

Dear Mr. / Mrs.

## HOW TO APPLY FOR A COURTESY VISA?

All type of visas must be requested online; please make sure you follow all the steps.

1. UN staff can apply for the Visa “V”- Courtesy on individual basis.
2. If you have a Diplomatic Passport or a Laissez - Passer, then apply for a Visa “V”- Courtesy filling the online form and uploading all the documents required:  
<https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml>
3. It is mandatory to register your application in the following link <http://goo.gl/rENCv6>
4. If the applicant travels to Colombia for a short stay, the Consulate will issue an electronic visa valid for 90 days.

### Application advice:

- ✓ Please choose the option Visa Type “V” (Courtesy Visa), Titular.
- ✓ The applicant must register the name as it appears in the UNLP or in the national passport (only for those who do not bear a Laissez-Passer).
- ✓ Upload light documents. Complete all the information required.
- ✓ The applicant should upload a passport photo: full color, white background, jpg format.

### Please attach as supporting documents:

1. Copy of the Diplomatic Passport or Laissez-Passer (if you do not bear a UNLP you can attach the national passport)
2. Verbal Note issued by an international organization requesting the Courtesy visa to the Colombian Embassy – Consular Section
3. Letter of invitation issued by the organization in Colombia or by the Colombian authority, if possible in which the activity that is proposed to be carried out in the national territory, program or planned agenda is reported.
4. Swiss residence permit (Carte de légitimation)
5. Flight information (itinerary).

Please do not hesitate to contact us for further questions.

Best regards,

Embassy of the Republic of Colombia to Switzerland- Consular Section

E-mail: [cberna@cancilleria.gov.co](mailto:cberna@cancilleria.gov.co)

Phone: 031.350 1405 option No. 9 (Monday - Friday, 15.00 to 17.00 hs).