

IMMIGRATION BOOKLET

KEISER UNIVERSITY LATIN AMERICAN CAMPUS

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Greetings from Mr. Anderson, President of Keiser University – LAC

Dear International Students,

I'm pleased to welcome you to Nicaragua and to Keiser University, Latin American Campus! As a foreigner, it is a true joy to share my time in this beautiful land within a rich multicultural environment, and your presence.

The following instructions detail everything you need to know about acquiring a Nicaraguan Residence card. This is a crucial part of your time at our campus, as it is required by Nicaraguan Immigration Law. We have taken every precaution necessary to secure you have access to legal counsel and up-to-date information on procedures and fees. It is your responsibility, then, to be thoroughly acquainted with this process and participate in it fully. It is also your responsibility to apply for your residence card as soon as possible. Waiting until the last minute will load you with fees and inconveniences, which can even include being asked to leave the country.

I understand this process might be tiresome at times; I had to go through it myself. I can tell you from experience though, that your time here will be made so much more peaceful by having a residence card. Please stop by the Office of Student Life in case you have any questions about this process.

Sincerely,
Mathew Anderson
President
Keiser University, Latin American Campus

Description of Contents

This is a short and concise guide meant to help you obtain a Residence Card during your stay here as a student at the Keiser Latin American Campus. **All foreign students who attend Keiser University-Latin American Campus are required to comply with Nicaraguan Immigration requirements.** Nicaragua does not have a Student Visa; you will need to obtain the required documentation and apply for a temporary residency as soon possible upon your arrival. The temporary residence card you will get is only valid for one year (the which have to be reactivated each six months), so you are required to renew it every year until you graduate and/or leave the country.

According to Nicaraguan immigration law, you need to be a legal resident in order to study at this University and receive your degree. The Immigration Office of Nicaragua will no longer approve extensions to study in the country after ninety days. All foreign students must begin the residency process within the first 90 days

upon arrival; otherwise they might be fined. **If you have a Nicaraguan parent or spouse, or a Nicaraguan citizenship, you may qualify for a Nicaraguan citizenship.**

On March 2016, the Immigration Office of Nicaragua changed its administration, and the new administration has reinforced article No. 50 of the *Immigration and Foreign Affairs Law No. 671*, that states that:

“The Immigration procedures for foreigners are presented in person or by a legal representative. In the case of International Organizations, these procedures must be presented by a legal representative or an agent who has been accredited and authorized by the General Administration of Immigration and Foreign Affairs.”¹

In other words, students are no longer authorized to do this process on their own. They are required to do it through a person who is properly accredited by Immigration Nicaragua.

Immigration Services Available on Campus

Keiser University Latin American Campus will allow the establishment of an Immigration Services Office on campus. The person responsible for this office is a Licensed Lawyer who is properly accredited and recognized by the General Administration of Immigration and Foreign Affairs.

Ultimately, it is the students' responsibility to comply with Nicaraguan Law. However, this new Immigration Services Office will consistently contact each student who is not in compliance to take the necessary measures for this student to bring all the documents required to start the residence card process. Needless to say, those cases of students who are not in compliance with Nicaraguan Law will have to be reported to Immigration Nicaragua.

Finally, it is important to mention that getting your residence card is **mandatory** for all foreign students.

Below is the contact information of the new Immigration Services Officer:

Licensed Lawyer: Mrs Norma Meneses
Phone Number: +505 8907-9514
Email: norma.meneses@keiseruniversity.edu

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<http://legislacion.asamblea.gob.ni/Normaweb.nsf/b92aaea87dac762406257265005d21f7/43cada2669b3ab6306257ab8006195be?OpenDocument>

Residence Card Requirements

The following are the documents that you have to present **in the first month of stay in Nicaragua**

APPLICATION REQUIREMENTS FOR TEMPORARY RESIDENCY (1 YEAR) The validation of the residency card have to be done each six months.

1. Birth Certificate, valid for at least 3 months **with apostille seal**
2. Police record, valid for at least 3 months, **with apostille seal**
3. Residency Request Form (USD 3.00)
4. Photocopy of all used passport pages, including the photo page.
5. 2 passport-size photos (4x5cms)
6. Medical Certificate from country of origin **with apostille seal** (or one from Nicaragua)
7. Proof of study at Keiser University that demonstrates the student is registered and the major or field of study
8. Photocopy of transcripts from the last two years of High School and of High School Diploma, **both with apostille seal**
9. Notarized Statement of Income from your country and maintenance statement of the parents or person who will maintain the studies **with apostille seal**.
10. Proof of income of the parents or person who will maintain the studies **with apostille seal**
11. Photocopy of the parents or person who will maintain the studies **with apostille seal**
12. Cash for the Residence Card Fee (USD 260) – *(this is paid at the Migration cashier once we are called to pick up the ID, the payment is divided in 2, for the first 6 months \$130 and for the following 6 months \$130.)*

The following are the documents that you have to present **one month before your residency card expires.**

APPLICATION REQUIREMENTS FOR RESIDENCE RENEWAL (AFTER 1 YEAR)²

1. Residence Card Renewal Form (USD 2.00)
2. Criminal Record Certificate. By this time students have been Nicaraguan residents for a year. The record is obtained at the Police Station in Jinotepe. Using your Residence Card; students must pay the current fee for a police report at BANPRO and bring the receipt to the Police Station
3. Health Certificate is obtained at the Health Center in San Marcos.
4. Photocopy of all used passport pages. Passport has to be valid for at least 6 more months.
5. Two passport-size photos
6. Photocopy of residence card and the original residence card

² Every student will have to pay for 3 residence card renewals throughout his/her stay at the Latin America Campus

7. Proof of study at Keiser University that demonstrates the student is registered. This document should include the major or field of study
8. Notarized Statement of Income from your country and maintenance statement of the parents or person who will maintain the studies **with apostille seal**.
9. Proof of income of the parents or person who will maintain the studies **with apostille seal**
10. Photocopy of the parents or person who will maintain the studies **with apostille seal**

When your time in Nicaragua comes to an end, you must unsubscribe your residence card and request an exit visa. See the Immigration Services Office for more information.

Immigration Fees and Services³

As mentioned above, the Residence card is only valid for 1 year. The student must renew it every year until he/she graduates and leaves the country.

The following are the immigration services fees:

Immigration Services Fee during the FIRST year: \$100

Immigration Services Fee for every renewal (Every year): \$50

All of these services are to be paid directly to the Keiser university CASHIER in concept of Immigration Services. In case of new students, this fee is required for clearance during Orientation Week.

Other Fees

The following fees are covered by the student:

Residence Card	\$ 260.00	Required (To be paid directly to Immigration's Office)
Residency Card (Every Renewal)	\$ 110.00	Required (To be paid directly to Immigration's Office) PER reactivation
Visa extension (1)⁴	\$ 25.00	To be paid directly to Immigration's Office
Visa extension Form	\$ 0.14	Due to delays by the student

³ This Immigration Services Fee only covers the residence card form.

⁴ A visa extension is usually required by the Immigration's Office in Managua to avoid accumulating a fine while waiting for the residence card to be issued. Fines are up to \$3.00 per day.

Penalties for Non-Compliance with Immigration Nicaragua

The following are the consequences for non-compliance with Nicaraguan Immigration Law:

- Students should visit the Immigration Services Office on campus when required. In case that the student is not able to attend a meeting or appointment, he or she should inform the Immigration Office by message.
- If a student misses an appointment, he or she will receive a notification from the Dean of Students who will lead to a disciplinary sanction.
- If a student has not started his or her immigration process after the first 90 days upon arrival; he or she will be fined under Nicaraguan law **AND** will be placed on disciplinary probation.

Note:

-The charges of fines and prices may be changing due to new disposition of immigration office.

-Updated immigration taxes according to the Law No. 1033 (Reform and addition of the Law No. 761).

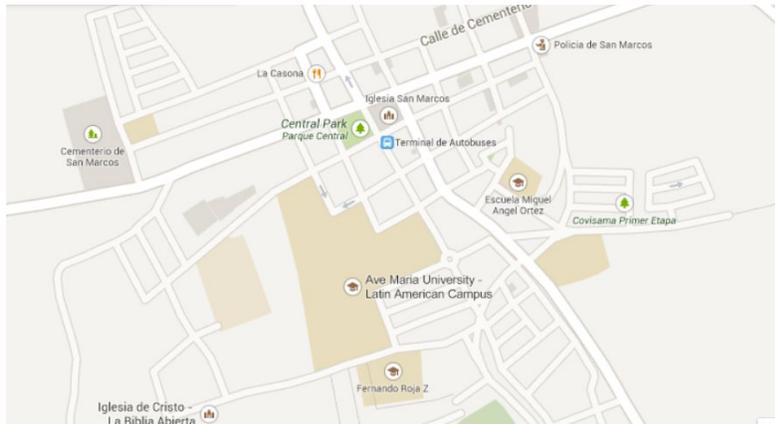
Important Institutions and Contact Information

Keiser University Latin American Campus (Nicaragua)

Address: Gasolinera Uno 2 cuadras al sur, San Marcos, Carazo, Nicaragua

Phone: +505 2535-2314

Web: www.keiseruniversity.edu



Dirección General de Migración y Extranjería (Nicaragua)

Address: Semáforo de la Tenderí 2 1/2 c al norte,
Managua, Nicaragua – Phone: +505 2244-3989

Web: <http://www.migob.gob.ni>



Other Embassies in Nicaragua:

Honduran Embassy in Nicaragua

Address: Reparto Las Colinas Prado Ecuestre 298,
frente a Residencia de China-Taiwan.

Email: Managua, Nicaragua (Postal address: Apartado Postal 321)

Phone: + 505 2270-4133; Fax: +505 2278-3043

Email: www.embhonduras@cable.net.ni

Salvadoran Embassy in Nicaragua

Address: Kilómetro 9 1/2, Carretera a Masaya, Residencial Las Colinas, Pasaje Los Cerros, 142, Managua.
Phone: +505 2276-0712; +505 2276-2134.
Consulado: +505 2276-2134
Email: embajadanicaragua@rree.gob.sv
Web: embajadanicaragua.rree.gob.sv/

Nicaraguan Embassy in En El Salvador

Address: Calle El Mirador y 93 Avenida Norte, No. 4814, Colonia Escalon, San Salvador, El Salvador
Phone: +503.2263.2486
Fax: +503.2263.2292
Email: embanic@integra.com.sv

Nicaraguan Embassy in Honduras

Address: Bloque M-1, No. 1130, Col. Tepeyac, Avenida Choluteca, DC Tegucigalpa, Honduras
Phone: +504 239-5225
Fax: +504 231-1412
Email: embanic@amnettgu.com

U.S.A. Embassy in Nicaragua

Address: Embajada de los Estados Unidos de América
Está ubicada en el Kilómetro 5 1/2 (5.5)
Carretera Sur, en Managua, Nicaragua
Phone: +(505) 2252-7100, +(505) 2252-7888
Consular Email: consularmanagua@state.gov
American Citizen: acs.managua@state.gov

Glossary of Terms

Apostille: The Apostille convention, or the Apostille treaty is an international treaty drafted by the Hague Conference on Private International Law. It specifies the modalities through which a document issued in one of the signatory countries can be certified for legal purposes in all the other signatory states. Such a certification is called an **Apostille**. **It is an international certification comparable to a notary document in domestic law.**

Authentication: The act or mode of giving authority or legal authenticity to a statute, record, or other written instrument, or a certified copy thereof, so as to render it legally admissible in evidence.

Embassy: A diplomatic mission, with a group of people from one state present in another state to represent the sending state/organization officially in the receiving state.

Police Record Certificate: A record of a person's criminal history, generally used by potential employers by institutions to assess the person's trustworthiness

Residence Card: an identification card authorized to live and work in Nicaragua on a permanent basis

Immigration Check List

Please use this list to keep track of your progress

Birth Certificate	
Police record	
Residency Request Form	
Photocopy of all used passport pages, including the photo page.	
2 passport-size photos	
Medical Certificate	

Proof of study at Keiser University that demonstrates the student is registered and the major or field of study	
Photocopy of transcripts from the last two years of High School and of High School Diploma,	
Notarized Statement of Income from your country and maintenance statement of the parents or person who will maintain the studies with apostille seal	
Proof of income of of the parents or person who will maintain the studies with apostille seal	
Photocopy of the parents or person who will maintain the studies with apostille seal	
Cash for the Residence Card Fee (USD 100)	

*For new students, the documents mentioned above have to be presented **within the first 30 days of stay in Nicaragua.***

Student Acknowledgement

By my signature below, I certify that:

I have been informed about all immigration procedures.

I am committed to following Nicaraguan regulations regarding this matter through the Office of Immigration Services on Campus.

I understand that failure to comply with the requirements mentioned in this document will result in penalties (Mentioned in the Immigration Booklet) and disciplinary probation, which can compromise my ability to finish studying at Keiser University Latin American Campus.

Date: _____

Student Name: _____

Student ID: _____

Student Signature: _____

Witness Name: _____

Witness Signature: _____