

GUIDELINE TO TRAVEL TO MEXICO (FOR EMPLOYEES)

1) OBTAIN A MEXICAN VISA TO ENTER MEXICO THROUGH A TEMPORARY VISA ISSUED BY A MEXICAN EMBASSY.

- A. Apply for a Work permit visa before the National Institute of Immigration (INM).
- B. Once it is authorized you must participate in a personal meeting with the nearest Mexican Embassy in your corresponding state (country of birth or legal residence) to obtain a single-entry visa to Mexico. The meeting must be secured directly by the applicant within the following 30 business days hereof and be prepared to attend and provide the following requirements:
 - a) Original passport;
 - b) The visa authorization issued by the INM;
 - c) The service letter duly signed by the legal representative of the company;
 - d) Authority holds discretionary authority to request further information and documentation for the satisfaction of any given process.
- C. Once authorized, the visa will be stamped by the Mexican Embassy in the foreigner's valid passport.

2) TRAVEL TO MEXICO WITH A WORK PERMIT VISA

- A. Once the visa is stamped by the Mexican Embassy, you must enter Mexico within the period indicated in your Mexican visa.
- B. The documents needed to travel to Mexico are the following:
 - a. Flight reservations/tickets;
 - b. Original passport;
 - c. Copy of the visa authorization issued by the INM;
 - d. Copy of the service letter duly signed by the legal representative of the company;
 - e. The Mexican visa stamped by the Mexican Embassy.Be sure to bring all the previous documentation with you.
- C. Once you arrive to the elected Airline, clearly inform them that your travel purpose is: to work related as demonstrated with a Mexican Visa (work permit) stamped by the Mexican Embassy in your passport.
- D. During the flight to Mexico, in the area line or at the first point of entry at the airport, you will receive a Multiple Migratory Form (initials as "FMM"). The FMM is the document that certifies the legal stay of foreigners in the country. For this reason, all visitors are legally required to obtain an FMM to visit Mexico regardless the destination and length of stay.

3) STEPS AND REQUIREMENTS TO COMPLETE THE FMM, WHEN THE FOREIGNER ARRIVES AT THE FIRST POINT OF ENTRY TO MEXICO (AIRPORT):

- A. The foreigner will receive the Multiple Migration Form (FMM) through the area line upon arrival to the airport, which must be completed properly according to the following requirements and example:

ESTADOS UNIDOS MEXICANOS
FORMA MIGRATORIA MÚLTIPLE (FMM)

ESTA FORMA DEBE SER LLENADA DE MANERA INDIVIDUAL POR TODO EXTRANJERO QUE SE INTERNE A MÉXICO, INCLUIDO EL PERSONAL DIPLOMÁTICO/
This form must be completed individually by all foreigners entering Mexico, including diplomatic personnel.

REGISTRO DE SALIDA/DEPARTURE REGISTRATION

Datos como aparecen en el pasaporte / Personal information as it appears on the passport.

1. Nombre / First name	2. Apellido (s) / Last name	3. Nacionalidad / Nationality
4. Fecha de Nacimiento / Date of birth	5. Sexo / Sex <input type="checkbox"/> Mujer / Female <input type="checkbox"/> Hombre / Male	6. No. Pasaporte / Passport No.
7. Tipo de Viaje / Purpose of trip <input type="checkbox"/> Turismo <input type="checkbox"/> Business <input checked="" type="checkbox"/> Otro / Other	8. Vía de internación / Entering By <input type="checkbox"/> Aéreo / Air <input type="checkbox"/> Marítimo / Sea <input type="checkbox"/> Terrestre / Land	9. Nombre de la Aerolínea o embarcación / Airline or vessel name
10. Vuelo o matrícula de la aerolínea o embarcación / Flight No. or vessel registration		

USO OFICIAL

<p>ESTANCIA MÁXIMA HASTA 180 DÍAS</p> <p><input type="checkbox"/> Visitante Actividad No Remunerada <input checked="" type="checkbox"/> Visitante Actividad Remunerada <input type="checkbox"/> Visitante Razones Humanitarias</p> <p>ESTANCIA MÁXIMA 30 DÍAS</p> <p><input checked="" type="checkbox"/> CANJE <input type="checkbox"/> REPOSICIÓN</p> <p>ÚNICAMENTE PARA EFECTOS ESTADÍSTICOS</p> <p><input type="checkbox"/> Pasaporte No Ordinario <input type="checkbox"/> Tarjeta Residente Temporal o FMM o FMM <input type="checkbox"/> Tarjeta de Residente Permanente, FMM o FMM de INMIGRADO <input type="checkbox"/> Tarjeta de Visitante Razones Humanitarias o Con Fines de Adopción</p> <p>Temporización 30 días/days</p> <p>Ampliación de estancia días/days</p>	<p>SELO DE ENTRADA</p> <p>01 06 55 734</p>
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- Section named: “1. Nombre / First name”: handwrite your first name
- Section named: “2. Apellido(s) / Last name”: handwrite your last name
- Section named: “3. Nacionalidad / Nationality”: handwrite your nationality
- Section named: “4. Fecha de Nacimiento / Date of birth”: handwrite the date of birth with only two digits (day, month, year)
- Section named: “5. Sexo / sex”: select the sex: “Mujer / Female”, “Hombre / Male”
- Section named: “6. No. Pasaporte / Passport No”: handwrite your passport number
- Section named: “7. Tipo de viaje / Purpose of trip”: Mark the box “Otro / Other”.
- Section named: “8. Vía de internación / Entering by”: mark the box “Aéreo/ air”
- Section named: “9. Nombre de la aerolínea o embarcación / Airline or vessel name”: handwrite the airline or vessel name.
- Section named: “10. Vuelo o matrícula de la aerolínea o embarcación / Flight No. Or vessel registration”: handwrite the flight number or vessel registration
- Section named: “Uso oficial” The information of this section must be filled out by the immigration authorities, please do not add anything in this section

B. It is very important to keep the **ORIGINAL** FMM since once you land in Mexico and after picking up your luggage you must perform an interview with Mexican customs and Immigration Officers holding your FMM.

4) INTERVIEW WITH FEDERAL IMMIGRATION AGENTS (MEXICAN AIRPORT):

- A.** When the you reach the first point of entry with Mexican customs, you must show the Immigration Agent your FMM (*which you filled in the airplane*) and the Immigration Authorities will complete and stamp the section named “Uso oficial”.
- B.** The immigration officer will require your original passport and ask you several questions related to your stay in Mexico.
The most probable questions are the following:
- What is the purpose of your trip?
 - Are you in the country for tourism?

- For how long will you stay in the country?
- When will you return to your country of origin?
- Do you know anyone in Mexico?
- Do you have relatives in Mexico?
- Where are you going to work?
- Where will you stay in Mexico (hotel or residence)?

C. In this interview you must clearly state that your travel purpose **is NOT for tourism or business**, you must specify that you are in Mexico under a **WORK PERMIT VISA to receive remuneration in Mexico** and show to the Federal Immigration Agent your Mexican visa, as well as the visa authorization issued by the INM and the Service Letter. Please stay focused on these documents and statements, there is no need to fall into contradictions.

D. Once the interview is over, the Federal Immigration Agent will take you photographs and fingerprints.

E. After that, the Federal Immigration Agent will stamp your Mexican visa and your FMM, afterwards they will allow you the access to the country.

F. Read carefully the stamped section named “*Uso oficial*” to ensure that INM officer completes properly the sections that refers to your stay, according to the following requirements and example:

- Section named: “*ESTANCIA MAXIMA HASTA 180 DIAS*”: make sure that the officer marks the box **Visitante Actividad remunerada**
- Section named: “*ESTANCIA MAXIMA 30 DIAS*”: make sure that the officer marks the box **Canje**.
- Section named: “*TEMPORALIDAD*”: make sure that the officer marks the box **30** days.

* **Keep in mind that, in case the FMM indicates that “your stay in Mexico is like a visitor without remunerative activities in Mexico with 180-day temporality” that will be a problem for the following application to obtain your Temporary Residence Card, since the FMM will be sent back to Mexico City to regularize the entry stamp, therefore, the issuance of the application will be extended for a long time.**

G. Please note that you must keep such original documents since it will be the basis for our firm to apply for your **Temporary Residence Card**, which is the last phase of the immigration process once you arrive to the Country,

H. Keep in mind that in order to submit such application before the INM, **both documents: Mexican visa and FMM must be valid**, since the application must be submitted at least 3 days before the expiration date of the Mexican visa and before the FMM expires (as soon as possible within the 30 days stay).

Thank you, the DIAZ-IGAREDA team.