



REQUISITES FOR A VISA

SUBJECT TO CONTRACT FOR THE FIRST TIME

Bulletin

SC_{correo}-1

EXCLUSIVE FOR PEOPLE WITH DOMICILE IN THE METROPOLITAN REGION

VISA SUBJECTED TO CONTRACT: Is the Residence Permit that allows its bear holder to perform remunerated activities, solely with the employer with which a contract has been subscribed. This permit can be granted for a maximum of up to two years and it can be extended for equal periods of time

A. GENERAL DOCUMENTATION (It must be sent for the main holder and dependents)

- ❖ **1 APPLICATION OF VISA SUBJECT TO CONTRACT BY MAIL FULLY COMPLETED, DO NOT FORGET TO SIGN IT**
- ❖ **1** photocopy of the valid passport (**identification pages, number as well as expiration and granting dates of the passport, page with the entry stamp**). Do not forget that you must also show the original passport.
- ❖ **1** photocopy of the **LAST** Tourism Card. If you have lost it, you may request a Duplicate in the offices of International Police (General Borgoño No. 1052, Santiago)
- ❖ **3** recent color photographs, id size (3x2 cm.), with full name and passport number.
- ❖ If you are illegal you must concur to the Alien Status Office of the IRM to be sanctioned

B. SPECIFIC DOCUMENTATION FOR THE MAIN HOLDER

WORK CONTRACT: An original work contract signed by the employer and the employee in front of a notary must be submitted, (indicating the Tax Code No) of the company or Id Card if it is a natural person). It must have the following special clauses

- ❖ **Remuneration.** It must be according to the position or activity that will be developed in the country and in accordance to the in forced labor laws.

- ❖ **Validity Clause.** This clause must be written as follows::

“The obligation to give services that comes from the submitted contract, can only be fulfilled once the employee has obtained the corresponding residency visa in Chile or the special working permit for foreigners with a visa in process”.

- ❖ **Trip Clause.** Must be written as follows:

“The employer is committed to pay at the end of the working relation (either by the end of the contract, dismissal or resignation), the returning trip fare for the employee and the members of his family that are so stipulated, to the country of origin or to that previously agreed to by the parties, according to what has been disposed in section 2 of the Article 37 D.S. No. 597 of 1984. Regarding this, it must be considered that the obligation that has been mentioned about the employer will exist until the foreigner leaves the country or is granted a new visa or a permanent residency

- ❖ **Social Security Clause.** (∞) It must be written as follows:
It is noted that the employee will pay in the Chilean Pension Fund system, being the employer committed to withhold these amounts and pay them to the corresponding institutions”
- ❖ **Income Tax Clause.** It must be written as follows:
“The employer is obligated to answer to the payment of income tax that corresponds to the remuneration paid”. (Only for salaries above \$350.000)

C. SPECIFIC DOCUMENTATION FOR DEPENDENTS. (these people are not allowed to work).

- ❖ **SPOUSE:** Original marriage certificate or a copy that has been authorized by a notary
 - ❖ **CHILDREN:** Original birth certificate, in which the names of the parents is indicated or a copy that has been authorized by a notary.
 - ❖ **PARENTS OF THE MAIN HOLDER:** Original birth certificate of the main holder, in which the name of the parents are indicated, or a copy that has been authorized by a notary.
 - ❖ **Sworn declaration of expenses,** in which the main holder of the visa assumes the cost of the maintenance of his dependents in the country, signed in front of a notary (original)..
- Prove source of income of your supporter in Chile.** For more information see form Te-10.

IMPORTANT

- ❖ Everyone that is applying to a visa Subject to a Contract as a main holder can request a working permit with visa in process. The cost of this permit is equivalent to 50% of the amount of a visa subject to a contract and is valid from the day it is requested, until the visa is stamped in the passport of the applicant.
- ❖ **ALL OF THESE DOCUMENTS MUST BE SENT THROUGH A CERTIFIED LETTER TO CLASIFICADOR Nº 8 CORREO CENTRAL, SANTIAGO,** specifying the process that is applying to.
- ❖ Upon the reception of the application, an acknowledgement receipt copy numbered and stamped will be sent to your address
- ❖ The document to prove the relationship between a **main holder and the dependents**, must be legalized by the Chilean Consulate in the country of origin and by the Chilean Foreign Relations Ministry.. In the case that the information that is being submitted is in any language other than Spanish, it must be legalized in the Chilean Consulate of the country of origin and translated and legalized by the Chilean Foreign Relations Ministry. If the document is written in English, French, Italian or Portuguese, no translation is needed.

THE APPLICATION WILL NOT BE SUBMITTED DUE TO THE FOLLOWING CLAUSES

- ❖ If the **application to a visa subjected to contract is not signed**, if the documents requested in points A/B are not enclosed; **if illegal** (tourism card expired and/or working without authorization) and not to have been sanctioned; to have **some impediment to request the visa** (valid expulsion, valid visa rejection, visa request pending, en-forced prohibition to enter the country)

ALL OF THE PROCESSES ARE FREE OF CHARGE, EXCEPT FOR THE RIGHTS THAT CORRESPONDS TO YOUR RESIDENCY OR TO A FINE, THE ONES THAT ARE ONLY PAID IN BANKS

- ❖ . (∞) If your are a specialized technician or professional that will work in Chile and is affiliated to de pension fund or Social Security in your country, request for SC-5.