



Requirements for *Migration*



UNIBE
UNIVERSIDAD DE IBEROAMERICA

Requirements for Migration

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

For immigration purposes, the student must submit the following documents at the time they enroll in **Universidad de Iberoamerica**.

- A request letter from the student to the General Director. It must indicate the reasons why they're requesting the permit to obtain the special category. It must include occupation, full name, date of birth, nationality, passport number, career, address and phone number in which the student can be contacted. It has to mention the students authorize UNIBE to handle everything related to Migration.
- Copy of all passport book, certified by a lawyer or with 375 colones stamps.
- Fingerprint registration at the Ministry of Public Security.
- Consular inscription from the Embassy of your country, located in Costa Rica.
- 3 photos (2" x 2"). They must be recent and with the name of the student on the back.
- Birth certificate apostilled or authenticated by the Costa Rican Consulate. Afterwards, the student must present it at the Ministry of Foreign Affairs to be certificated.
- Police Report of Non-delinquency apostilled or authenticated in the Costa Rican Consulate. Then, the student must present it at the Ministry of Foreign Affairs to be certificated. (If it's brought from the U.S.A., it must come from the Federal Police Record).
- Marriage Certificate, if the student is married. It must be apostilled or authenticated by the Costa Rican consulate. Then, they must present it at the Ministry of Foreign Affairs to be certificated.
- Fill out the Affiliation Form from Costa Rican Migration Office.
- UNIBE Certificate in which the University states that the student is currently enrolled or the admission has been accepted.
- Certificate showing economic solvency, certified by a public accountant

Note: All documents in a language other than Spanish have to be translated by an Official Translator from the Ministry of Foreign Affairs in Costa Rica. You can find them in the website www.rree.go.cr

To do the FINGERPRINT REGISTRATION, the student must go to the File Police Department Fingerprinting. It is located from the Embassy of Nicaragua, 100 East, 300 South, 100 East, between 31-33 Streets, house #3129. The student must bring: Passport, any bill (water, electricity or phone), and 1 passport-size photograph. Once your file is presented, you do the fingerprinting.

Payments

PROCEDURE	COST	OBSERVATIONS
Request letter from student	¢5000	This cost is for the lawyer's authentication of the letter. The payment is made at UNIBE
Copy of all passport	¢375	This cost is for stamps. The payment should be made at Banco de Costa Rica (BCR) in the account number 242480-0.
Certificate showing economic solvency (CPA)	¢19000	This cost is for an authorized, Costa Rican public accountant. The payment is made at UNIBE.
Deposit receipts for an amount of 125 colones plus 2.50 colones per page presented in the file to request the special category	¢675	The name of the student has to be in the concept of the transaction. The payment should be made at Banco de Costa Rica (BCR) in the account number 242480-0.
When the student wants to change their status from tourist to student.	\$200 USD	The payment should be made at Banco de Costa Rica (BCR) in the account number 242480-0. If the student comes in with a Consular Visa, they do not need to make this deposit.
DIMEX (Special Category License)	\$98 USD	The payment should be made at Banco de Costa Rica (BCR) in the account number 242480-0

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- The student must pay \$175 USD for administrative expenses. The deposit must be made in the National Bank of Costa Rica (Banco Nacional de Costa Rica or BNCR) to Asociación Universidad de Iberoamerica.
- In case the student's country is not part of the Apostille Convention, they must pay \$40 UDS per document presented.
- The deposits made in BCR are for Dirección General de Migración y Extranjería.
- Each authentication made by UNIBE's lawyer costs ¢5000.
- The cost of consular inscription depends on the country.
- All deposit receipts from BCR and BNCR must be presented.



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