



MÉXICO

EMBAJADA EN FILIPINAS

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

The screenshot shows a web browser at the URL mexitel.sre.gob.mx. The page header includes the Mexican government logo and navigation links for 'Trámites', 'Gobierno', and a search icon. Below the header, there is a 'Language' dropdown menu with options: ES, FR, EN, PT, ZH, and CH. The 'EN' option is circled in red, and a red arrow points to it from the right. The main content area features a dark red background with a pattern and the text 'RELACIONES EXTERIORES' and 'SECRETARÍA DE RELACIONES EXTERIORES'. On the right side, there is a 'Login' section with 'Email:' and 'Password:' labels, input fields, and a 'Create account' button. A red arrow points down to the 'Create account' button. A checkbox for 'I have read and accept the terms and conditions' is also visible, with a red arrow pointing to it. A 'Start' button is located to the right of the 'Create account' button. A link for 'Did you forget your password?' is at the bottom of the login section.



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 non-alphanumeric character

STEP 5:

REGISTER

STEP 6:

VERIFY THROUGH YOUR EMAIL

Trámites Gobierno

APPOINTMENTS V1.8.7
Language

Create an account

<p>*Services:</p> <input type="text" value="Oficinas Consulares"/>	<p>*Country:</p> <input type="text" value="Filipinas"/>	<p>*State:</p> <input type="text" value="Manila"/>								
<p>*Default office:</p> <input type="text" value="MANILA"/>	<p>*Country of birth:</p> <input type="text" value="Filipinas"/>	<p>*Nationality:</p> <input type="text" value="Filipina"/>								
<p>*Name:</p> <input type="text" value="JUANA"/>	<p>*Father's last name:</p> <input type="text" value="HERNANDEZ"/>	<p>Mother's last name:</p> <input type="text" value="GARCIA"/>								
<p>*Primary telephone number:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 8px;">Cod.</td> <td style="font-size: 8px;">Tel.</td> </tr> <tr> <td> +63</td> <td>0999 999 9999</td> </tr> </table>	Cod.	Tel.	+63	0999 999 9999	<p>Alternate telephone number:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 8px;">Cod.</td> <td style="font-size: 8px;">Tel.</td> </tr> <tr> <td> +63</td> <td></td> </tr> </table>	Cod.	Tel.	+63		<p>*Email address: </p> <input type="text" value="juanajhernandez1@gmail.com"/>
Cod.	Tel.									
+63	0999 999 9999									
Cod.	Tel.									
+63										
<p>*Set up a password: </p> <input type="text" value="Set up a password"/>		<p>*Confirm password: </p> <input type="text" value="Confirm password"/>								

* Required fields

Show Password



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STEP 7:
INPUT YOUR EMAIL AND
PASSWORD

STEP 8:
TICK THE CHECKBOX

STEP 9:
CLICK START

The screenshot shows the login interface for the 'RELACIONES EXTERIORES' system. The page header includes 'GOBIERNO DE MÉXICO' and navigation links for 'Trámites', 'Gobierno', and a search icon. Below the header, there is a home icon and the text 'APPOINTMENTS V1.8.7', along with a 'Language' dropdown menu. The main content area features a dark red background with the text 'RELACIONES EXTERIORES' and 'SECRETARÍA DE RELACIONES EXTERIORES'. The login form is on the right side and includes the following elements:

- Login** section header.
- Email:** A text input field containing 'juanahernandezl@gmail.com', which is circled in red.
- Password:** A password input field with masked characters '.....', also circled in red.
- A checkbox with a blue checkmark, circled in red, with the text 'I have read and accept the [terms and conditions](#)'.
- A grey 'Create account' button.
- A blue link: 'Did you forget your password?'.
- A 'Start' button, which is highlighted with a red box and a red arrow pointing down from the '* Required fields' label.



STEP 10:
CLICK SCHEDULE

The screenshot shows a web interface for managing appointments. At the top, there is a dark green header with the Mexican government logo and the text "GOBIERNO DE MÉXICO". On the right side of the header, there are links for "Trámites" and "Gobierno", and a search icon. Below the header, there is a breadcrumb trail: "Appointments V1.8.7" and "Check appointments". The user's name, "JUANA HERNANDEZ GARCIA", is displayed in the top right corner. The main content area is titled "Citas de JUANA:". Below this title, there are two tabs: "Current appointments" (which is active) and "Appointment history". A red arrow points to a "Schedule" button located to the right of the "Citas de JUANA:" title. Below the tabs, there is a table with the following columns: Date, Time, Folio, Applicant, Office, Service, Status, and Actions. At the bottom right of the table, there are "Previous" and "Next" navigation buttons.



STEP 11:
SELECT THE APPROPRIATE
COUNTRY, STATE AND
OFFICE.

STEP 12:
CLICK SELECCIONAR
("SELECT")

GOBIERNO DE MÉXICO Trámites Gobierno

Appointments V1.8.7 Schedule an appointment- MANILA JUANA HERNANDEZ GARCIA

Step 1 : Place Step 2 : Services Step 3 : Documents Step 4 : Contact Step 5 : Calendar

Selección del lugar ?

*País: **Filipinas** Estado: **Manila** *Oficina Consular: **MANILA**

Selecciona tu oficina para continuar.

Oficina MANILA
Dirección Legaspi St., G.C. Corporate Plaza
MANILA
Citas disponibles: A partir de 4 enero 2022 Falta 7 día(s) para esta fecha.
Trámites disponibles: Visas , Pasaporte Ordinario , [...ver más.](#)
Observaciones:

Seleccionar



STEP 12 bis:
PLEASE NOTE THAT IF THE OFFICE IS UNAVAILABLE, IT MEANS WE ARE FULLY BOOKED FOR THE WHOLE MONTH.

The screenshot shows a web interface for scheduling appointments. At the top, it says "GOBIERNO DE MÉXICO" and "Trámites Gobierno". The user is logged in as "JUANA HERNANDEZ GARCIA". The current step is "Step 1: Place", with other steps being "Step 2: Services", "Step 3: Documents", "Step 4: Contact", and "Step 5: Calendar".

The "Place selection" section has three dropdown menus: "*Country:" (Filipinas), "Province:" (Manila), and "*Consular Office:" (--Select--). Below these are "Cancel" and "Continue" buttons. A modal message in the center reads: "If the office is not displayed in the offices catalog, it is because it is currently unavailable." with a close button (X).

The footer contains the "GOBIERNO DE MÉXICO" logo and several links: "Enlaces" (Participa, Publicaciones Oficiales, Marco Jurídico, Plataforma Nacional de Transparencia, Alerta, Denuncia), "¿Qué es gob.mx?" (Es el portal único de trámites, información y participación ciudadana. Leer más, Portal de datos abiertos, Declaración de accesibilidad, Aviso de privacidad integral, Aviso de privacidad simplificado, Términos y Condiciones, Política de seguridad, Mapa de sitio), and "Denuncia contra servidores públicos" and "Síguenos en".



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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

Confirmación de oficina

Deberás confirmar la oficina ya que toda la información capturada será evaluada con los parámetros de la oficina seleccionada, una vez confirmada no podrás cambiar entre oficinas durante todo el proceso de creación de cita.

¿Deseas realizar tu trámite en esta oficina?

Cancel

Accept

NO DE
ICO

Participa
Publicaciones Oficiales
Marco Jurídico

Es el portal único de trámites,
información y participación
ciudadana. Leer más

Denuncia co

Síguenos



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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")

GOBIERNO DE MÉXICO

Trámites Gobierno

Appointments V1.8.7 Schedule an appointment- MANILA JUANA HERNANDEZ GARCIA

Información de Solicitantes ?

Ingresar tu CURP para validar sus datos ?

Clave Única de Registro de Población (CURP) Buscar

¿El solicitante no cuenta con CURP o la persona es extranjera? [Agregar Manualmente](#)

Cancelar Continuar



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STEP 15: FILL UP THE NEEDED INFORMATION FOR THE APPLICANT

Primer Apellido - Surname
Segundo Apellido - Middle Name

GOBIERNO DE MÉXICO Trámites Gobierno

Appointments V1.8.7 Schedule an appointment- MANILA JUANA HERNANDEZ GARCIA

Información de Solicitantes ?

Solicitantes N° 1 :

Datos personales

*Nombre(s):	*Primer apellido:	Segundo apellido:
<input type="text" value="JUANA"/>	<input type="text" value="HERNANDEZ"/>	<input type="text" value="GARCIA"/>
*Fecha de nacimiento:	*Sexo:	*Nacionalidad:
<input type="text" value="1997-12-01"/>	<input type="text" value="Femenino"/>	<input type="text" value="Filipina"/>
*Estado Civil:		
<input type="text" value="Soltero(a)"/>		
Lugar de nacimiento ?		
* Country:	*Estado:	
<input type="text" value="Filipinas"/>	<input type="text" value="National Capital Region (NCR)"/>	
Localidad:		



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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")

GOBIERNO DE MÉXICO

Trámites Gobierno

Appointments V1.8.7 Schedule an appointment- MANILA JUANA HERNANDEZ GARCIA

1997-12-01 Femenino Filipina

*Estado Civil:
Soltero(a)

Lugar de nacimiento

* Country: Filipinas *Estado: National Capital Region (NCR)

Localidad: MANILA

¿El solicitante ya ha obtenido un pasaporte y/o matrícula consular previamente?: Yes No

Cancelar

Verify

Continuar

Red arrows and numbers 1, 2, and 3 indicate the sequence of actions: 1 points to the 'No' radio button, 2 points to the 'Verify' button, and 3 points to the 'Continuar' button.



STEP 19:
FOR VISA APPOINTMENT
CHOOSE "VISAS"

STEP 20:
CLICK AGREGAR
("ADD")

GOBIERNO DE MÉXICO Trámites Gobierno

Appointments V1.8.7 Schedule an appointment- MANILA - 127122021-57982 JUANA HERNANDEZ GARCIA

Step 1 : Place **Step 2 : Services** Step 3 : Documents Step 4 : Contact Step 5 : Calendar


Selección trámites ? 00:58:16

Aviso: Se debe programar cita únicamente para el trámite que se requiere. En caso de seleccionar trámites distintos al que requiere, el consulado no podrá atenderle.

Trámites disponibles para JUANA HERNANDEZ GARCIA

* Selecciona uno o mas trámites ?

Visas

 **Agregar**

Cancelar **Continuar**



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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")


 GOBIERNO DE MÉXICO

Trámites Gobierno 

Appointments V1.8.6 Schedule an appointment- MANILA - 128122021-82374 JUANA HERNANDEZ GARCIA

Step 1 : Place Step 2 : Services Step 3 : Documents Step 4 : Contact Step 5 : Calendar


Selección trámites

 00:59:51


Aviso: Se debe programar cita únicamente para el trámite que se requiere. En caso de seleccionar trámites distintos al que requiere, el consulado no podrá atenderle.


Trámites disponibles para JUANA HERNANDEZ GARCIA

Trámite a realizar Visas

*Tipo de trámite: 

*Sub tipo de trámite:



Cancelar  Continuar



STEP 23:
SELECT PREFERRED DATE

TRANSLATION:

ALTA DISPONIBILIDAD –
HIGH AVAILABILITY

POCA DISPONIBILIDAD –
LOW AVAILABILITY

CASI SIN DISPONIBILIDAD –
ALMOST NO AVAILABILITY

GOBIERNO DE MÉXICO
Trámites Gobierno

Appointments V1.8.6 Schedule an appointment- MANILA - 128122021-82374
JUANA HERNANDEZ GARCIA

🕒 00:58:01

● Alta disponibilidad
● Poca disponibilidad
● Casi sin disponibilidad

January 2022 < > today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		28	29	30	31	1
2	3	4 Seleccionar día	5	6 Seleccionar día	7 Seleccionar día	8
9	10	11 Seleccionar día	12 Seleccionar día	13 Seleccionar día	14 Seleccionar día	15
16	17 Seleccionar día	18	19 Seleccionar día	20 Seleccionar día	21 Seleccionar día	22
23	24 Seleccionar día	25 Seleccionar día	26 Seleccionar día	27	28 Seleccionar día	29
30	31 Seleccionar día	1	2	3	4	5



STEP 24:
SELECT PREFERRED TIME

GOBIERNO DE MÉXICO

Trámites Gobierno

Appointments V1.8.6 Schedule an appointment- MANILA - 128122021-82374

JUANA HERNANDEZ GARCIA

00:57:18

Alta disponibilidad Poca disponibilidad Casi sin disponibilidad

January 2022 < > today martes, 04 de enero

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		28	29	30	31	
2	3	4 Seleccionado	5	6 Seleccionar día	7 Seleccionar día	8
9	10	11 Seleccionar día	12 Seleccionar día	13 Seleccionar día	14 Seleccionar día	15
16	17 Seleccionar día	18	19 Seleccionar día	20 Seleccionar día	21 Seleccionar día	22
23	24 Seleccionar día	25 Seleccionar día	26 Seleccionar día	27	28 Seleccionar día	29
30	31 Seleccionar día	1	2	3	4	5

11:00am



STEP 25:
CLICK AGENDAR
("SCHEDULE")

GOBIERNO DE MÉXICO Trámites Gobierno

Appointments V1.8.6 Schedule an appointment- MANILA - 128122021-82374 JUANA HERNANDEZ GARCIA

00:56:37

Alta disponibilidad Poca disponibilidad Casi sin disponibilidad

January 2022 < > today martes, 04 de enero

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		28	29	30	31	1
2	3	4 Seleccionado	5	6 Seleccionar día	7 Seleccionar día	8
9	10	11 Seleccionar día	12 Seleccionar día	13 Seleccionar día	14 Seleccionar día	15
16	17 Seleccionar día	18	19 Seleccionar día	20 Seleccionar día	21 Seleccionar día	22
23	24 Seleccionar día	25 Seleccionar día	26 Seleccionar día	27	28 Seleccionar día	29
30	31 Seleccionar día	1	2	3	4	5

11:00am Agendar



STEP 26:
THEN CLICK FINALIZAR
("FINALIZE")

Poca disponibilidad

¡Tu cita ha sido agendada!

Folio: EP040122110045100179

Fecha: 2022-01-04
Fecha: 11:00:00
Oficina: Filipinas Manila - MANILA

[Descarga Confirmación](#)

Finalizar



MÉXICO

EMBAJADA EN FILIPINAS

FINAL STEP:
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.

The screenshot shows a web application interface for appointment scheduling. At the top, there is a dark green header with the Mexican government logo and the text "GOBIERNO DE MÉXICO". On the right side of the header, there are links for "Trámites" and "Gobierno", and a search icon. Below the header, there is a navigation bar with a home icon, the text "Appointments V1.8.6", and a link "Check appointments". On the right side of this bar, the user's name "JUANA HERNANDEZ GARCIA" is displayed with a dropdown arrow. The main content area has a white background. At the top right of this area is a red-bordered button labeled "Schedule". Below this, the heading "Citas de JUANA:" is followed by two tabs: "Current appointments" (which is active and underlined in red) and "Appointment history". Below the tabs is a table with the following data:

Date	Time	Folio	Applicant	Office	Service	Status	Actions
2022-01-04	11:00:00	EP040122110045100179	JUANA HERNANDEZ GARCIA	MANILA	Visas Sin permiso del INM Visitante sin permiso para realizar actividades remuneradas	Programada	 

At the bottom right of the table area, there is a pagination control with buttons for "Previous", "1" (which is highlighted in blue), and "Next".