USER REGISTRATION

It is necessary to create a user in the system of the Virtual Consulate, you must enter www.consuladovirtual.gob.ec where you will find the following page

If you are a REGISTERED USER, please Sign-In HERE

REGISTERED USERS

Forgot password?

LOG-IN

If you are a NEW USER, Please register HERE

Ecuadorian  Other Nationality

To register you must click on the button “Other Nationality”
Once you enter the system the following screen will appear where you must complete the personal information of the person registering as a user:

Names  
Surnames  
Nationality

Type of Identification: Always select Passport

Identification Number

Marital Status it may be in the following order:  
- Widowed  
- Free Union  
- Single  
- Divorced  
- Married

E-mail address

Rewrite E-mail address
The birth information of the user will be incorporated

Country of Birth

City of Birth

Date of Birth
Residence Information

The residence information of the user will be included

Country of Residence

City of Residence

Home address

Telephone Contact 1

Telephone Contact 2

Security Questions

Security questions and letters and alphabet codes are included:

What is the maternal surname of your mother?
What is the name of your maternal grandfather?
What is the maternal surname of your father?
We must be sure that a person is registered

QQ1CU2  Change Image

Enter the text that shows only numbers and capital letters

Register

Once you are registered, you will receive an email with your username and password.
VISA APPLICATION

The user will go to www.consuladovirtual.gob.ec and will put in the first box the username and in the second box the password, then click the Button “Log-In”.

Once you are log into the system, click on “Consular Procedures”

In the next screen click on “HERE apply for your Consular Procedures”
Now, you are going to proceed to choose the Consulate where you will request the visa, for which you will need to choose:

Country

- Consulate in Beijing
- Consulate in Shanghai
- Consulate in Canton

Choose the type of service you are requesting, in this case the last option from the list are Visas

In the question “Are you a handicapped person”, always choose NO because this question is for Ecuadorian citizens only.

Then, choose the option “Solicitud de Visas”.

Applicant Information

All the information of the person registered in the system as a user will appear in order to apply for a visa for him or her and other applicants.

Required Service

You must choose the type of service you are requesting about the visa:
- Transfer
- Application
- Cancellation

If this is the first time you are applying for a visa or your visa has already expired you must choose “Application.”

Then, the information of the person applying for a visa must be filled:

<table>
<thead>
<tr>
<th>Application Date (the user should not make any changes)</th>
<th>Country of Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names</td>
<td></td>
</tr>
<tr>
<td>First Surname</td>
<td>Gender, it can be:</td>
</tr>
<tr>
<td>Second Surname (if you do not leave it blank)</td>
<td>- Male</td>
</tr>
<tr>
<td>Country of Birth</td>
<td>- Female</td>
</tr>
<tr>
<td>City of Birth</td>
<td>E-mail address</td>
</tr>
<tr>
<td>Date of Birth (day/month/year)</td>
<td>Migratory Status. Always choose “No Inmigrante”</td>
</tr>
<tr>
<td>Marital Status, it can be:</td>
<td>Type of Visa</td>
</tr>
<tr>
<td>- Widowed</td>
<td>Activity to perform</td>
</tr>
<tr>
<td>- Free Union</td>
<td></td>
</tr>
<tr>
<td>- Single</td>
<td></td>
</tr>
<tr>
<td>- Divorced</td>
<td></td>
</tr>
<tr>
<td>- Married</td>
<td></td>
</tr>
</tbody>
</table>
To select the type of visa, the following should be taken into account:

<table>
<thead>
<tr>
<th>Visa Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01. Visa 12V</td>
<td>Student</td>
</tr>
<tr>
<td>02. Dependent Visa 12 V</td>
<td>For dependents of a person who already has a visa 12-V (Student)</td>
</tr>
<tr>
<td>03. Visa 12VI</td>
<td>Work</td>
</tr>
<tr>
<td>04. Dependent Visa 12 VI</td>
<td>For dependents of a person who already has a visa 12-VI (Work)</td>
</tr>
<tr>
<td>05. Visa 12VII</td>
<td>Religious, Missionaries and Volunteers</td>
</tr>
<tr>
<td>06. Dependent Visa 12 VII</td>
<td>For dependents of a person who already has a visa 12-VII (Religious, Missionaries and Volunteers)</td>
</tr>
<tr>
<td>07. Visa 12 VIII</td>
<td>Cultural Exchange</td>
</tr>
<tr>
<td>08. Dependent Visa 12 VIII</td>
<td>For dependents of a person who already has a visa 12-VIII. (Cultural Exchange)</td>
</tr>
<tr>
<td>09. Visa 12IX</td>
<td>Tourism, Commerce Acts</td>
</tr>
<tr>
<td>10. Dependent Visa 12 IX</td>
<td>For dependents of a person who already has a visa 12-IX (Tourism, Commerce Acts)</td>
</tr>
<tr>
<td>11. Visa 12 X</td>
<td>Tourism 90 days</td>
</tr>
<tr>
<td>12. Visa 12-XI</td>
<td>Mercosur / Ecuador-Venezuela</td>
</tr>
<tr>
<td>NO MIGRANTE – VISAS 12 I - IV</td>
<td>DO NOT APPLY</td>
</tr>
</tbody>
</table>
Residence Information

The residence information of the applicant must be filled:

<table>
<thead>
<tr>
<th>Country of Residence</th>
<th>Home Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Residence</td>
<td>Work Phone Number</td>
</tr>
<tr>
<td>Home Address</td>
<td>Cell Phone Number</td>
</tr>
</tbody>
</table>

In the home address tab the system only accepts the following special characters of the Latin alphabet: comma (,), hyphen (-) and period (.). The system does not accept parentheses ().

Passport Information

The Passport information of the applicant must be filled:

<table>
<thead>
<tr>
<th>Passport Number</th>
<th>Country of Issue:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Issue: Day/month/year</td>
<td>City of Issue:</td>
</tr>
<tr>
<td>Expiration Date: Day/month/year</td>
<td></td>
</tr>
</tbody>
</table>

Next
Finally, you must attach the requirements for the visa, for which you must press the button "Attach file". These annexes must be saved with names in Latin alphabet and in PDF format.

Finally, press the button "Send Application"
VISA REQUIREMENTS

The requirements to be attached depending on the type of visa are:

Visa 12-VSTUDENT
Visa Application Form
Passport with a minimum validity of 6 months
Enrollment or admission certificate in a recognized education institution of Ecuador
Economic Solvency
Written request from the legal representative for applicants under age 18

VISA 12-VI WORK
Visa Application Form
Passport with a minimum validity of 6 months
Written request, signed by the legal representative of the company, institution or sponsor organization addressed to the Ministry of Foreign Affairs and Human Mobility.
RUC (Taxpayer Registration) Certificate of the Sponsor
Appointment of the President, General Manager or Attorney-in-fact duly registered in the Commercial Registry
Certificate of the company indicating does not hold any debts to the IESS (Ecuadorian Institute for Social Security).
Employment Contract
Document which holds his/her enrollment to IESS (Ecuadorian Institute for Social Security)

VISA 12-VII RELIGIOUS, MISSIONARIES AND VOLUNTEERS
Visa Application Form
Passport with a minimum validity of 6 months
Written request, signed by the legal representative of the company, institution or sponsor organization addressed to the Ministry of Foreign Affairs and Human Mobility
Commitment of the beneficiary to provide services for free
Appointment of the legal representative duly registered before the competent authority
Agreement, decree or official registry in which the Ecuadorian government grants the operating license to the organization

12-VIII CULTURAL EXCHANGE
Visa Application Form
Passport with a minimum validity of 6 months
Written request, signed by the legal representative of the company, institution or sponsor organization addressed to the Ministry of Foreign Affairs and Human Mobility
Inter-cultural exchange Agreement
Commitment of the beneficiary to provide services for free
Description of the project of the entity and detailed description of the activities the beneficiary will perform in Ecuador
Appointment of the legal representative duly registered before the competent authority
Agreement, decree or official registry in which the Ecuadorian government grants the operating license to the organization
Commitment of the organization to cover the applicant living expenses, housing, feeding and other expenses caused by the applicant’s voluntary departure from the country before the expiration date of his/her mission, or those derived from an order of deportation issued by the competent national authority

VISA 12-IX COMMERCE ACTS / TOURISM
Visa Application Form
Passport with a minimum validity of 6 months
Economic solvency through bank account statements, bank certificates or credit card statements who applies for the visa
VISA 12-X TOURISM
Economic solvency through bank account statements, bank certificates or credit card statements who applies for the visa