

# HOW TO SCHEDULE YOUR APPOINTMENT THROUGH MEXITEL



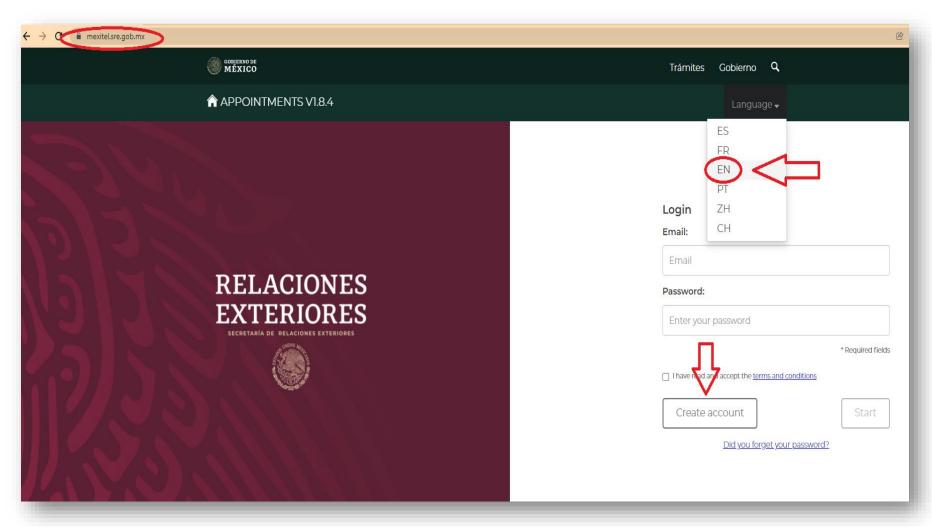
**STEP 1:** GO TO

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

### STEP 2: CHOOSE (EN) FOR ENGLISH IN LANGUAGE

(Please note that the website is still developing, you might still encounter Spanish words.)

**STEP 3:**CREATE ACCOUNT



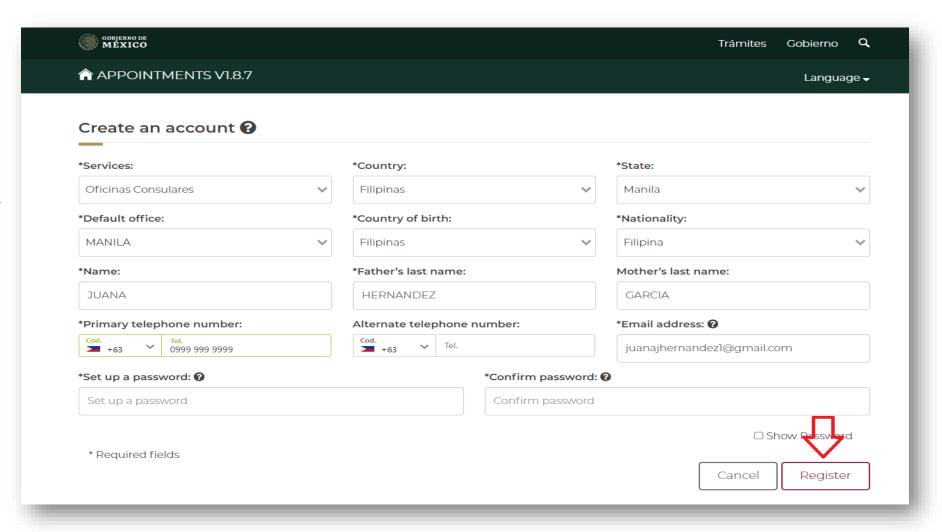


### STEP 4: FILL UP NEEDED INFORMATION

\*Some emails may not be allowed \*Kindly provide local **PHILIPPINE** Number \*The password must be between 12 and 45 characters long, have at least one number, one upper case, one lower case and one nonalphanumeric character

**STEP 5:** REGISTER

STEP 6: VERIFY THROUGH YOUR EMAIL

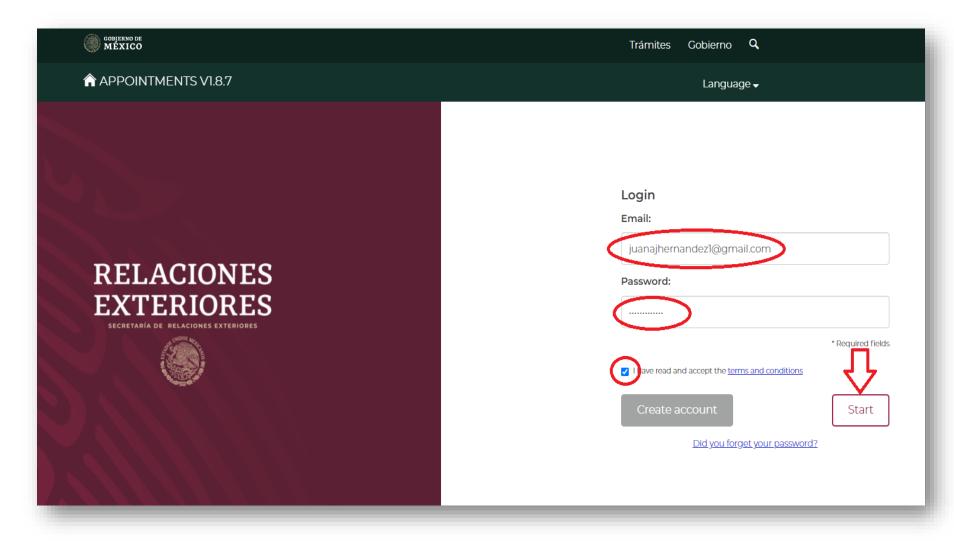




STEP 7:
INPUT YOUR EMAIL AND
PASSWORD

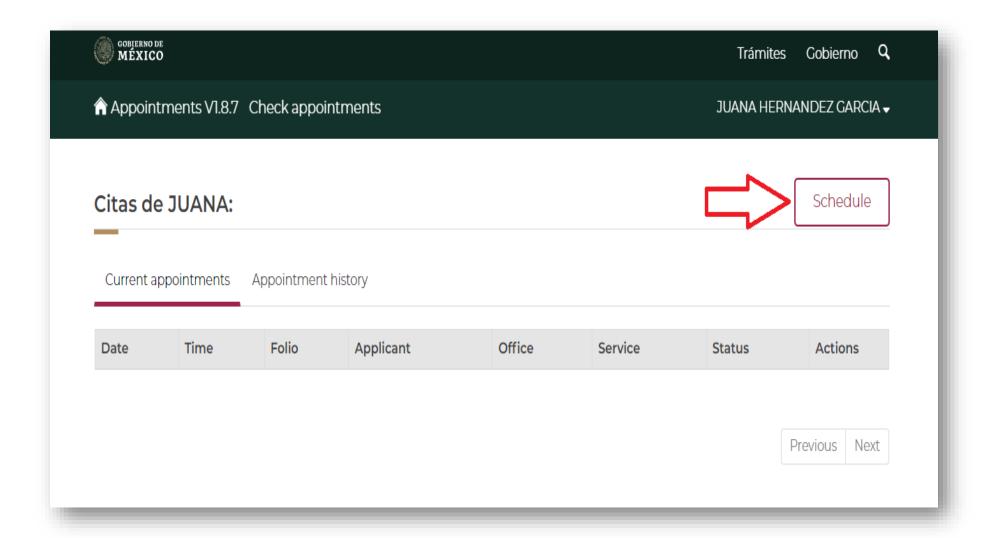
**STEP 8:** TICK THE CHECKBOX

**STEP 9:** CLICK START





**STEP 10:** CLICK SCHEDULE

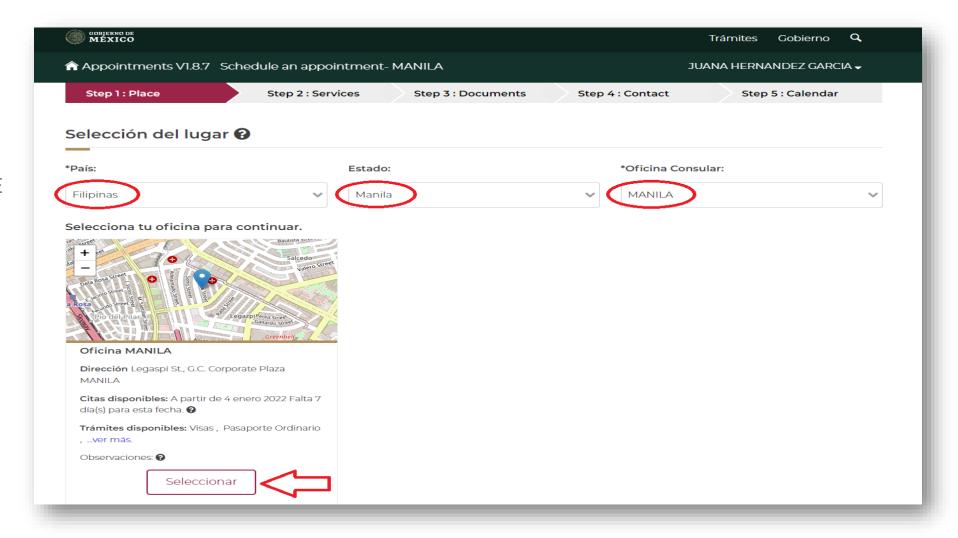




#### **STEP 11:**

SELECT THE APPROPRIATE COUNTRY, STATE AND OFFICE.

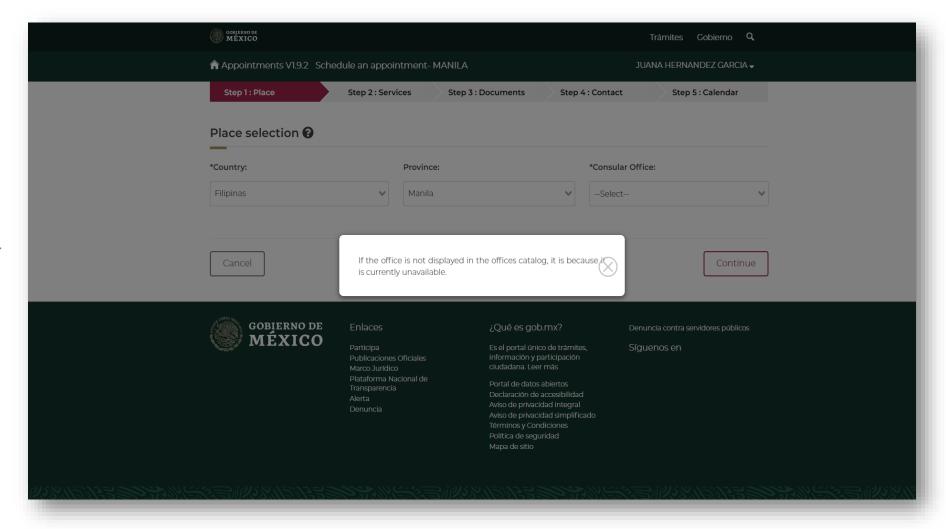
STEP 12: CLICK SELECCIONAR ("SELECT")





#### STEP 12 bis:

PLEASE NOTE THAT IF THE OFFICE IS UNAVAILABLE, IT MEANS WE ARE FULLY BOOKED FOR THE WHOLE MONTH.



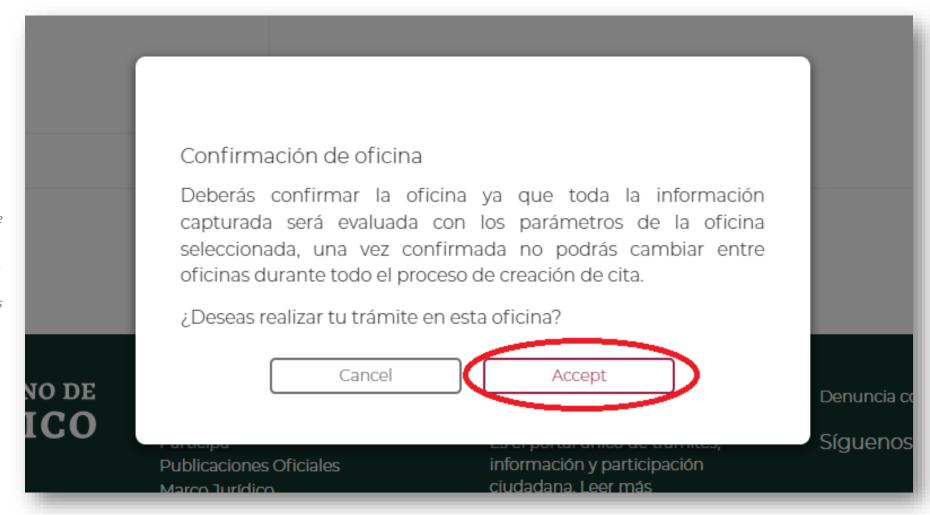


#### **STEP 13:**

TRANSLATION - Office confirmation
You must confirm the office since all the
information captured will be evaluated with the
parameters of the selected office, once
confirmed you will not be able to change
between offices during the entire appointment
creation process.

Do you want to carry out your procedure at this office?

**CLICK ACCEPT** 

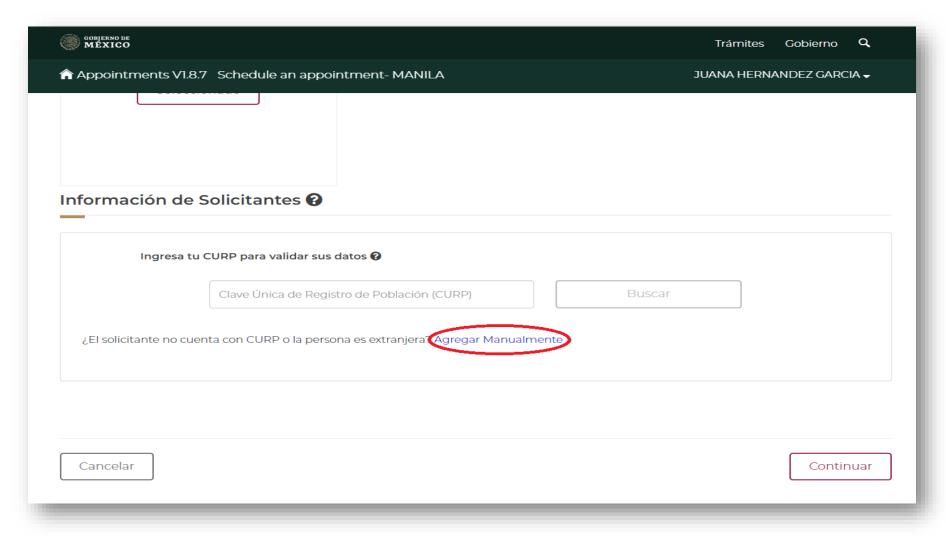




#### **STEP 14:**

TRANSLATION: Does the applicant not have a CURP or is the person a foreigner?

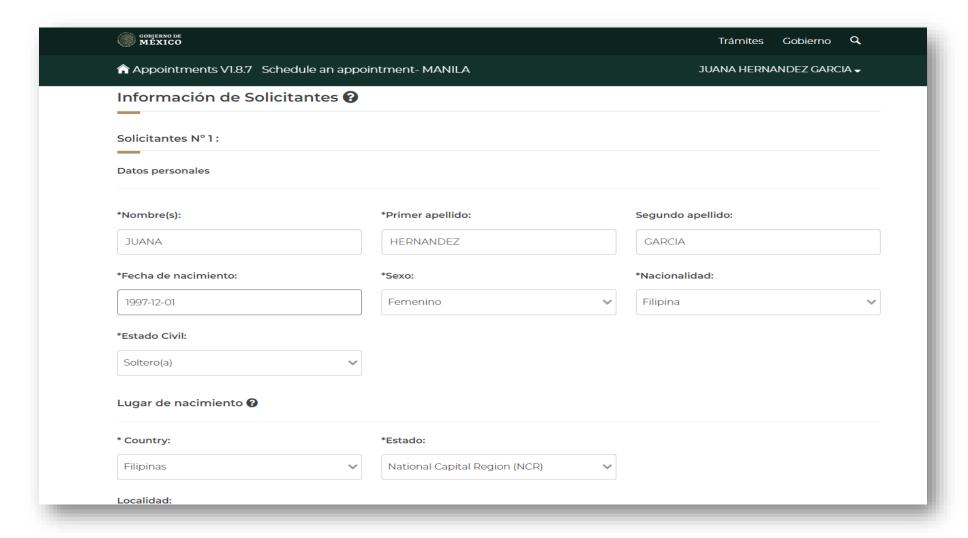
IF YOU DON'T HAVE CURP,
CLICK AGREGAR
MANUALMENTE
(''ADD MANUALLY'')





# STEP 15: FILL UP THE NEEDED INFORMATION FOR THE APPLICANT

Primer Apellido - Surname Segundo Apellido - Middle Name





#### **STEP 16:**

TRANSLATION: Has the applicant already obtained a passport and / or consular registration previously?

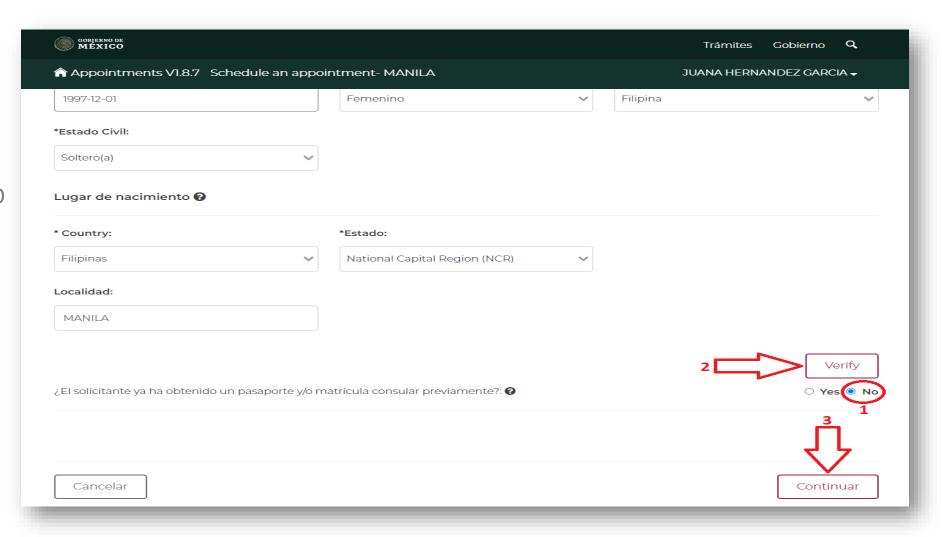
CHOOSE FROM YES OR NO

#### **STEP 17:**

ONCE THIS SECTION IS COMPLETED, CLICK VERIFY

**STEP 18:** 

CLICK CONTINUAR
(''CONTINUE'')

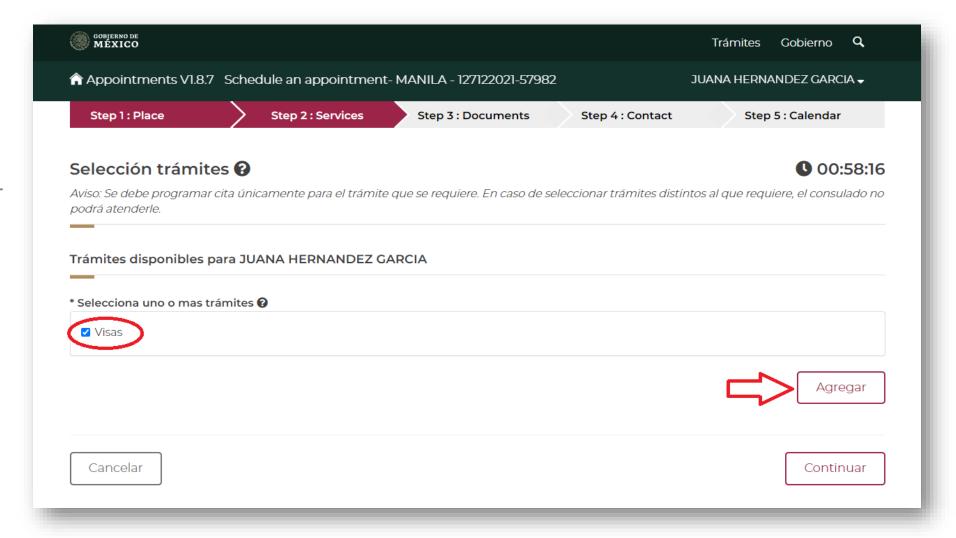




#### **STEP 19:**

FOR VISA APPOINTMENT CHOOSE "VISAS"

STEP 20: CLICK AGREGAR (''ADD'')





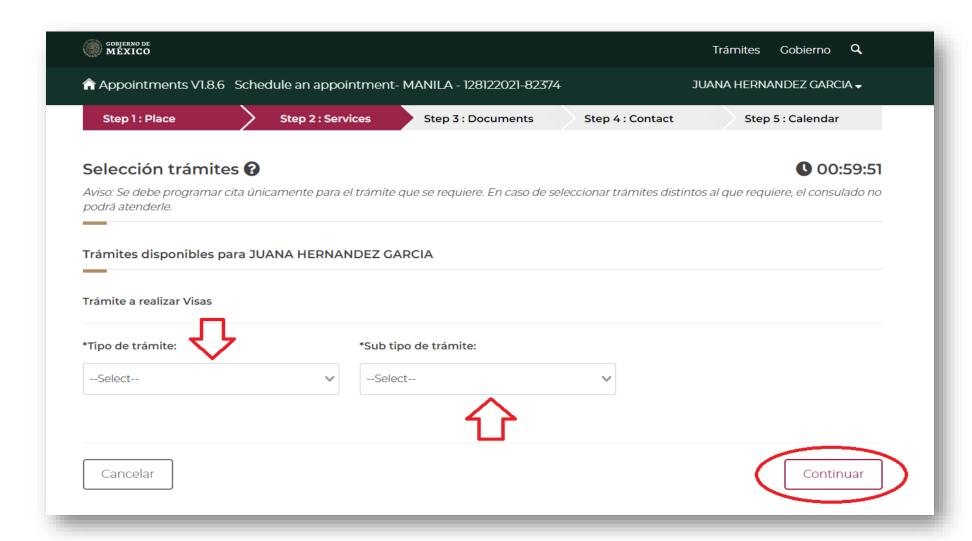
### STEP 21: SELECT TYPE OF VISA AND SUB TYPE OF VISA

## GENERAL VISITOR (TOURISM/TRANSIT/BUSINESS)-

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

WITH NUT- Visas-Con permiso del INM (Validación vía servicio web con el INM)

STEP 22: CLICK CONTINUAR (''CONTINUE'')





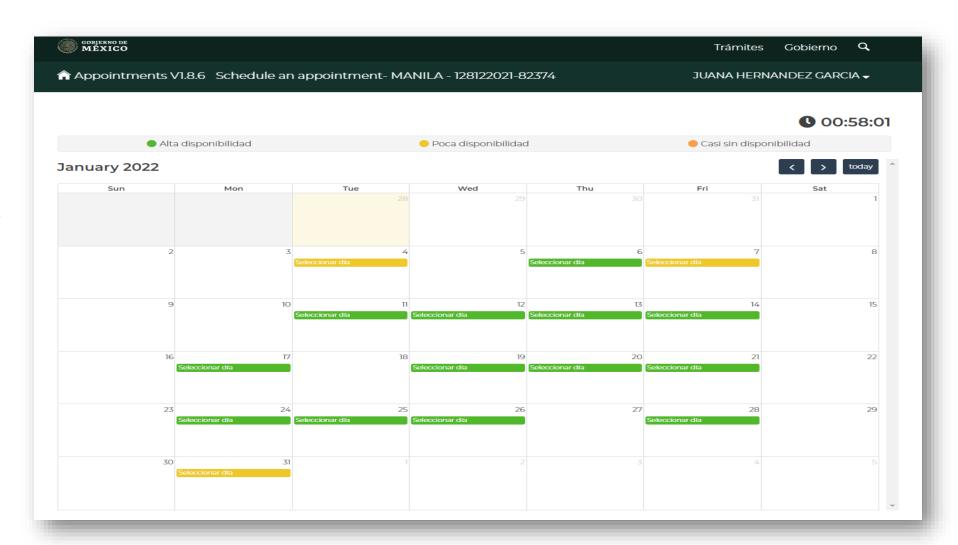
# **STEP 23:**SELECT PREFFERED DATE

TRANSLATION:

ALTA DISPONIBILIDAD – HIGH AVAILABILITY

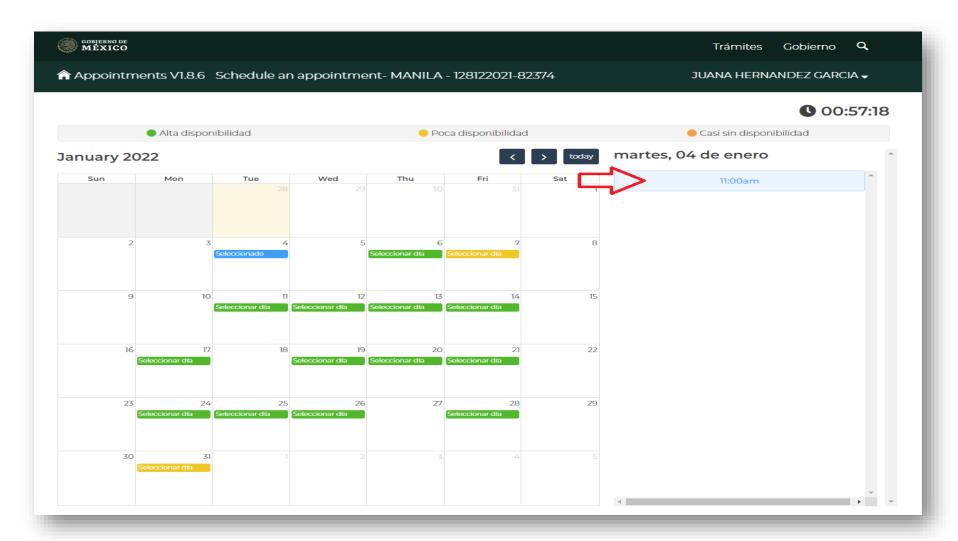
POCA DISPONIBILIDAD – LOW AVAILABILITY

CASI SIN DISPONIBILIDAD – ALMOST NO AVAILABILITY



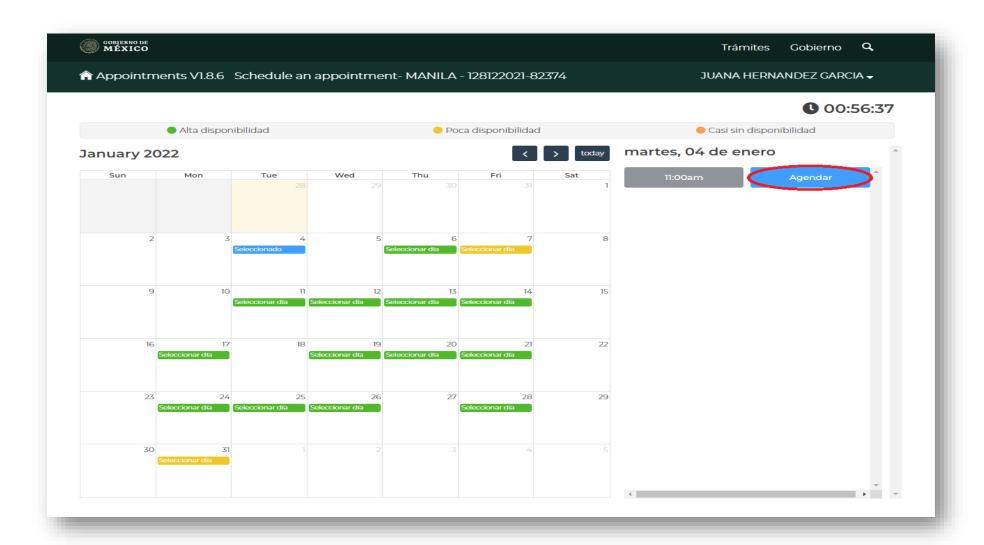


**STEP 24:**SELECT PREFFERED TIME





**STEP 25:**CLICK AGENDAR
(''SCHEDULE'')





STEP 26: THEN CLICK FINALIZAR (''FINALIZE'')





# YOU CAN CHECK APPOINTMENT SCHEDULE IN YOUR HOME PAGE

#### NOTE:

- KINDLY PRINT YOUR CONFIRMACIÓN DE CITA ("APPOINTMENT CONFIRMATION") AND BRING IT ON THE DAY OF YOUR SCHEDULE.
- PLEASE NOTE THAT THE APPLICANTS NAME SHOULD APPEAR ON THE APPOINTMENT CONFIRMATION.

