

**1. Letter addressed to the Director of the Immigration Office:** signed by the legal representative of the company or enterprise who requested the visit of the scientist, professional or specialized technique. Signature must be authenticated by the consul, public notary or by personnel of the immigration office in charge of receiving the applications.

**2. Such Letter must contain:**

- a) Reasons why temporary residence is requested and an explanation of the activities that the foreigner will perform in the country.
- b) Name, last name, nationality, profession, exact address in Costa Rica and the phone number of the legal representative of the company or enterprise, physical person or institution asking for the temporary residence of the scientist professional or specialized technique.
- c) Location within the San José jurisdiction perimeter or fax number to receive notifications.
- d) Name, last name, nationality, birth date, profession, expected address in Costa Rica, full name and nationality of the scientist professional or specialized technique's parents and the immigration status requested by the foreigner.
- e) Specify the labor and profession of the foreigner inside the company or institution in which he or she pretends to work using a legal representative certificate in which the job and salary of the scientist, professional or specialized technique are stated.

**3. Legal capacity of the company or institution** that pretends the arrival of the foreigner in which the registration data, legal representation and valid status of the company must be stated, along with the date of issue not older that three months at the moment of presenting it to the Immigration Office.

**4. Original document and certified copy by public notary of the ID** residence document or passport of the legal representative of the company or institution where the foreigner is expected to work on.

**5. Certificate issued by an authorized public accountant** in which economic solvency of the company or institution is demonstrated; such certificate should be based on their last financial records properly audited on the last tax period before its presentation to the Immigration Office and keep on record that the financial reason of the company or project exist within the parameters of the activity they are supposed to be performing.

**6. Report from the Work Ministry and Social Security Agency** indicating that the foreigner will not be moving any local workforce or residents of the country. Regarding these aspects the company or institution must process the proper study before the Work Ministry and Social Security Agency. In these cases the quality of the scientist professional or specialized technique must be demonstrated to such Ministry.

**7. Birth certificate of the scientist professional or specialized technique** with the name of his/her parents. This certificate must be presented to the Costa Rica consulship of the home country for authorization and then presented to the Ministry of Foreign Relations in Costa Rica to be stamped.

**8. Criminal record** demonstrating that the foreigner was not condemned for any crime committed in his/her home country or the country of residence for the past three years. This certificate must be presented in the Costa Rica consulship of the home country for authorization and then presented to the Ministry of Foreign Relations in Costa Rica to be stamped.

**9. Certified copy of the passport** or to present the copies along with the original document to the personnel of the immigration office in charge of receiving the documentation.

**10. Three passport size photographs**, frontal angle and recently taken.

**11. Fingerprint Certificate** issued by the Public Security Ministry (Applicable for people over 12 years old).

**12. \$30 ticket certificate** in favor of Costa Rica's government or its equivalent in colones to the account number **242480-0 Banco de Costa Rica**.

**13. Fiscal Stamps** ¢125 in fiscal stamps for the application and ¢2.50 per page (these amounts can be paid using bank tickets) at the account number 242480-0 Banco de Costa Rica.

**14. All the documents** in a language different from Spanish must come with the respective translation done by an official translator.

**15. Fill the affiliation form**, you can obtain this form at the Immigration office or in Immigration Office web site ([www.migracion.go.cr](http://www.migracion.go.cr))