



Relaciones Exteriores
Secretaría de Relaciones Exteriores

México
Embajada de México en Etiopía

User Guide *MiConsulado*

<https://citas.sre.gob.mx/>

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Teléfono: +251 (0) 11 646 1479 | +251 (0) 11 646 4532 | embetiopia@sre.gob.mx





Recommendations:

- Use a personal email address that you check regularly.
- Scheduling an appointment does not guarantee visa issuance.
- Appointments are free of charge, personal, and non-transferable.
- Visa appointments are only available for citizens or legal residents of:
Ethiopia, Djibouti, Somalia, and South Sudan
- Applicants must submit all the documentation indicated in the requirements of the corresponding procedure, which will be assessed in accordance with current regulations.
- Before scheduling your appointment, review the visa requirements on the official Embassy's website:

Visas





Index:

Part I – Creating a MiConsulado Account

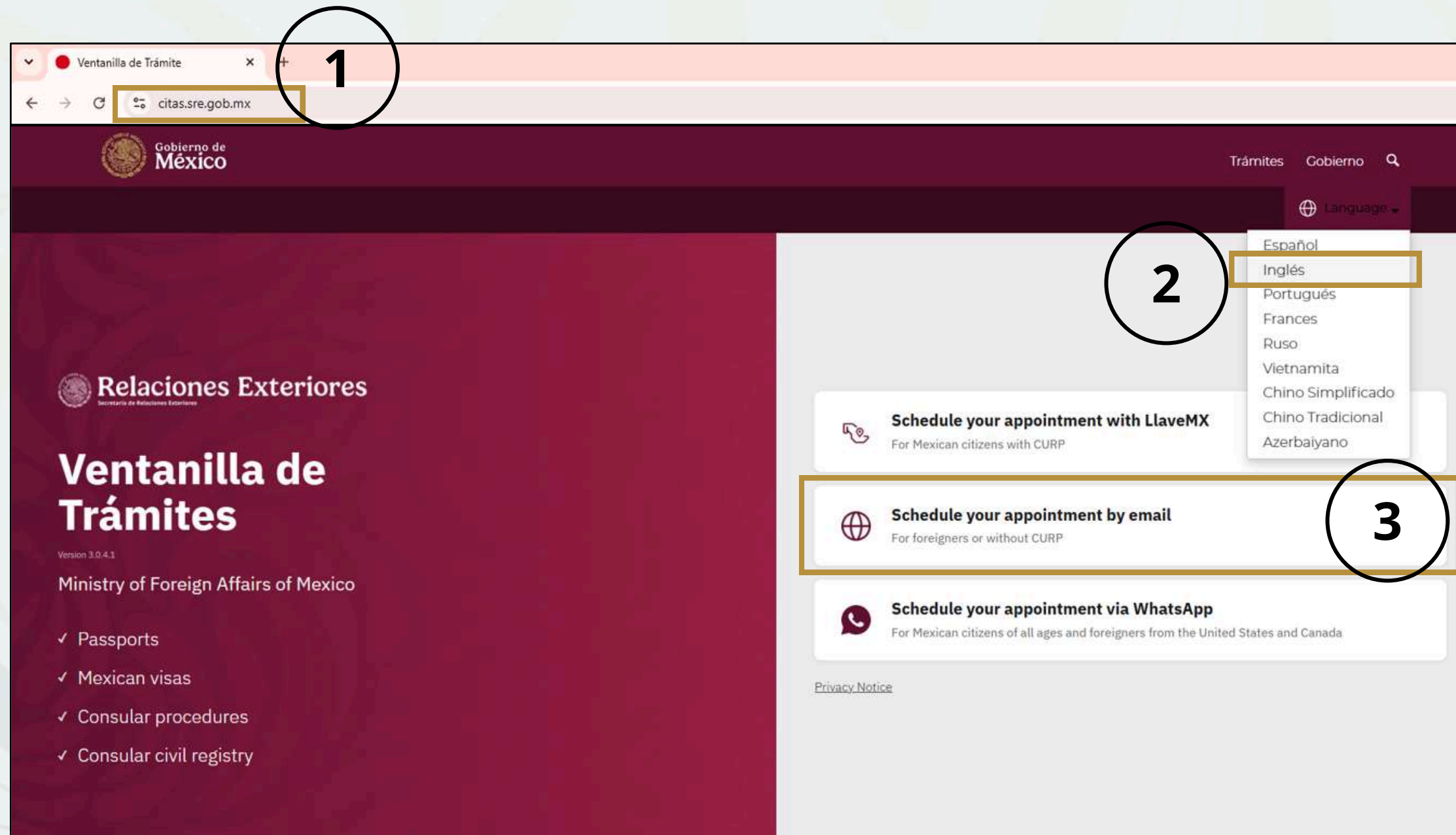
- How do I create an account?
 - Steps 1 - 9

Part II – Scheduling a Visa Appointment

- How do I schedule an appointment for a consular procedure?
 - Steps 10 - 38
 - Steps 37 - 38 **(A)**: If the attached documents **ARE** correct
 - Steps 37 - 38 **(B)**: If the attached documents are **NOT** correct

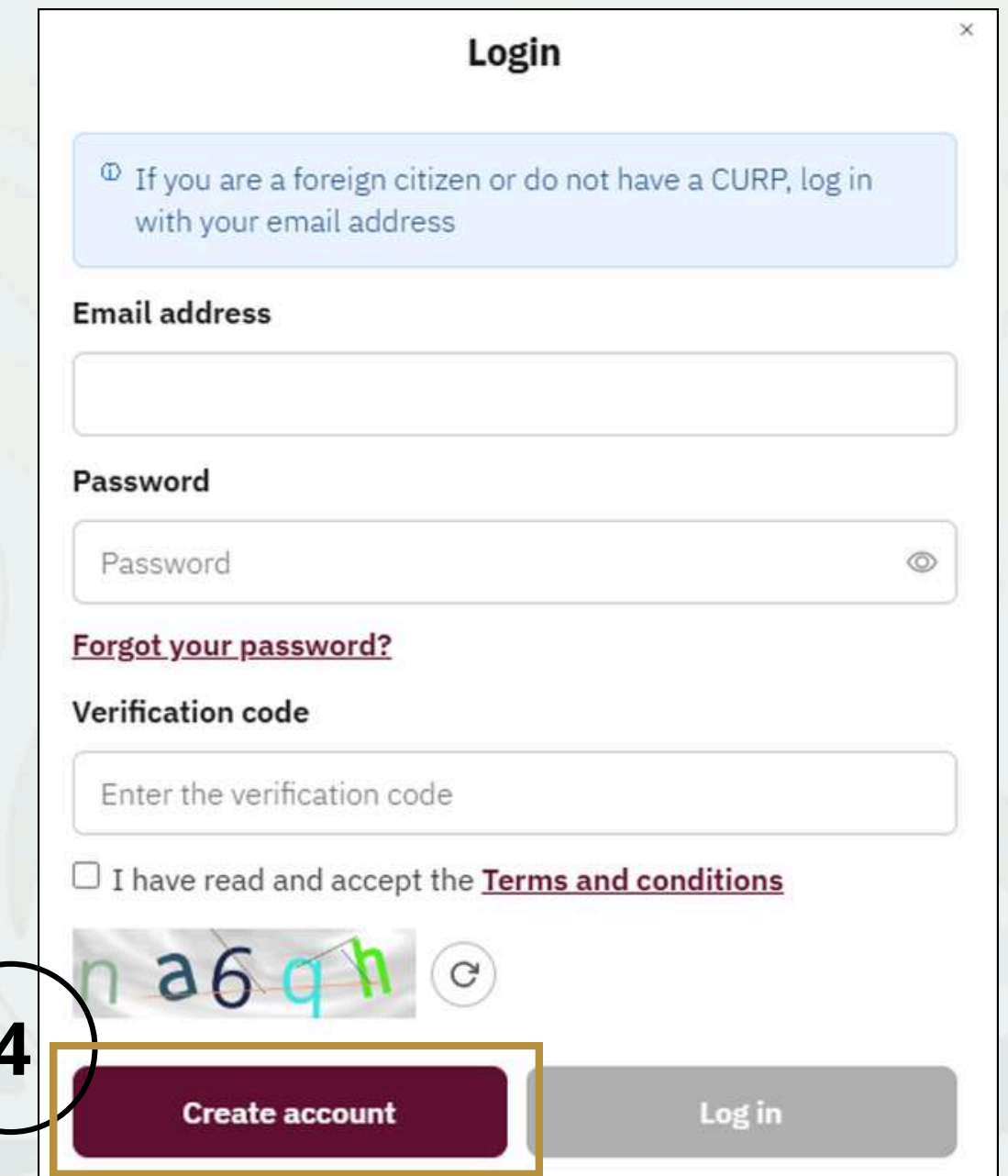
Part I *Creating a MiConsulado Account*

1. Sign in to **MiConsulado**: <https://citas.sre.gob.mx/>
2. Choose language (preferably): **English**
3. If you are a foreigner select the option **Schedule your appointment by email**.
4. Click **Create account**.



The screenshot shows the website interface with four numbered annotations:

- 1**: Points to the browser address bar showing citas.sre.gob.mx.
- 2**: Points to the language dropdown menu where **Inglés** (English) is selected.
- 3**: Points to the "Schedule your appointment by email" option, which is highlighted with a yellow box.
- 4**: Points to the "Create account" button at the bottom of the page.



The screenshot shows the "Login" form with four numbered annotations:

- 1**: Points to the instruction: "If you are a foreign citizen or do not have a CURP, log in with your email address".
- 2**: Points to the "Email address" input field.
- 3**: Points to the "Password" input field.
- 4**: Points to the "Create account" button at the bottom of the form.

5. Create your account by filling in the required information.
6. Click on **Register**.
7. The system will display a registration message.

5

Create account

* Required fields

* Services

Regiones

* Default office

ADDIS ABEBA

* Name

* Primary telephone number

Cod.

+52

Tel.

* Set up a password

✓ Minimum 12 characters

✓ 1 uppercase letter

✓ 1 lowercase letter

✓ 1 number

✓ 1 symbol (!@#\$%&*)

* Regions

África, Asia Central y Medio Oriente

* Father's last name

Alternate telephone number

Cod.

+251

Tel.

* Confirm password

Mother's last name

Mother's last name

* Email address

px n0q AdZ *

Cancel

Register

7

✓

Your account has been successfully registered

Check your email inbox to validate your access

Log in

8. You will receive an email to verify your newly created account.

Follow the instructions provided in that email.

9. You must verify your account to access *MiConsulado* and schedule an appointment.



Gobierno de México

Dear user

You have registered your information in the appointment service website. Please validate your account [Here](#). Start

Token de validación: ARShtd34

You will not be able to start a sesión if your account has not been validated

If you need assistance, please click [Here](#), copia y pega la siguiente URL en tu navegador web:

https://citas_sre.gob.mx/register/validate/eyJpdil6ii9mczN4Zm5SSVJGaTBOcUYzTWILc2c9PSlsInZhbHVlIjoK3g1U1JRSGZHbFYzZkRvazVyRWtWQOE9TVHRMRENwSERNc2NpSkFjKzh4ST0iLCJiYWMMiOiJhM2E4ZmM3ZTE1YTkwZGZmNWJiNDMzNDANjkyYTY2NDZhNDczMGJlOTc5NjZkNDg4MGM4OTczZTZkOGJmNTkzliwidGFnljoiln0=

"IMPORTANTE: La URL de validación estará activa solo durante una hora, después de ese tiempo, si no has validado tu cuenta, tendrás que registrarte nuevamente."

Some rights reserved - [Política de privacidad](#)

La información contenida en el presente sistema es susceptible de estar clasificadas en términos de La Ley Federal de Transparencia y Acceso a la Información Pública Gubernamental por la unidad administrativa que la generó



Enter the captcha shown in the image

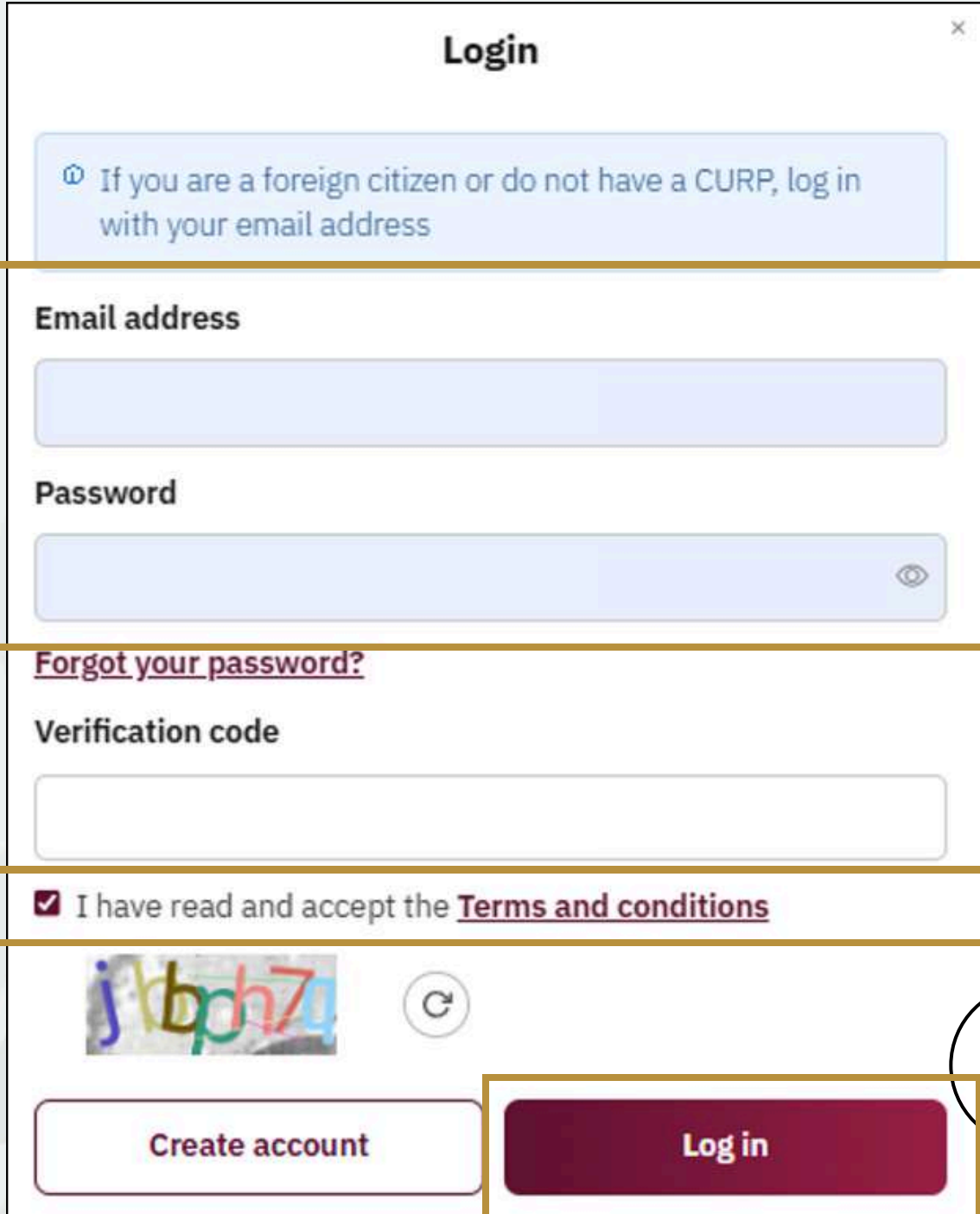
Code

Enter the token sent in the account validation email

Token



10. Once your account is verified, you can sign in with your email address and password.
11. Click on ***I have read and accept the Terms and conditions.***
12. Click on ***Log in.***



The screenshot shows a 'Login' window with the following elements:

- 10** points to the 'Email address' and 'Password' input fields.
- 11** points to the checkbox labeled 'I have read and accept the [Terms and conditions](#)'.
- 12** points to the 'Log in' button.

Other visible elements include a link for 'Forgot your password?', a 'Verification code' field, a CAPTCHA image, and a 'Create account' button.



13. Once you have logged into the portal, you must follow the instructions to *Schedule* an appointment according to the procedure you require.

 **Gobierno de México**

Trámites Gobierno 

Ventanilla de Trámite V3.0.4.1 Check appointments  Language 

Ventanilla de Trámite

 **My procedures**

My procedures

You can complete the process for yourself or for an immediate family member (dependents, daughters, or sons) at offices throughout the national territory and at Mexican Consular Offices abroad.

Schedule

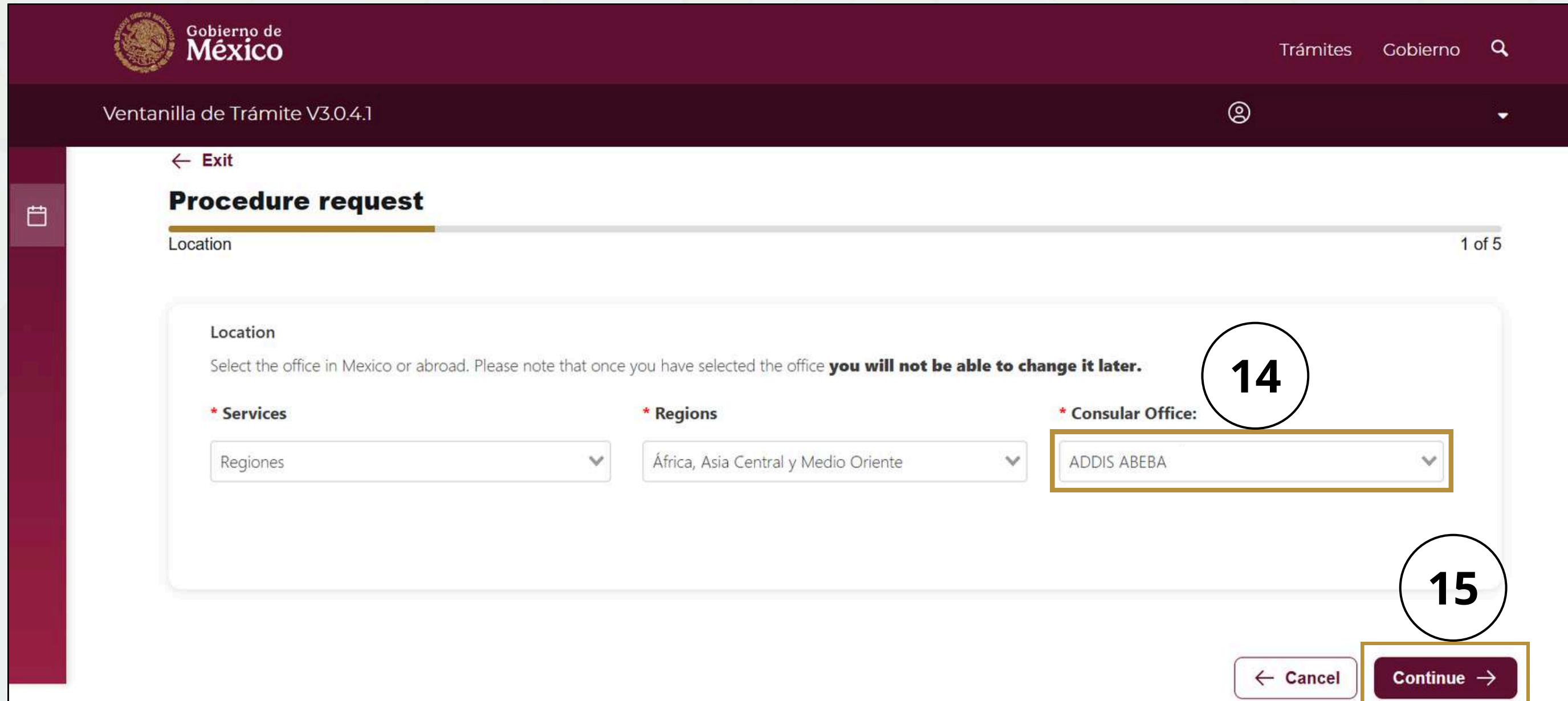
Folio	Date	Time	Applicant	Office	Service	Status	Actions
You don't have any ongoing procedure							



14. You must select the **location** as shown below.

Only and exclusively for citizens and residents of: Ethiopia, Djibouti, Somalia and South Sudan.

15. Click on **Continue**.



The screenshot shows a web interface for a 'Procedure request' form. The header includes the 'Gobierno de México' logo and navigation links for 'Trámites' and 'Gobierno'. Below the header, the text 'Ventanilla de Trámite V3.0.4.1' is visible. The main content area is titled 'Procedure request' and shows a progress bar with 'Location' as the first step of 5. The 'Location' section contains a dropdown menu for 'Regions' with the value 'Regiones' selected. Below this, there are two more dropdown menus: '* Regions' with the value 'África, Asia Central y Medio Oriente' selected, and '* Consular Office:' with the value 'ADDIS ABEBA' selected. A red circle with the number '14' is placed over the 'Consular Office' dropdown. At the bottom right, there are two buttons: 'Cancel' and 'Continue'. A red circle with the number '15' is placed over the 'Continue' button. The 'Continue' button is highlighted with a red border.

← Exit

Procedure request

Location 1 of 5

Location
Select the office in Mexico or abroad. Please note that once you have selected the office **you will not be able to change it later.**

* Services
Regiones

* Regions
África, Asia Central y Medio Oriente

* Consular Office:
ADDIS ABEBA

← Cancel Continue →

16. Select **Consular Office: ADDIS ABEBA** to view the Available procedures.
17. In the **Available Procedures section**, check “” **VISAS** and click on **Continue**.

← Exit

Procedure request

Location 1 of 5

Location

Select the office in Mexico or abroad. Please note that once you have selected the office **you will not be able to change it later.**

* Country: Ethiopia Province: Addis Ababa * Consular Office: ADDIS ABEBA Clear filters

Verify that the office offers the procedure you wish to complete: **Available procedures**

Office
ADDIS ABEBA

Address
BOLE SUB-CITY, WOREDA 03, HOUSE NUMBER NEW P.O.BOX 21021, CODE 1000, ADDIS ABEBA, ETIOPIA

Next available appointment
19 junio 2026 , remaining 17 remaining days

Email
embetiofia@sre.gob.mx

Phone
+251116461479, +251116464532

Available procedures:
VISAS

ⓘ If your preferred office has no availability, you may go directly to it for assistance. Some procedures do not require an appointment. You can review the requirements for each one on the [My Consulate](#) page

← Cancel Continue →

 **IMPORTANT** 

If you book an appointment for a procedure that does not suit your needs and attend, you will not be able to receive the service.



18. If you are Mexican or a foreign national **without** a Unique Population Registry Code (CURP), click on ***manual entry of your data here***.

[← Exit](#)00:59:57

Procedure request

Type of procedure2 of 5

Procedure alternatives
Enter the applicant's information to display the list of procedures you can carry out.

Search by CURP

Applicant's CURP

Don't know your CURP? [Check it here](#)

If you are Mexican or a foreign national without a CURP, perform the ***manual entry of your data here***

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i You may also go directly to an office to receive assistance. Some procedures do not require an appointment. You can review the requirements for each one on the [My Consulate](#) page.

[← Cancel](#)



21. A list of available procedures will display — choose **VISAS**.

22. Click on **Enter data**.

[← Exit](#)00:57:25

Procedure request

Type of procedure2 of 5

Search by data

Select the procedure you wish to carry out and enter the corresponding data:

The limit of procedures per applicant has been reached, continue adding the selected procedures or [Select again](#)

☒ Visas

21

22

Enter data

i You may also go directly to an office to receive assistance. Some procedures do not require an appointment. You can review the requirements for each one on the [My Consulate](#) page.



- 23. Make sure the procedure selected is correct: **VISAS**.
- 24. Once you select **VISAS** as procedure, provide general details about the **procedure type** and **the sub-procedure** — as shown below.
- 25. Click on **Add Procedure**.

← Exit

00:54:30

Procedure request

Type of procedure2 of 5

Search by data

23

Procedure Visas

* Required fields

*Procedure type:

Sin permiso del INM

24

* sub-procedure:

Visitante sin permiso para realizar actividades remuneradas

25

← Back

Add Procedure →

i

You may also go directly to an office to receive assistance. Some procedures do not require an appointment. You can review the requirements for each one on the [My Consulate](#) page.

26. Confirm you selected the correct Procedure — **VISAS**.
27. The **Data completed** status will show as approved “”.
28. Click on **Continue**.

[← Exit](#)00:54:07

Procedure request

Type of procedure 2 of 5

Search by data

Select the procedure you wish to carry out and enter the corresponding data:

☒ Visas

26

The limit of procedures per applicant has been reached, continue adding the selected procedures or [Select again](#)

27

✓ Data completed

 You may also go directly to an office to receive assistance. Some procedures do not require an appointment. You can review the requirements for each one on the [My Consulate](#) page.

28

[← Cancel](#) [Continue →](#)



29. Complete the *Applicant information*.
30. Click on *Continue*.

← Exit

00:53:02

Procedure request

Applicant information3 of 5

Applicant's information

29

Required fields

Place of birth

Country:

Etiopía

Province:

Addis Ababa

City:

ADDIS ABABA

Additional information

Marital Status:

Soltero(a)

Additional information

Is the applicant naturalized?

☐

The applicant has a disability and requires assistance to complete the procedure

☐

Address of

Country:

Etiopía

Province:

Addis Ababa

Direction:

Emergency contact details

Your emergency contact is important

First name(s):

First last name:

Second last name:

Enter second last name

Email address:

Primary phone:

Código

+251

Teléfono

Additional phone:

Código

+251

Teléfono

The same address was added for the emergency contact

Is the emergency contact address the same as the applicant's address?

Yes

No

Cancel

Continue →

30

⏪

⏩

31. Attach the **Documents** required for the procedure you are applying for.

A green box will show when each document has been attached correctly.

32. Click on **Continue**.

← Exit

00:46:15

Procedure request

Documents4 of 5

Applicant's address

31

Required fields

Documents

Upload the required documents marked with an (*) or at least one document from the list for each document type. Make sure they are in PDF format and do not exceed a size of 1MB.

Document Type	Document List	Actions
Probatorio de Nacionalidad	Pasaporte, Documento de identidad y viaje Passport, Identity and Travel Document ? *	appointment.stepThree.documents.loadFile5 appointment.stepThree.documents.loadFile7 appointment.stepThree.documents.loadFile8 appointment.stepThree.documents.loadFile9
Documento Complementario	Solvencia económica Financial solvency ?	appointment.stepThree.documents.loadFile5 appointment.stepThree.documents.loadFile7 appointment.stepThree.documents.loadFile8 appointment.stepThree.documents.loadFile9
	Estudios Studies ?	appointment.stepThree.documents.loadFile2 appointment.stepThree.documents.loadFile3 appointment.stepThree.documents.loadFile4
	Invitación de una organización o de una institución pública o privada. Invitation from a public or private organization or institution. ?	appointment.stepThree.documents.loadFile2 appointment.stepThree.documents.loadFile3 appointment.stepThree.documents.loadFile4
	Unidad familiar Family unit ?	appointment.stepThree.documents.loadFile2 appointment.stepThree.documents.loadFile3 appointment.stepThree.documents.loadFile4

appointment.stepThree.documents.help

appointment.stepThree.documents.help

← Cancel

Continue →

!

IMPORTANT

!

For **TOURIST VISA** applications, in the **Document Type** labeled **“Complementary Document”** and the **Document List** labeled **“Financial Solvency,”** attach **ONLY** the bank letter and the bank statements for the last 3 months.

32



33. Choose the **day** and **time** that best suits you, according to the availability shown on the calendar.

[← Exit](#)00:43:59

Procedure request

Date and time5 of 5

Select the day and time you would like to schedule your appointment.

Availability

● high availability

● poor availability

● limited availability

June 2026

< > today

viernes, 26 de junio

10:00am

12:00pm

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					19	20
					Seleccionar día	
21	22	23	24	25	26	27
		Seleccionar día	Seleccionar día	Seleccionado		
28	29	30	1	2	3	4

!

IMPORTANT

!

Appointments open one month in advance.
It is the applicant's responsibility to check the
portal regularly for updates and new
appointment availability.

34. A window displaying **Date and time** will appear.

Verify that the applicant's name, the selected procedure, and the appointment date are correct.

35. Click on **Confirm appointment**.

36. A window indicating **The appointment is pending validation** will appear.

You must wait for the system to validate and verify your documents.

← Exit

00:43:36

Procedure request

Date and time5 of 5

Confirm appointment

Office

ADDIS ABEBA

Address

BOLE SUB-CITY, WOREDA 03, HOUSE NUMBER NEW P.O.BOX 21021, CODE 1000,ADDIS ABEBA, ETIOPIA

Name

Procedure(s)

Visas Sin permiso del INM Visitante sin permiso para realizar actividades remuneradas

Appointment date

26 de junio de 2026 - 12:00

← Back

Confirm appointment →

✓

36

The appointment is pending validation

Go to applications inbox



If the attached documents **ARE** correct:



México
Embajada de México en Etiopía

37. The system will send an **Appointment Confirmation** notification to your email address, with an attached **PDF document**.
38. In your account, the **Status section** of your application will be displayed as **"Programada"** and in the **Actions section** you can view your appointment and **download the confirmation PDF** (which will also be sent to your email address).

You must print and bring with you on the day of your consular appointment.

37

From: Sistema de Citas < citas_sre@sre.gob.mx >
Sent:
To:
Subject: Appointment confirmation

EP260626120026100486-cita.pdf
559 KB

Gobierno de México

Relaciones Exteriores
Secretaría de Relaciones Exteriores

Appointment creation
Dear

Some rights reserved [Privacy Policy](#)

The information contained in this system may be classified under the terms of the Federal Law on Transparency and Access to Public Government Information by the administrative unit that generated it.

Gobierno de México

Trámites Gobierno

SRE Appointments V3.0.0.12 Check appointments

Language

SRE Appointments

My procedures

Schedule

You can complete the process for yourself or for an immediate family member (dependents, daughters, or sons) at offices throughout the national territory and at Mexican Consular Offices abroad.

Folio	Date	Time	Applicant	Office	Service	Status	Actions
EP260626120026100486	2026-06-26	12:00:00		ADDIS ABABA	Visas Sin permiso del INM Visitante sin permiso para realizar actividades remuneradas	Programada	

38



If the attached documents are **NOT** correct:



37. The system will send a **notification** to your **email address**, and you must follow the instructions provided.
38. In your account, the **Status section** of your application will be displayed as **“En edición de Documentos”** click on the icon **Actions section** “”.
You must correct and upload the requested documents; otherwise, your appointment cannot be accepted or validated.

37

From: Sistema de Citas < citas_sre@sre.gob.mx >
Sent:
To:
Subject: ¡Notificación Importante!



Gobierno de
México



Relaciones Exteriores
Secretaría de Relaciones Exteriores

Please attach a letter from the bank and bank statements for the last 3 months.

Algunos Derechos Reservados - [Política de privacidad](#)
La información contenida en el presente sistema es susceptible de estar clasificadas en términos de
La Ley Federal de Transparencia y Acceso a la Información Pública Gubernamental por la unidad administrativa que la generó



Gobierno de
México

Trámites Gobierno

SRE Appointments V3.0.0.12 Check appointments

Language

SRE Appointments

My procedures

My procedures

Schedule

You can complete the process for yourself or for an immediate family member (dependents, daughters, or sons) at offices throughout the national territory and at Mexican Consular Offices abroad.

Folio	Date	Time	Applicant	Office	Service	Status	Actions
NA	NA	NA		ADDIS ABEBA	Visas Sin permiso del INM Visitante sin permiso para realizar actividades remuneradas	En edición de Documentos	

38

