

VISA process for New Teachers – Before arrival

1. Apply for a 1-month VISA from the Bolivian Consulate in Washington, D.C.

- a. Receive a signed invitation letter via email from Highlands International School (must be printed on a color printer)
- b. Fill out VISA application from http://www.bolivia-usa.org/consulares/consulares_form_visa.htm
- c. Check for \$85 made payable to the Bolivian Consulate General
- d. Copy of your itinerary from your plane ticket
- e. Return envelope with return address and pre-stamped
- f. Passport (cannot be within 6 months of expiration)
- g. Mail to Washington, D.C. Bolivian Consulate at:

Consulado General:
4420 Connecticut Avenue NW, Suite # 2
Washington , D.C. 20008

2. If you are married and/or have children you must authenticate the Marriage Certificate and/or the Birth Certificate

- a. Documents must be translated and the translation notarized (2 copies)
- b. The notarized translations must be sent to the State Department of the state in which they were notarized – this is for the notary to be authenticated by the Authentication Department.
- c. Then the document needs to be sent to the US State Department with the following form:

Authentication Office
518 23 rd St NW SA1
Columbia Plaza
Washington DC 20520
Tel (202) 647 5002

- d. Finally, the document needs to be sent to the Bolivian Consulate (with a letter from Highlands International School):

Consulado General:
4420 Connecticut Avenue NW, Suite # 2
Washington , D.C. 20008

- e. Both documents (you should have 2 copies of the original) along with the original need to be brought to Bolivia with you.