



REQUIREMENTS:

1. Visa Application.
2. Valid passport and copy of the main page.
3. One color picture, passport size, front view, with no eyeglasses and white background.
4. Original and copy of the document that proves that the applicant is a foreign legal resident of the USA (I-797, I-20 advance parole, etc). *This only applies for non-U.S. citizens.*
5. Application processing fee **\$56.00 dollars** (credit or debit card – visa or mastercard). *Non-refundable if not approved.*
6. Original ink signed invitation letter (we do not accept print PDF documents), of a Mexican organization (public or private) indicating that the foreign person is going to participate in an unpaid activity in National territory. The letter should contain the following information:
 - i. Full name and nationality of the applicant;
 - ii. Corporate name of the organization;
 - iii. Official registration number of the Company;
 - iv. Purpose of the organization;
 - v. Full address and contact details of the organization or institution;
 - vi. Information of the activity performed or the project that involved the foreign. The activity of the foreign person must be related with the purposes of the organization or institution that invites;
 - vii. Duration or approximate date of completion of the activity carried out;
 - viii. The manifestation of shared responsibility for the maintenance of the foreign person while in Mexico and their return to their country of origin or residence, and
 - ix. Copy of official identification with photograph and signature of the undersigned the letter.
7. Original and copy of the document(s) that accredits the applicant has the experience, ability, skills or knowledge necessary to develop the activity for which it has been invited (original university diploma, certificate of accreditation, etc.).
8. If the organization is covering the expenses of the applicant while in Mexico:
 - a) Original and copy of proof of the Mexican company investments accounts or bank accounts with a balance of at least **\$2,788,000.00 MXN** during the previous 12 months of statements (*bring the last 12 months of bank statements*).
9. If the organization is not covering the expenses of the applicant while in Mexico, it must present proof of economic solvency with:
 - a) Original and copy of proof of personal investments accounts or personal bank accounts with a monthly balance of at least **\$1,394,000.00 MXN** during the previous 12 months of statements (*bring the last 12 months of bank statements*). **OR**
 - b) Original and copy of documents showing that the applicant has a job or pension that yields a monthly income of **\$55,760.00 MXN** after taxes during the previous 6 months. (*bring a letter from your employer indicating since when you were hired and also saying that you are going to be transfer to the Mexican organization, but your salary is going to be pay in the US, and bring the last 6 months of your payment stubs *paystubs* and the bank statements that shows the direct deposit of your salary*).

All amounts are calculated in Mexican pesos. You can consult the official exchange rate on the day of your appointment in the following website: <https://www.dof.gob.mx/#qsc.tab=0>

All bank statements must be original. If you use paperless banking you must have your statements stamped by your bank. We do not accept simple prints from downloaded bank statements.

AFTER ENTERING MEXICO WITH THIS KIND OF VISA, YOU SHOULD GO TO THE NEAREST "INSTITUTO NACIONAL DE MIGRACIÓN" (INM) OFFICE TO GET YOUR RESIDENT ID.

To apply for a visa, you must first make an appointment per person, please visit: <https:// citas.sre.gob.mx/>
Alternatively, you can make an appointment via Whatsapp chat or calling 424-309-0009. (Spanish only)

Normally, the visa will be ready on the same day of the appointment at 1:30 p.m., but this is not guaranteed.

For more information please e-mail visasconwas@sre.gob.mx. This e-mail address is being protected from spambots. You need JavaScript enabled to view it or visit our web page <https://consulmex.sre.gob.mx/washington/index.php>.

Important:

- Requirements may change without previous notice.
- In case you are asked to support your application with supplementary documentation, you will be given a new appointment date.
- If you present a document issued from a country different than Mexico or the United States of America, it must come with an apostille or legalization as applicable; and with an official translation to Spanish.