

## **Pre Arrival Practical Information**

**Visa:** If accepted you must approach the nearest Chilean embassy/consulate and request the necessary information regarding the student visa procedure. A student visa is compulsory in order to participate in the Duoc UC exchange program. Upon arrival a simple copy of the student visa must be handed in to the Student Coordinator at Duoc UC.

**Health Insurance:** Retain a medical insurance with international coverage for the period the student will be in Chile. A simple copy of the insurance must also be handed in to the Student Coordinator upon arrival.

**Meeting with your academic tutor:** Together with the acceptance letter, you will receive the name and e-mail of your Program Director. It is very important that you schedule a meeting with your Director before the semester starts.

### **How register your visa and obtain your Chilean ID**

Before getting a RUT or RUN number you will need to register your visa at the **Jefatura Nacional de Extranjería y Policía Internacional (often referred to as the PDI)**. The office is on **Eleuterio Ramírez 852, a 5-10 minute walk from either the Metro Santa Lucía or Metro Universidad de Chile**. Get there as early as possible, as the office opens at 8am

Once inside the building, you will be asked for the purpose of your visit. Say '*registro de la visa*', and you will be issued a ticket number. Next, queue to pay the **\$800 CLP** fee, take your receipt and wait for your number to be called.

Once you are called to the booth, you will have to show the immigration paper that you filled out on the airline, and your passport with your visa and entrance stamp. You will also be asked for your address in Chile (a hostel address is fine), your occupation and sometimes for your parents' names. Next, they will take your photo, and print your registration document.

*Make sure to check all of the information on the document before leaving, to ensure there are no spelling mistakes, or information entered incorrectly.*

**IMPORTANT: make sure that the stamp you get at the airport immigration is perfectly legible. It's better to ask the immigration officers to make the stamp as clear as possible before they do it.**

Before going to the **Registro Civil E Identificacion**, get a photocopy of your passport, visa, entrance stamp, certificate of registration of the visa (above), and anything else you think might be necessary. The closest office is located on **Huérfanos 1570** (entry is at Manuel Rodríguez Street) and it will take about 20-30 minutes to walk there, but you can go to any registro civil <https://www.registrocivil.cl/>