



MANUAL FOR USE OF VIRTUAL CONSULATE VISA PROCESS

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

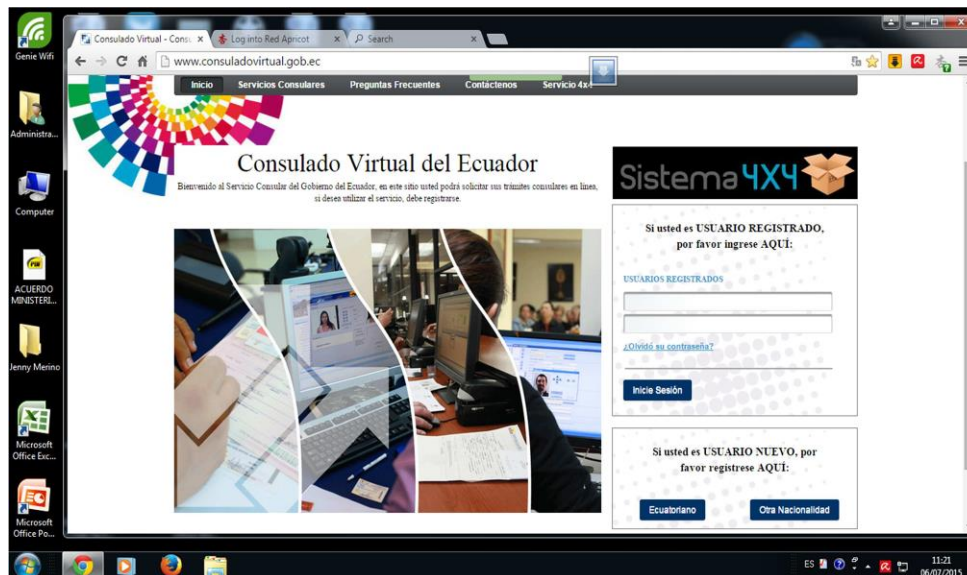
[Forgot password?](#)

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



Birth Information

The birth information of the user will be incorporated

Country of Birth

Datos de Nacimiento

Solo permite registro a personas mayores de edad.

Pais de Nacimiento: * Seleccione Pais

Ciudad de Nacimiento: * CHINA

Fecha de Nacimiento: *

Datos de Residencia

Pais de Residencia: *

CHINA
CHIPRE
COLOMBIA
COMORAS
CONGO
CONGO RD ZAIRE
COREA DEL NORTE
COSTA DE MARFIL
COSTA RICA

City of Birth

Log into Red Apricot

www.consuladovirtual.gob.ec/web/guest/registro-usuario/

Solo permite registro a personas mayores de edad.

Pais de Nacimiento: * CHINA

Ciudad de Nacimiento: * Seleccione Ciudad

Fecha de Nacimiento: *

Datos de Residencia

Pais de Residencia: *

Ciudad de Residencia: *

ACHENG
ANHUI
ANQUING
ANSCHAN
ANSHUN
BAICHENG
BAISE
BAISHAN

Date of Birth

Fecha de Nacimiento: *

0 Julio 2015

Datos de Residencia

Dom Lun Mar Mie Jue Vie Sab

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

Pais de Residencia: *

Ciudad de Residencia: *



Residence Information

The residence information of the user will be included

Country of Residence

The screenshot shows a web form titled 'Datos de Residencia'. The 'País de Residencia' dropdown menu is open, displaying a list of countries including CANADA, CHAD, CHILE, CHINA (highlighted), CHIPRE, COLOMBIA, COMORAS, CONGO, and CONGO RD ZAIRE. Other fields visible include 'Ciudad de Residencia', 'Dirección Domicilio', 'Teléfono de Contacto No. 1', and 'Teléfono de Contacto No. 2'.

City of Residence

The screenshot shows the same 'Datos de Residencia' form. The 'Ciudad de Residencia' dropdown menu is open, displaying a list of cities including ACHENG, ANHUI, ANQUING, ANSHAN, ANSHUN, BAICHENG (highlighted), BAISE, and BAISHAN. Other fields visible include 'Dirección Domicilio', 'Teléfono de Contacto No. 1', and 'Teléfono de Contacto No. 2'.

Home address

Telephone Contact 1

Telephone Contact 2

The screenshot shows the 'Datos de Residencia' form with the 'Dirección Domicilio' field and two 'Teléfono de Contacto' fields (No. 1 and No. 2) visible. The dropdown menus for country and city are no longer open.

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?

The screenshot shows a web form titled 'Preguntas de Seguridad'. It contains three security questions, each with a text input field and a red error message 'El campo Pregunta es requerido' (The question field is required):
1. '¿Cuál es el apellido materno de su madre?'
2. '¿Cuál es el nombre de su abuelo materno?'
3. '¿Cuál es el apellido materno de su padre?'
At the bottom, there is a blue button labeled 'Cambie Preguntas de Seguridad'.



We must be sure that a person is registered

QQ1CU2

Change Image

Enter the text that shows only
numbers and capital letters

Register

Debemos tener la Seguridad de quién se está Registrando es una Persona

QQ1CU2

Cambio Imagen

Ingrese el texto que muestra la imagen, solo números y letras mayúsculas:

Regístrate

Once you are registered, you will receive an email with you username and password

Ministerio
de Relaciones Exteriores
y Movilidad Humana

Estimado(a) YI SUN,

Gracias por registrarse en el sistema.
Podrá ingresar al portal utilizando sus credenciales a través de la
página principal.

Le recordamos que su Usuario es: sunsun0623@sina.com y su
Contraseña provisional es : KqrGYPTWsA, la cual deberá ser cambiada
cuando ingrese al sistema por primera vez.

Recuerde mantener su contraseña y parámetros de seguridad
confidenciales.

Atentamente,
Ministerio de Relaciones Exteriores y Movilidad Humana.

<http://cancilleria.gob.ec/>



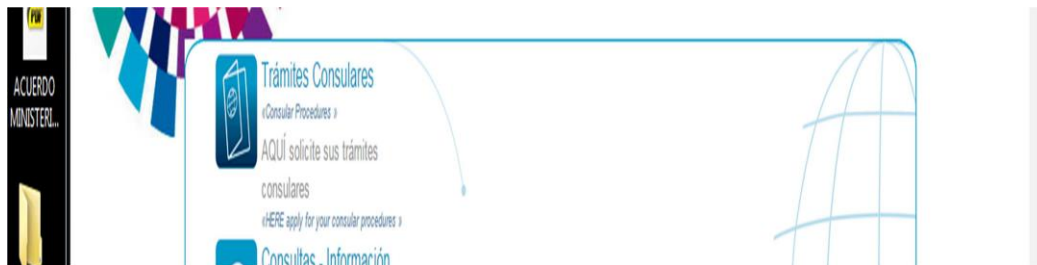
VISA APPLICATION



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:

- 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"

The screenshot shows a web application interface for visa services. The top section, titled 'Datos del Solicitante / Applicant Information', contains fields for:

- Cédula del ciudadano (Citizen ID): 1709555799
- Nacionalidad (Nationality): ECUATORIANA
- Nombres y Apellidos Completos (Full Name): JAIME PFFFF BALSE MALDO
- País (Country): ECUADOR
- Ciudad (City): QUITO (PICHINCHA)
- Dirección (Address): CONOCOTOhh URB HERMAhhhhhNAO MIGUEL L65
- Teléfono (Phone number): 59322347667
- Edad (Age): 47
- País del Consulado (Consulate's country): CHINA
- Nombre del Consulado (Consulate's Name): OFICINA CONSULAR DEL ECUADOR EN BEIJING

 The bottom section, 'Servicio que Va a Requerir / Required service', features a dropdown menu labeled 'Servicio / Service'. The dropdown is open, showing three options: 'Transferencia', 'Solicitud', and 'Cancelación'. Below this, there is a section for 'Formulario de Solicitud de Visa / Visa Application Form' with a note about migratory status: 'Calidad Migratoria: No Inmigrante. Es el ciudadano extranjero que requiere internarse legítimamente en el Ecuador de forma temporal sin el propósito de radicarse.'

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

Application Date (the user should not make any changes)
Names
First Surname
Second Surname (if you do not leave it blank)
Country of Birth
City of Birth
Date of Birth (day/month/year)
Marital Status, it can be:
<ul style="list-style-type: none"> • Widowed • Free Union • Single • Divorced • Married

Country of Nationality
Gender, it can be:
<ul style="list-style-type: none"> • Male • Female
E-mail address
Migratory Status. Always choose "No Inmigrante"
Type of Visa
Activity to perform

Fecha de Solicitud: 05/07/2015

Nombres Completos: XIANGYUN

Primer Apellido: LAN

Segundo Apellido:

País de Nacimiento: CHINA

Ciudad de Nacimiento: ACHENG

Fecha de Nacimiento: 02/07/1980

País de Nacionalidad: CHINA

Género: Femenino

Correo Electrónico:

Calidad Migratoria: Femenino

Tipo de Visa: Seleccione Tipo de Visa / Select Type of Visa

Actividad a Desarrollar: Seleccione Actividad / Select Activity

Estado Civil: Seleccione Estado Civil / Select Marital Status

Catón de Domicilio / Residence: Seleccione Estado Civil / Select Marital Status

País de Domicilio: Seleccione Estado Civil / Select Marital Status

Ciudad de Domicilio: Seleccione Estado Civil / Select Marital Status

Número de Teléfono de Domicilio:

Número de Teléfono de Trabajo:

To select the type of visa, the following should be taken into account:

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

Calidad Migratoria: No Inmigrante

Tipo de Visa: 09. VISA 12-IX

Actividad a Desarrollar:

Número de Teléfono de Domicilio:



« E-mail address »

Calidad Migratoria: No Inmigrante
« Migratory Status »

Tipo de Visa: 09. VISA 12-IX
« Type of Visa »

Actividad a Desarrollar: 06. VISA AMPARO 12-VII
07. VISA 12-VIII
08. VISA AMPARO 12-VIII
09. VISA 12-IX
10. VISA AMPARO 12-IX
11. VISA 12-X
12. VISA 12-XI
13. VISA AMPARO 12-XI
NO INMIGRANTE - VISAS 12 I - IV
« Activity to perform »

Residence Information

The residence information of the applicant must be filled:

Country of Residence
City of Residence
Home Address

Home Phone Number
Work Phone Number
Cell Phone Number

SOLICITUD DE VISAS

Pais de Domicilio: CHINA
« Country of Residence »

Ciudad de Domicilio: BEIJING
« City of Residence »

Dirección de Domicilio: 2-62, SAN LI TUN DIPLOMATIC RESIDENCE
COMPOUND DRC, CHAOYANG DISTRICT
« Home address »

Número de Teléfono de Domicilio: 1345888231
« Home Phone Number »

Número de Teléfono de Trabajo: 13521489320
« Work Phone Number »

Número de Teléfono de Celular: 13521412390
« Cell Phone Number »

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

Passport Information

The Passport information of the applicant must be filled:

Passport Number
Date of Issue: Day/month/year
Expiration Date: Day/month/year

Country of Issue:
City of Issue:

Next

Datos de Pasaporte / « Passport Information »

Número: G18398728
« Passport Number »

Fecha de Emisión: 01/07/2015
« Date of Issue »

Fecha de Expiración: 01/07/2023
« Expiration date »

País Emisión: CHINA
« Country of Issue »

Ciudad de Emisión: BEIJING
« City of Issue »

Siguiente / « 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.

SOLICITUD DE VISAS

El solicitante must upload an identity document.
Fingerprinters must upload their identity document, passport or its equivalent.

	Documento / Document	Nombre del Documento / Name of the Document	Archivo / File	
✓	Pasaporte con vigencia mínima de 6 meses en el que se puede verificar la permanencia regular del extranjero en el país donde solicita la visa.	cf_459_de_pasajes_al_exterior.pdf	Ver Archivo / See File	Eliminar Archivo / Delete File
✓	Foto tamaño pasaporte en formato JPEG. (Fondo blanco, sin objetos ostentosos en el rostro, cabello o cuello)	BARRETO.jpg	Ver Archivo / See File	Eliminar Archivo / Delete File
✗	El extranjero deberá especificar la cantidad de días que permanecerá en el país a fin de verificar que la solvencia económica cubra su estadía en el país.			Adjuntar Archivo / Attach File
✗	El extranjero deberá demostrar que posee solvencia económica, los fondos deberán ser iguales a un salario mínimo vital por cada mes de permanencia.			Adjuntar Archivo / Attach File

En caso de que el documento este en otro idioma adjuntar la traducción oficial al idioma castellano en el mismo archivo.
In case the document is in another language, please attach the official translation to Spanish in the same file.

cf_459_de_pasajes_al_exterior.pdf fue subido correctamente.

[Atrás / Back](#) [Enviar Solicitud / Send Application](#)

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