

The Republic of Costa Rica

Visa Note & Fees

Tourist.

Note: If the petitioner holds an entrance visa stamped on his/her passport (business or tourism) to the United States, Canada, Japan, South Korea, Countries part of the European Union (and/or hold a Schengen visa), which is valid for at least 3 months on the day of arrival to Costa Rica, then, Costa Rican visa is not required. Stay allowed 30 days. This also applies if he/she enjoys of legal permanency status (residence, work permission, study permission or refugee status) for a minimum of six months in the United States, Canada or countries part of the European Union

- ✓ The Applicant should have a passport valid for at least 6 months from the date of entry. Copy of the first and all the used pages of the passport.
- ✓ One visa form (photocopy allowed).
- ✓ One passport-size photograph.
- ✓ A Covering letter from the Applicant, explaining the purpose of visit, full name, nationality, passport number, type and validity, address, expected time of stay in Costa Rica, approximate dates of arrival and departure and expected ports of entry and exit, occupation, address in Costa Rica, date and place of birth, fax or email address for notifications, date and signature.
- ✓ A Leave letter from the company.
- ✓ Round trip flight itinerary (maximum 30 days between arrival and departure of Costa Rica).
- ✓ Police Clearance certificate (duly apostilled).
- ✓ Hotel reservation.

- ✓ Onward country visa.
- ✓ Proof of financial support, savings must be more than \$2000.
- ✓ Bank account details (original document with the seal and stamp of the bank which includes the average balance, debit and credit history of the last 6 months), letter of the employing company and salary slips (the letter must include net and gross salary, years of service and position in the company), certificate of properties owned.
- ✓ Income tax returns for the last three years.
- ✓ All applications are referred to the Immigration Department in Costa Rica and approval can take up to 15 working days.
- ✓ The visa is valid for a 30 day stay.
- ✓ This type of visa is single entry. It must be used on the first 60 days after the date of issue, and allows the holder to stay in Costa Rica for a maximum of 30 days; however, the actual number of days will be determined by the Immigration Officer at arrival. The applicant can apply for an extension of the stay at the Dirección General de Migración y Extranjería after arriving to Costa Rica. This extension can allow a maximum stay of 90 days and has a cost of \$100.

All above requirements are compulsory in order to process the case. Any applicant can be requested to provide more documents or to go through an interview.

Important : The visa fee mentioned above excludes Kibria service charge for visa processing.

Business

Note: If the petitioner holds an entrance visa stamped on his/her passport (business or tourism) to the United States, Canada, Japan, South Korea, Countries part of the European Union (and/or hold a Schengen visa), which is valid for at least 3 months on the day of arrival to Costa Rica, then, Costa Rican visa is not required. Stay allowed 30 days. This also applies if he/she enjoys of legal permanency status (residence, work permission, study permission or refugee status) for a minimum of six months in the United States, Canada or countries part of the European Union.

- ✓ The Applicant should have a passport valid for at least 6 months from the date of entry. Copy of the first and all the used pages of the passport.
- ✓ One visa form (photocopy allowed).
- ✓ One passport-size photograph.
- ✓ A Covering letter from the Applicant, explaining the purpose of visit, full name, nationality, passport number, type and validity, address, expected time of stay in Costa Rica, approximate dates of arrival and departure and expected ports of entry and exit, occupation, address in Costa Rica, date and place of birth, fax or email address for notifications, date and signature.
- ✓ Round trip flight itinerary (maximum 30 days between arrival and departure of Costa Rica).
- ✓ Letter from the employing company (original document), stating the reason of the trip and who will be responsible of its payment.
- ✓ Letter of invitation from the receiving company, stating that the company will be responsible for the departure of the applicant before the visa expires (original document).
- ✓ Copy of the ID of the person signing the invitation letter.
- ✓ Business correspondence between the two countries.
- ✓ Chamber of Commerce letter.
- ✓ Police Clearance certificate (duly apostilled).
- ✓ Onward country visa.
- ✓ Income Tax Returns for the last three years.
- ✓ Proof of financial support, savings must be more than \$2000.
- ✓ Letter of the employing company and salary slips (the letter must include net and gross salary, years of service and position in the company, bank account details (original document with the seal and stamp of the bank which includes the average balance, debit and credit history of the last 6 months) Traders: proof of the existence of the business including tax reports, patents and other registration documents.

- ✓ All applications are referred to the Immigration Department in Costa Rica and approval can take up to 15 working days.
- ✓ The visa is valid for a 30 day stay.
- ✓ This type of visa is single entry. It must be used on the first 60 days after the date of issue, and allows the holder to stay in Costa Rica for a maximum of 30 days; however, the actual number of days will be determined by the Immigration Officer at arrival. The applicant can apply for an extension of the stay at the Dirección General de Migración y Extranjería after arriving to Costa Rica. This extension can allow a maximum stay of 90 days and has a cost of \$100.

Important : The visa fee mentioned above excludes Kibria service charge for visa processing.

Transit

- ✓ The Applicant should have a passport valid for at least 6 months from the date of entry. Copy of the first and all the used pages of the passport.
- ✓ One visa form (photocopy allowed).
- ✓ One passport-size photograph.
- ✓ A Covering letter from the Applicant, explaining the purpose of visit.
- ✓ A Leave letter from the company.
- ✓ Confirmed onward/ return air ticket.
- ✓ Onward country visa.
- ✓ Bank Statements for the last six months.
- ✓ Income tax returns for the last three years.
- ✓ Salary slips for the last three months.
- ✓ All applications are referred to the Immigration Department in Costa Rica and approval can take up to 15 working days.
- ✓ The visa is valid for a 30 day stay.

Important : The visa fee mentioned above excludes Kibria service charge for visa processing.



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