

Title:	Immigration procedure guide for foreign and exchange students.
Objective:	<p>This guide has been prepared with the purpose of supporting foreign students undertaking exchange studies at IPADE Business School, providing the information that they must know before traveling to Mexico; as well as the requirements with which they must comply with, so that their entry into the country has no inconvenient whatsoever.</p> <p>The orientation provided by this document is rendered with the purpose of complying with the requirements established by the Immigration Law and its Regulations, and does not substitute professional legal counsel which an attorney specialized in Mexican immigration matters may render to students, nevertheless, this type of counsel is optional and with a cost to any individual who requests it.</p>
Document addressed to:	Foreign students who undertake exchange studies in Mexico, whose stay in the country is of less than 180 calendar days.
Document prepared by:	IPADE Business School- International Office Manager.
Versions / Revisions:	<p>VER.1.0 SPA / August / 2018</p> <p>VER 2.0 ENG / September / 2018</p> <p>VER.3.0 ENG / October / 2018</p>

A. Countries and regions that require a VISA to travel into Mexico.

The foreign individuals, who are citizens of the countries stated hereinafter, must obtain a **VISA** to be able to travel to Mexico.

This **VISA** is known as a **VISITOR'S VISA WITHOUT PERMISSION TO UNDERTAKE REMUNERATED ACTIVITIES** and must be obtained in any of the 148 Mexican Consulates abroad. The **VISA** allows the bearer to stay in Mexico for a period of up to 180 calendar days and it is issued for leisure and tourism or business purposes, or any other non-remunerated activity in Mexico, that is to say, that it may be used for short stay studies or exchange purposes within Mexico.



List in alphabetical order of the countries that require VISA to travel and enter into Mexico:

A.

Antigua and Barbuda, Arab Republic of Egypt.

B.

Bosnia and Herzegovina, Burkina Faso.

C.

Central African Republic, Commonwealth of Dominica, Co-operative Republic of Guyana.

D.

Democratic People's Republic of North Korea, Democratic Republic of São Tomé and Príncipe, Democratic Republic of the Congo (Zaire), Democratic Socialist Republic of Sri Lanka, Dominican Republic.

F.

Federal Democratic Republic of Ethiopia, Federal Democratic Republic of Nepal, Federal Republic of Nigeria, Federal Republic of Somalia.

G.

Gabonese Republic, Georgia, Granada.

H.

Hashemite Kingdom of Jordan.

I.

Independent State of Papua Nueva Guinea, Islamic Republic of Afghanistan, Islamic Republic of Iran, Islamic Republic of Mauritania, Islamic Republic of Pakistan, Ivory Coast.

K.

Kingdom of Bahrain, Kingdom of Bhutan, Kingdom of Cambodia, Kingdom of Eswatini, Kingdom of Lesotho, Kingdom of Morocco, Kingdom of Tonga, Kyrgyz Republic.

L.

Lao People's Democratic Republic, Lebanese Republic.

M.

Montenegro.

N.

Nation of Brunei, the Abode of Peace.

P.

People's Democratic Republic of Algeria, People's Republic of Bangladesh, People's Republic of China, Plurinational State of Bolivia.

R.

Republic of Albania, Republic of Angola, Republic of Armenia, Republic of Azerbaijan, Republic of Belarus, Republic of Benin, Republic of Botswana, Republic of Burundi, Republic of Cabo Verde, Republic of Cameroon, Republic of Chad, Republic of Cuba, Republic of Djibouti, Republic of Ecuador, Republic of El Salvador, Republic of Equatorial Guinea, Republic of Fiji (Islands), Republic of Ghana, Republic of Guatemala, Republic of Guinea, Republic of Guinea-Bissau, Republic of Haiti, Republic of Honduras, Republic of India, Republic of Indonesia, Republic of Iraq, Republic of Kazakhstan, Republic of Kenya, Republic of Kiribati, Republic of Liberia, Republic of Macedonia, Republic of Madagascar, Republic of Malawi, Republic of Maldives, Republic of Mali, Republic of Mauritius, Republic of Moldova, Republic of Mozambique, Republic of Namibia, Republic of Nauru, Republic of Nicaragua, Republic of Philippines, Republic of Rwanda, Republic of Senegal, Republic of Seychelles, Republic of Sierra Leone, Republic of Sudan, Republic of Suriname, Republic of Tajikistan, Republic of the Gambia, Republic of the Niger, Republic of the Union of Myanmar, Republic of Tunisia, Republic of Turkey, Republic of Uganda, Republic of Uzbekistan, Republic of Vanuatu, Republic of Yemen, Republic of Zambia, Republic of Zimbabwe, Russian Federation.

S.

Sahrawi Arab Democratic Republic, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Solomon Islands, Saudi Arabia, Socialist Republic of Vietnam, South Africa, State of Eritrea, State of Kuwait, State of Libya, State of Mongolia, State of Palestine, State of Qatar, Sultanate of Oman, Syrian Arab Republic.

T.

Democratic Republic of Timor-Leste, Taiwan, Thailand, Togolese Republic, Turkmenistan, Tuvalu.

U.

Ukraine, Union of the Comoros, United Arab Emirates, United Republic of Tanzania.

V.

Vatican City State.

An exception to the **VISA** requirement established by the immigration law, is that the same will not be required to the foreign individual who exhibits to the National Immigration Institute's personnel, at the point of entry into Mexico, any of the following documents:

1. Document that evidences permanent residency in Canada, United States of America, Japan, United Kingdom of Great Britain and Northern Ireland, any of the countries which integrate the Schengen Space, as well as the member countries do the Pacific Alliance (Republic of Chile, Republic of Colombia and Republic of Peru), or
2. A valid and current **VISA** from Canada, United States of America, Japan, United Kingdom of Great Britain and Northern Ireland, any of the countries which integrate the Schengen Space, or



3. A Business Traveler's Card from APEC approved by Mexico.

If the foreign individual does not have any of the documents above stated, the **VISA** exception will not be applicable for entry into Mexico, consequently he/she must contact one of the 148 Mexican Consulates abroad to perform the **VISA** procedure, complying with the following requirements:

1. Request an appointment at the Mexican consulate,
2. On the date the appointment is issued to the individual, he/she must appear personally with the following documents:
 - a. A duly filled out visa request form, same which is available at the following links:
 - Spanish language request form:
https://www.gob.mx/cms/uploads/attachment/file/220491/Solicitud_de_visa_Espanol_CNTSE_julio_2015.pdf
 - English language request form:
<https://consulmex.sre.gob.mx/tucson/images/2015/08AGOSTO/VISA/VisaEnglishForm.pdf>
 - b. Original and copy of his/her current and valid passport or travel and identity document, according to international law.
 - c. A frontal, uncovered, full head color "passport size" photograph of 45 mm x 35 mm, with a white backdrop, without smiling, without corrective glasses.
 - d. Original and copy of the documents which evidence economic solvency of the foreign individual, rendering bank statements for the last 6 months, and a letter from the banking institution indicating the average monthly balance of the bank account for the past year; all documents stamped by the banking institution. The average balance for the last twelve months must be of at least \$75,000 Euros / 89,000 USD.
 - e. Original and copy of the document which evidences the legal stay of the requesting party, only if he/she is not a national of the country where the **VISA** is being requested.
3. Make the corresponding payment for the issuance of the VISA, in the amount of \$36.00 USD.

B. Countries and regions that do not require a VISA to travel into Mexico.



The individuals who are nationals of any country THAT IS NOT MENTIONED on the list of the section A, DO NOT require a VISA to travel into Mexico and may enter the country as VISITORS WITHOUT AUTHORIZATIONS TO UNDERTAKE REMUNERATED ACTIVITIES.

The following documents must be presented by the foreign individual at the immigration point of entry:

1. Current and Valid passport or travel and identity document, according to international law,
2. Exhibit a **FMM** or **MULTIPLE IMMIGRATION FORM (FORMA MIGRATORIA MÚLTIPLE)** duly filled by the foreign individual with his/her personal and travel information, according to the following example:

The image shows a filled-out 'FORMA MIGRATORIA MÚLTIPLE (FMM)' for the 'ESTADOS UNIDOS MEXICANOS'. The form is titled 'REGISTRO DE SALIDA/DEPARTURE REGISTRATION'. It contains the following information:

- 1. Nombre/First name:** CLAUDIA
- 2. Apellido(s)/Last name:** (blank)
- 3. Nacionalidad/Nationality:** (blank)
- 4. Fecha de Nacimiento/Date of birth:** (blank)
- 5. Sexo/Sex:** ☒ Mujer/Female
- 6. No. Pasaporte/Passport No.:** (blank)
- 7. Tipo de Viaje/Purpose of trip:** ☒ Otros/Other
- 8. Via de internación/Entering By:** ☒ Aéreo/Air
- 9. Nombre de la Aerolínea o embarcación/Airline or vessel name:** (blank)
- 10. Vuelo o matrícula de la aerolínea o embarcación/Flight No. or vessel registration:** (blank)

Under the 'USO OFICIAL' section, the 'ESTANCIA MÁXIMA HASTA 180 DÍAS' is marked with a red circle and a checkmark. The 'ESTANCIA MÁXIMA 30 DÍAS' section is also marked with a red circle and a checkmark. The 'ÚNICAMENTE PARA EFECTOS ESTADÍSTICOS' section is marked with a red circle and a checkmark. The form includes a green stamp from the 'DISTRITO FEDERAL' and a red stamp dated '21 NOV E'. A barcode is visible at the bottom right.

3. In the event that the immigration authority requests it, evidence that the purpose for traveling to Mexico is as a student, exhibiting the Invitation/Acceptance Letter issued by **IPADE**, stating that the foreign individual will undertake an exchange course, with a maximum stay of 180 days. The letter must contain the following information:
 - The letter must be drafted in official letter head paper of the institution.
 - The full name of the interested party, as it appears in his/her passport.
 - Level, degree and study area that the interested party intends to complete.
 - Name of the course where he/she has been accepted.
 - Date in which the course will initiate, as well as the date when the course will finalize (day/month/year).
 - Full cost of the course.

- The institution's identifying information: i) Official name of the Academic Institution as it appears in the National Education System of the Public Education Ministry, ii) Address, iii) Telephone, iv) Contact's name, v) Contact information, and vi) Original signature and institution's original stamp.

C. Entry into Mexico by Means of a Student Visa.

NOTE: This section only applies for foreign students, undertaking exchange studies in Mexico, for a period of more than 180 eighty days.

- If a foreign individual has been accepted to undertake exchange studies at the **IPADE** for a period of more than 180 days, he/she must appear before the Mexican Consulate closest to his/her country of residence, so that a **VISA** as a **TEMPORARY STUDENT RESIDENT** may be issued to him/her.

The following are the most common documents requested to obtain said **VISA**:

1. Original current and valid passport and a copy of the pages containing the personal information and photograph of the individual.
2. Visa request format duly filled by the interested party with printed handwriting.
3. A frontal, passport size, color, completely uncovered facial photograph, without corrective glasses, of which the size must be at least of 32.0 millimeters x 26 millimeters and with a maximum of 39.0 millimeters x 31.0 millimeters, with a white backdrop.
4. Original and copy of the document that evidences the valid legal stay of the individual for at least six months, if the foreign individual is not a national of the country where the visa is being requested.
5. Original and copy of the acceptance letter of an institution belonging to the National Education System. Only letters drafted based on the model and/or that contain all the following information will be accepted:
 - The letter must be drafted in official letter head paper of the institution.
 - The full name of the interested party, as it appears in his/her passport.
 - Level, degree and study area that the interested party intends to complete.
 - Name of the course where he/she has been accepted.
 - Date in which the course will initiate, as well as the date when the course will finalize (day/month/year).
 - Full cost of the course.
 - The institution's identifying information: i) Official name of the Academic Institution as it appears in the National Education System of the Public Education Ministry, ii) Address, iii) Telephone, iv) Contact's name, v) Contact information, and vi) Original signature and institution's original stamp.
6. Evidence economic solvency by presenting one of the following documents:
 - Student with scholarship: In addition to the acceptance letter, a notice from the institution that evidences that the student is the beneficiary of a scholarship. The letter must state the full



name of the beneficiary, amount of the scholarship and duration of the same.

- Interested Student: Bank statements for the last 6 months and a letter from the bank stating the average balance of the account for the last year, all documents stamped by the banking institution. The average balance for the last twelve months must be of at least \$75,000 Euros / 89,000 USD.

In the event that the student is less than 25 years of age, the economic solvency may be evidenced by the parents or tutors, by means of a waiver signed by the parents or tutors, same which must contain the following information:

- Full name of the student, as it appears in his/her passport.
 - Name and information of the institution, as well as the duration of the course,.
 - Monthly amount to be rendered to the interested party.
 - Name and signature of both parents or tutor.
 - Copy of the parent's or tutor's identification.
- When foreign individual arrives to Mexico, he/she must show to the National Immigration Institute's personnel the **VISA** as **TEMPORARY STUDENT RESIDENT** and he/she will also receive a **MULTIPLE IMMIGRATION FORM (FORMA MIGRATORIO MÚLTIPLE) (FMM)**, which is the document supplied by the airline or at the point of entry into the country, where the entry date into Mexico is registered, where the foreign student must verify that the immigration personnel check the "**EXCHANGE**" ("**CANJE**") box, and a temporary stay of **30 DAYS** is established, as indicated in the following example:

ESTADOS UNIDOS MEXICANOS
FORMA MIGRATORIA MÚLTIPLE (FMM)
ESTA FORMA DEBE SER LLENADA DE MANERA INDIVIDUAL POR TODO EXTRANJERO QUE SE INTERNE A MÉXICO, INCLUIDO EL PERSONAL DIPLOMÁTICO/
This form must be completed individually by all foreigners entering Mexico, including diplomatic personnel

REGISTRO DE SALIDA/DEPARTURE REGISTRATION
Datos como aparecen en el pasaporte/Personal information as it appears on the passport.

1. Nombre/First name	2. Apellido (s)/Last name	3. Nacionalidad/Nationality
4. Fecha de Nacimiento/Date of birth	5. Sexo/Sex <input type="checkbox"/> Mujeres/Female <input type="checkbox"/> Hombres/Male	6. No. Pasaporte/Passport No.
7. Tipo de Viaje/Purpose of trip <input type="checkbox"/> Turismo <input type="checkbox"/> Negocios <input checked="" type="checkbox"/> Otros/Other	8. Via de internación/Entering By <input type="checkbox"/> Aéreo/Air <input type="checkbox"/> Marítimo/Sea <input type="checkbox"/> Terrestre/Land	
9. Nombre de la Aerolínea o embarcación/Airline or vessel name	10. Vuelo o matrícula de la aerolínea o embarcación/Flight No. or vessel registration	

USO OFICIAL

ESTANCIA MÁXIMA HASTA 180 DÍAS		
<input type="checkbox"/> Visitante Actividad No Remunerada	<input type="checkbox"/> Visitante Actividad Remunerada	<input type="checkbox"/> Visitante Razones Humanitarias
ESTANCIA MÁXIMA en DÍAS		
<input checked="" type="checkbox"/> CANJE	ÚNICAMENTE PARA EFECTOS ESTADÍSTICOS	
<input type="checkbox"/> REPOSICIÓN	<input type="checkbox"/> Pasaporte No Ordinario	<input type="checkbox"/> Tarjeta Residente Temporal o FMMI o FMI
	<input type="checkbox"/> Tarjeta de Residente Permanente, FMMI o FMI2 de INMIGRADO	<input type="checkbox"/> Tarjeta de Visitante Razones Humanitarias o Cas Fines de Adquisición
Temporalidad 30 días/days	Ampliación de estancia días/days	

SELLO DE ENTRADA

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- The **FMM** must be kept by the foreign individual in the best conditions possible and it must not be crossed out, damaged or destroyed.
- The duration of the stay in Mexico in accordance with FMM is of 30 calendar days, which will be counted as from the entry date into Mexico and its validity is non-renewable.
- In the event the Visa as a Temporary Student Resident is not obtained, or the same is not exhibited to the National Immigration Institute's personnel when entering Mexico, the foreign individual will be documented with an **FMM** as a Visitor without remunerated activities (**Tourist / Business**), in this event he/she must immediately establish immediate contact with **IPADE**, so that orientation in respect of his/her stay in the country may be rendered.
- Once the foreign student is in Mexico, he/she must inform this to the **IPADE's** personnel, **WITHIN A PERIOD OF NO MORE THAN 10 DAYS AFTER HIS/HER ENTRY INTO THE COUNTRY**, this with the purpose of initiating the necessary procedures to obtain the issuance of the **TEMPORARY STUDENT RESIDENT IMMIGRATION DOCUMENT**, if this is required by the foreign student, or to undertake the procedure on his own. In any of the before stated cases, it must be taken into account that the obtainment of the residency document is the responsibility of any and all foreign individuals, according to the Mexican immigration laws.
- To initiate the **TEMPORARY STUDENT RESIDENT IMMIGRATION DOCUMENT** procedure, the documents stated in the following link must be rendered: <https://www.gob.mx/tramites/ficha/expedicion-de-documento-migratorio-por-canje/INM811>
- As part of the procedure to obtain the **TEMPORARY STUDENT RESIDENT IMMIGRATION DOCUMENT**, the foreign individual must appear to the National Immigration Institute's offices, to submit the request form, as well as for their finger prints and signature to be registered, and finally to collect their residency document.
- Lastly, it must be mentioned that all Foreign Students, will have the duty to inform the National Immigration Institute of any address change, marital status, activities or nationality, within a term of no more than 90 days after said change, since in the event this is not done, they are will be penalized with administrative fines imposed by the National Immigration Institute.

D. Important information to be considered.

- The foreign students that do not perform the corresponding procedures, within the periods established by the law, or if they do not do it at all, **they may be subject of fines imposed by the National Immigration Institute, as well as complications during their stay in the country, as well as when trying to travel outside Mexico.**
- If there are any questions regarding a case in particular in respect to the immigration status of a foreign student, it is recommended to establish immediate communication with **IPADE**, so that they may be directed to a legal firm specialized in immigration matters, and the necessary actions to resolve any eventuality may be taken.
- The legal consulting fees for the representation rendered to any foreign student, will be paid directly by them to the legal



IPADE BUSINESS SCHOOL
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firm specialized in immigration matters recommended by **IPADE**.

Should you need further assistance from IPADE, feel free to contact us:

- Raquel Nieto as International Office Senior Manager rnieto@ipade.mx
- Sophia Martin as FT MBA Key Account Junior Manager smartin@ipade.mx

