



GOBIERNO DE CHILE  
Ministerio de Relaciones Exteriores  
Consulado de Chile en Oslo, Noruega

## **VISA ONLINE SYSTEM**

### **Follow these steps to submit a Visa application through the online SISTEMA DE ATENCION CONSULAR (SAC)**

Before starting your application through our online system please scan and save all Visa required documents in the correct format. Applications submitted without supporting documents cannot be process by the Consulate. Upload documents as attachment.

- a. **Photograph.** The photo must be saved as a JPG, image file no larger than 100KB. White background and light colored shirt.
- b. All supporting documents must be scanned and saved as PDF FILE.

### **ADDITIONAL INFORMATION**

- Remember the username and password you create to log back in and check the status of the system to review your application.
- Applicants should add the Consulate's email address (oslo@consulado.gob.com) to your contacts to make sure all email communications are received.
- For security and processing reasons DO NOT write or use any of the following words and symbols in any field within SAC system. Doing so will cause SAC to close your session without warning and all entered information will be lost.

For example, when writing the name "O'Higgins", omit the apostrophe and write O Higgins instead.

### **FORBIDDEN WORDS AND SYMBOLS in SAC**

SCRIPT	AND	+	SELECT	UPDATE	INSERT
DELETE	< >	*	DROP	WHERE	/
OR	ALERT	CALL	FROM	EXEC	'

### **I. Accessing the Consular Attention System (SAC)**

- Visit Consulate Attention System (SAC) at <https://tramites.minrel.gov.cl/>
- By default the system information is displayed in SPANISH.

If your prefer click on the FLAG icon on the top right corner to select ENGLISH as the language.

- If this is your first time visiting the website you must create a User Account by completing the registration form. On the right menu click the "create account" link to complete the registration form with the applicant's information. Please select PASSPORT as the "Type of Identifier" and enter your passport number. If you already have a User Account, simply - log in.
- Please follow the date format indicated: DAY – MONTH – YEAR
- After completing the registration form click "SEND" at the bottom of the form and then click "EXIT".
- At this point the system may allow you to continue or to log in to the account you created.



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- Once you are logged into your account, on the right menu, click on "New Application", select "Visa" and click "Next" to begin the Visa Application.

### SECTION I. Visa Application – Applicant Information

- Review that the Applicant's Information that appears is correct. Click on the button at the end of SECTION I to make revisions to the information entered, if needed.
- Please note that the applicant's name must appear exactly as it is shown on the passport including first and middle name(s) and all Last names. If a visa is applied for under a different name, with omissions or additions to the name that appears on the passport, the Consulate will be unable to issue the visa at the appointment.
- **REQUIRED OMISSIONS:** If the name of the applicant contains any suffix such as: JR, SR, I, II, III, etc. The applicant must OMIT these characters on the application. These are the only characters the applicant must not enter in the name fields of the application.

### SECTION II. Procedure Information

- Review that the passport number that appears on the field corresponds with the applicant's passport number.
- Under PASSPORT TYPE, select ORDINARY to indicate that the applicant has a standard issued passport.
- Select the correct Nationality from the pull-down menu, this will allow the system to display the correct Visa options and fees.
- Select the TYPE OF VISA the applicant is requesting from the drop-down menu.
- Under the field OBSERVATION briefly describe the purpose of the trip to Chile. Make sure to include **Date of Travel and describe purpose of the trip.**

### PHOTO Attachment – Passport Photo File

- Attach a recent photograph of the Applicant as an image file: JPG. Click on the "see standards for photographs" button for examples of acceptable photographs and additional criteria or visit our website.
- Photograph must be a standard passport photo on a white background.
- The photograph should be recent, have a minimum of 90 pixels wide by 120 pixels high. It should also be a maximum of 100 Kb in size. The system will not accept files larger than 100 Kb.

**\*ATTACHMENTS - All Visa Application required documents must be scanned in this section of the Visa Application.**

Adjuntar Fotografía \*

Choose File No file chosen Attach Passport Photo here (JPG)

Importante: La fotografía debe ser reciente. La imagen debe tener un mínimo de 90 pixeles de Ancho por 120 pixeles de Alto (jpg,gif,png) Máximo 100 Kb Ver Normas para fotografías

Adjuntar archivos electrónicos

Choose File No file chosen Attach Visa Documents here (PDF, JPG, DOC)

Consulado de Chile en Oslo, Noruega  
Meltzers gate, 5 – 0244 Oslo  
Office hours: Monday – Friday 09:00 to 12:30 – oslo@consulado.gob.cl



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### **SECTION – Parents/Spouse**

- Click on the ADD button and enter the name and nationality of each of the applicant's parents and/or spouse.
- Select the applicant's relationship to the individual from the drop-down menu
- Add one name at a time

### **SECTION - Contact in Chile**

- All Applicants must provide at least one (1) contact in Chile. This contact can be a person (business associate, relative, or friend) or a location (like hotel, business, agency or entity) where the Applicant's activity in Chile will take place.

**SUBMITTING THE APPLICATION** - After completing all Visa application fields click the "Send Application" button at the bottom to submit your application to our system. Applicants must make sure to complete all required fields and attach Visa supporting documents and attach photo file before submitting an application. The information will be sent to the Consulate of Oslo for review and further processing.

**ORIGINAL VISA DOCUMENTS** - Applicants please note that once the Visa application is processed and approved the applicant will be asked to come to the Consulate. The applicant will have an appointment with the Consulate, that day will have to present the passport and the payment receipt.

## **TRAVEL AUTHORIZATION**

### **For individuals under 18 years of age**

According to Chilean regulation, minors (individuals under 18 years of age) traveling as Tourist must exit Chile in the company of the same person with whom they entered the country, or with a Travel Authorization from them.

Any minor traveling alone for tourism or under a Visa will be required to present a Travel Authorization signed by the parents or guardian in order to exit the country (Chile).

If a court of law has entrusted the care for the child to one parent or any other person, the minor can only exit the country accompanied by that parent or third party who has legal custody or with a Travel Authorization from them.

For Norwegian regulations regarding the travel of minors outside Norway please consult with your airline or the Ministry of Foreign Affairs website.



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## Instructions the Travel Authorization

1. The Consulate will send you the document to fill in.
2. The form must be signed by both parents or legal guardian before in the Consulate the moment that the visa is issued. Consult the cost to include this in the visa payment.
3. **If the parents or guardian cannot come to the Consulate, the document** has to be sign before the Notary Public and then it must be submitted to the office of the Governorship (Fylkesmann) for Authentication of the signature of the Notary Public.
4. Once the document has been authenticated by the Governorship with the apostille, the document will be valid in Chile. The document doesn't need to be sent to the Consulate.
5. The travel authorization must have a birth certificate of the minor also with the apostille.