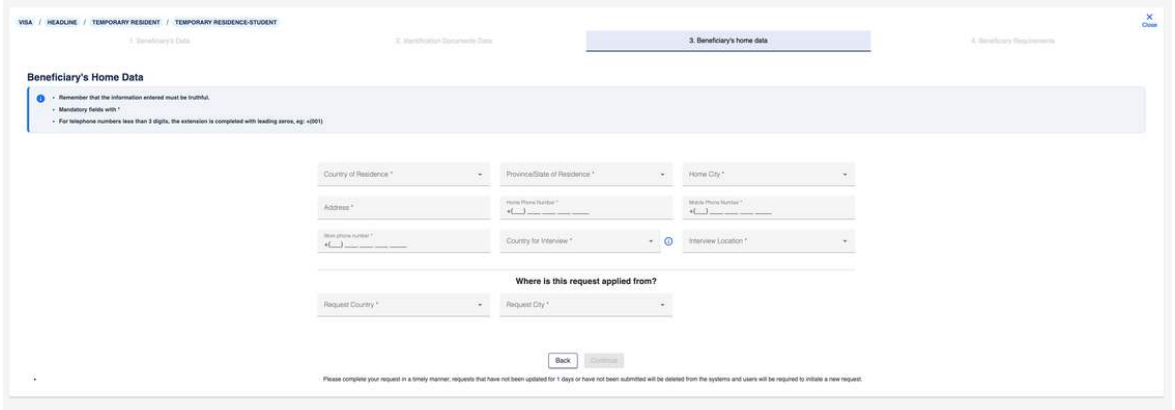
10. ‘Beneficiary’s Data: It should be mostly filled out for you using the data you imputed previously. Fill in any remaining details
    - Details you may need to add on this page: City of Birth, Marital Status
    - Upload a JPG or PNG of your 2x2 inch headshot photo
        - JPG seems to work better
        - Use a software like Google Drawing to make sure your digital image is 2x2 inches, 5x5 centimeters, or 600x600 pixels
            - (See visa checklist for YouTube Tutorial on resizing Google Drawings)



11. Identification Documents Data: Choose ‘Ordinary Passport’ and fill in the data from your passport



12. Beneficiary’s Home Data: Fill in all data fields. Note: Interviews are normally not required but information is required in case one is requested. Choose an interview location that is most convenient for you



13. The next page is where you input all of the visa documents you've collected. Please note that **not all steps are required**. The yellow highlighted steps below are the steps that most students will need to fill out.
    - **1:** Enrollment or admission certificate in an Ecuadorian educational institution. *Submit your letter from USFQ (provided to each student)*
    - **2:** Notarized power of attorney allowing someone else to represent the applicant in immigration procedures. This would only apply if someone is formally handling the process on the student's behalf. *Does not apply to most Ceiba Students*
    - **3:** Birth or Marriage Certificate or de facto union as appropriate. *Does not apply to Ceiba Students*
    - **4:** Ecuadorian Criminal Record. Only applies to foreigners whose time outside Ecuador has not exceeded 90 accumulated days during the validity of their temporary residence visa. *Does not apply to Ceiba Students*
    - **5:** Criminal Record provided by the country of origin or the place where you resided for the last 5 years. *Submit the merged pdf of your FBI background check AND State Background check (scan should include apostille and translation on both documents)*
    - **6:** Apostilled or legalized power of Attorney or authorization granted in case of absence of one of the parents or legal representatives to apply for a visa. *Applies only to minors.*
    - **7:** Other document. This is a catch-all upload field for an additional document if needed. *Should not apply to Ceiba Students*
    - **8:** Passport Minimum validity 6 months. *Upload a valid scan of both pages of your passport (signature and picture/information page)*
    - **9:** Migratory Movement certificate - basically a record of the applicant's entries and exits from Ecuador. *Does not apply to Ceiba Students*
    - **10:** Valid Ecuadorian temporary residence visa. *Does not apply to Ceiba students.*
    - **11:** Proof of legal means of living. *Submit Ceiba's Letter of Financial Support which will be provided for each student.*

14. The final step will ask you to submit a payment of $50. You can use a credit/debit card through the website to fill this out. It's important to note that you must submit a payment before 11:59pm (Ecuador time) on the day you fill out your application, or your application will be deleted. The information you enter on these pages is only stored for 1 day.