



México

Embajada de México en Indonesia

Visa Appointment Portal Guide

How to Create an Account and Schedule Your Visa Appointment

Please follow the steps below carefully to create your account and book your appointment through the visa appointment platform.

*Only applicants who have received the **appointment confirmation/authorization email from the Consular Section** are permitted to appear in person on the confirmed appointment date.*

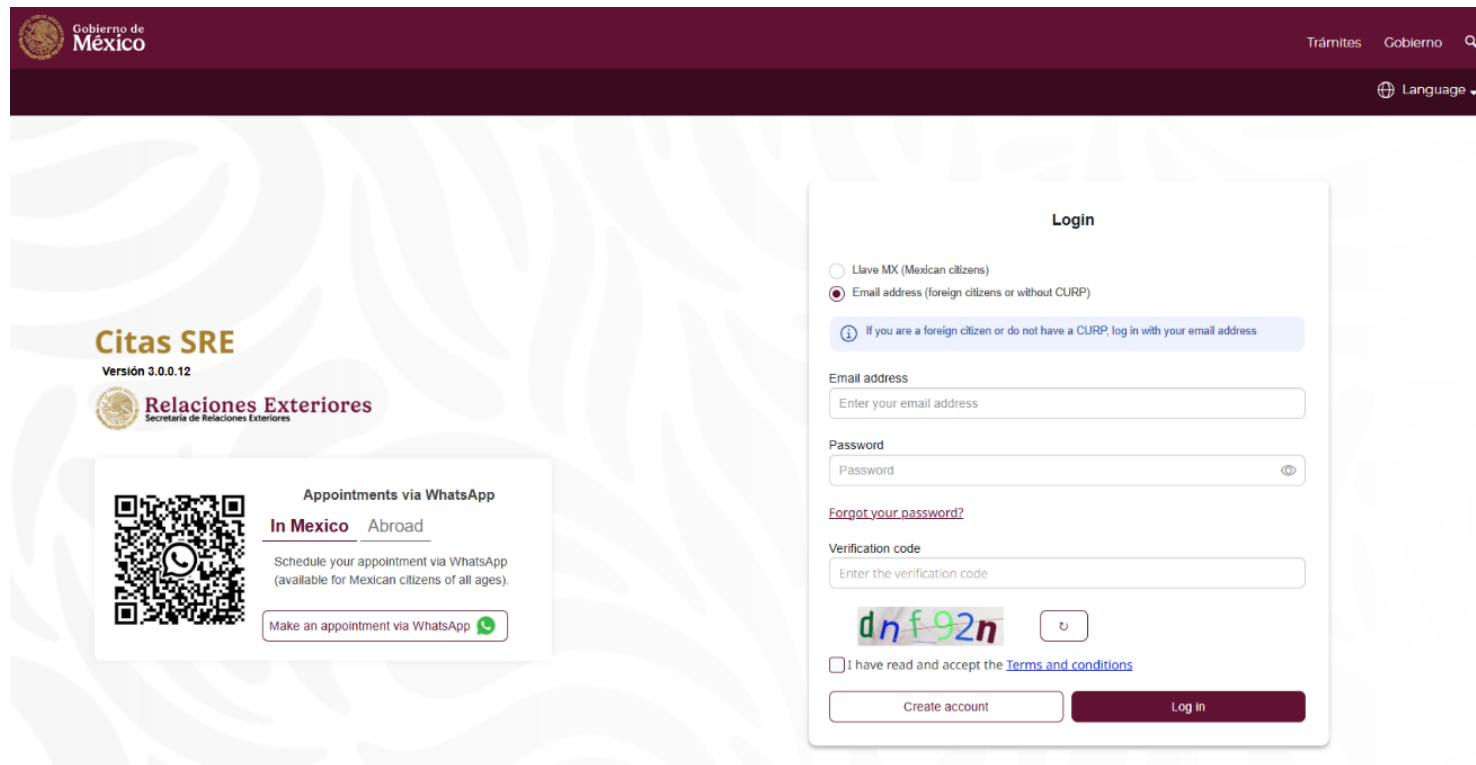
If you have selected an appointment date but have not yet received the official confirmation/authorization, please do not come to the Consular Section. Continue checking the portal and your email for the result of the document review.

Step 1: Access the Appointment Portal

Open the visa appointment website using the link provided by the Consular Section or click [here](#).

- Once the page loads, select: **“Create New Account”**

Make sure to create an account as a foreign/non-Mexican applicant (do not** choose the option for **LLAVE MEX**).*



The screenshot displays the 'Citas SRE' (Appointment SRE) website interface. At the top, a dark purple header bar contains the 'Gobierno de México' logo on the left and navigation links for 'Trámites', 'Gobierno', and a search icon on the right. Below the header, the main content area features a large, faint background image of a Mexican flag. On the left side, there is a section titled 'Citas SRE' with the version 'Versión 3.0.0.12' and the 'Relaciones Exteriores' logo. Below this, a QR code is shown next to the text 'Appointments via WhatsApp' and 'In Mexico Abroad'. A button labeled 'Make an appointment via WhatsApp' is also present. On the right side, a white login form is displayed. The form has a title 'Login' and two radio buttons: 'Llave MX (Mexican citizens)' and 'Email address (foreign citizens or without CURP)'. The 'Email address' option is selected. Below the radio buttons, there is a blue informational box stating: 'If you are a foreign citizen or do not have a CURP, log in with your email address'. The form includes fields for 'Email address' (with the placeholder 'Enter your email address'), 'Password' (with the placeholder 'Password' and a toggle icon), and 'Verification code' (with the placeholder 'Enter the verification code'). There is a 'Forgot your password?' link below the password field. At the bottom of the form, there is a checkbox for 'I have read and accept the Terms and conditions' and two buttons: 'Create account' and 'Log in'.

Step 2: Create Your Account

1. Select “**Oficinas Consulares**” at the **SERVICES** field.
2. Select the country where you would like to apply (**INDONESIA**)
3. Select **YAKARTA** as **Default office**.

You will be asked to provide:

- **Country of birth***
- **Nationality***
- **Name*** (*and middle name if applicable*)
- **Father’s Last Name*** (*If you do not have a family name, have only one name, or have three or more names, please type your name twice*)
- **Mother’s Last Name** (*Optional*)
- **Email address***
- **Mobile phone number***
- **Password***

Important:

- Use an **active email address**, as all appointment confirmations will be sent there.
- Your name must match your passport exactly.
- Keep your password in a safe place.

After completing the form, click: “**Register**”



Create account

* Required fields

* **Services**

Oficinas Consulares ▼

* **Default office**

Select an option ▼

El campo es requerido

* **Name**

Name

* **Primary telephone number**

Cod.  +52 ▼ Tel.

* **Set up a password**

Set up a password 

- ☐ Minimum 12 characters
- ☐ 1 uppercase letter
- ☐ 1 lowercase letter
- ☐ 1 number
- ☐ 1 symbol (!@#\$\$%&*)

* **Country**

Select an option ▼

El campo es requerido

* **Country of birth**

Select an option ▼

* **Father's last name**

Father's last name

Alternate telephone number

Cod.  +52 ▼ Tel.

* **Confirm password**

Confirm password 

State

Select an option ▼

* **Nationality**

Select an option ▼

Mother's last name

Mother's last name

* **Email address**

Email address



Code 

Cancel

Register

Step 3: Verify Your Email

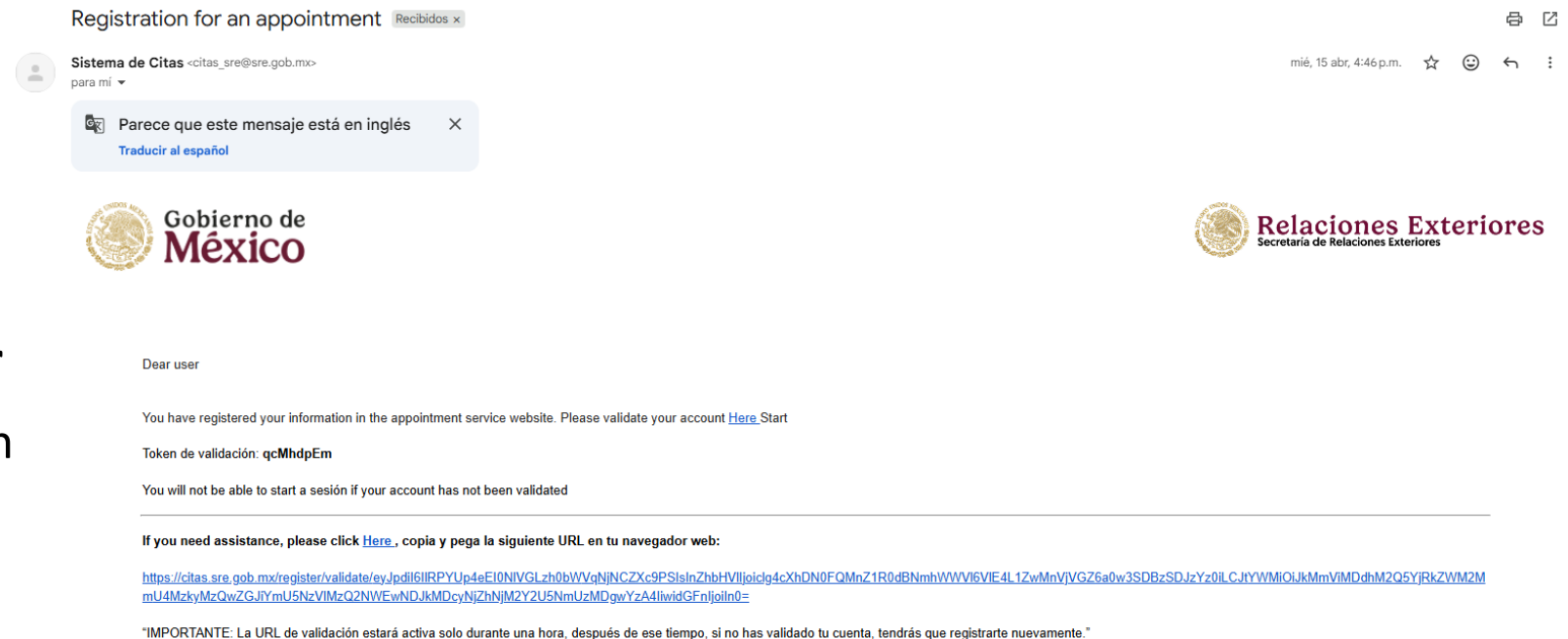
After registration, check your inbox.

You will receive a verification email.

1. Open the email
2. Click the verification link
3. Your account will then be activated

If you do not receive the email:

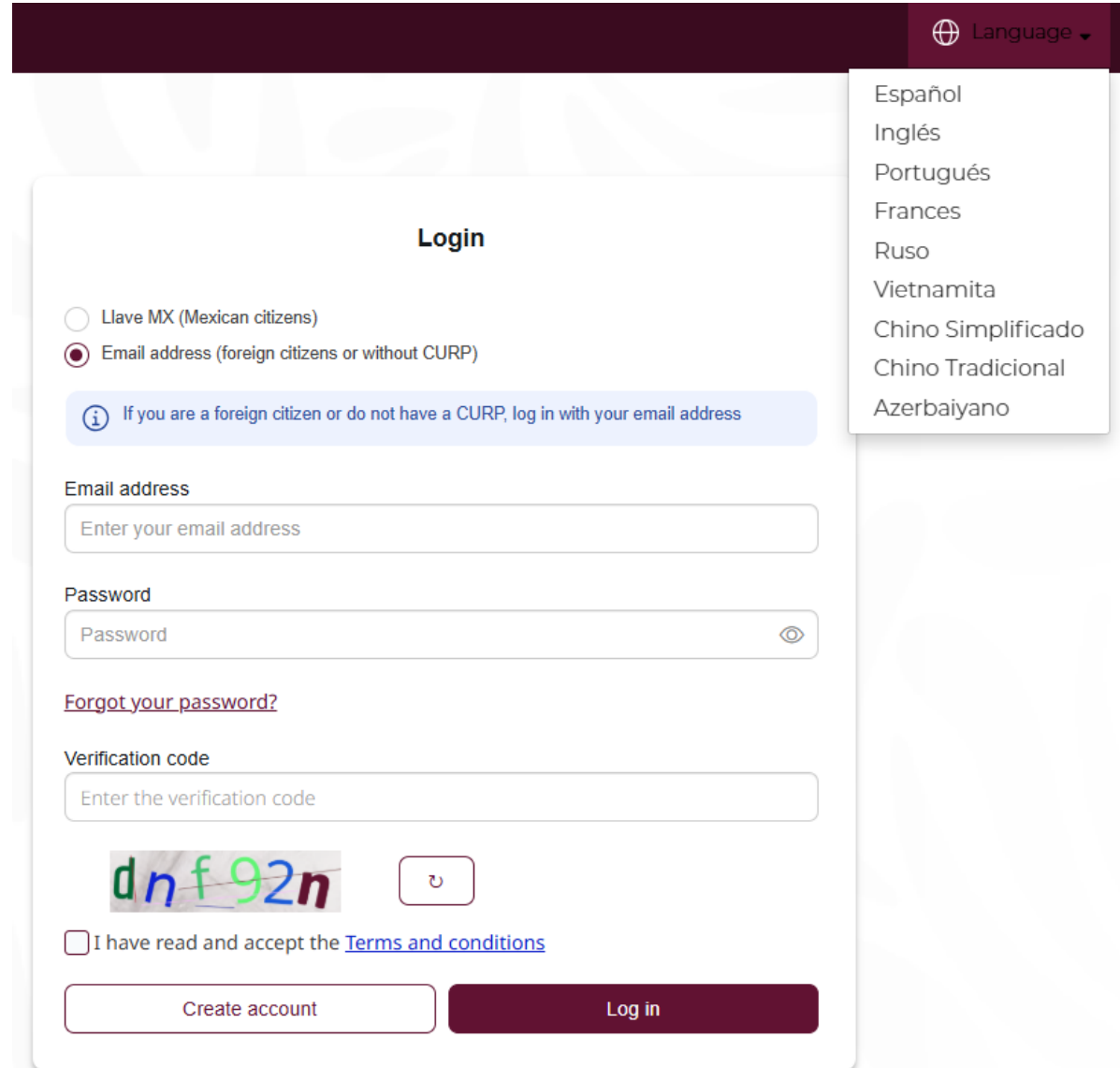
- Check your **Spam / Junk folder**
- Wait a few minutes and refresh your inbox



Step 4: Log In to Your Account

Return to the appointment portal and log in using:

- Your registered email
- Your password
- Make sure you enter correctly the verification code and check the Terms and Conditions box.

The image shows a login portal interface. At the top, there is a dark purple header bar with a globe icon and the text "Language" followed by a dropdown arrow. Below this, a language selection menu is open, listing: Español, Inglés, Portugués, Frances, Ruso, Vietnamita, Chino Simplificado, Chino Tradicional, and Azerbaiyano. The main content area is a white box titled "Login". It contains two radio buttons: "Llave MX (Mexican citizens)" and "Email address (foreign citizens or without CURP)". The "Email address" option is selected. Below the radio buttons is a light blue informational box with an information icon and the text: "If you are a foreign citizen or do not have a CURP, log in with your email address". There are three input fields: "Email address" with the placeholder "Enter your email address", "Password" with the placeholder "Password" and a toggle eye icon, and "Verification code" with the placeholder "Enter the verification code". Below the verification code field is a CAPTCHA image showing the characters "dnf92n" and a button with a refresh icon. At the bottom, there is a checkbox labeled "I have read and accept the" followed by a link to "Terms and conditions". There are two buttons at the very bottom: "Create account" and "Log in".

Step 5: Start a New Appointment Request

After logging in, go to **“My Procedures”** and select: **“Schedule”**

Gobierno de México

SRE Appointments V3.0.0.12 Check appointments

SRE Appointments

My procedures

Trámites Gobierno 🔍

 Language ▾  PAK RICARDO BECE ▾

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.

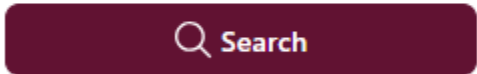
Folio	Date	Time	Applicant	Office	Service	Status	Actions
You don't have any ongoing procedure							

Procedure alternatives

Attention!: Select only the one that you need

Search by CURP

Applicant's CURP

 Search

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](#)

Step 6: Enter Applicant Information

Complete all required fields exactly as they appear in your passport:

- Full name
- Passport number
- Nationality
- Date of birth
- Gender
- Purpose of travel
- Planned date of travel
- Double-check all information before continuing.

* First Name:	* Last Name:	second surname:
introduce first name	Introduce last name	Introduce second surname
* Date of birth:	* Gender:	* Nationality:
YYYY-MM-DD	Select an option	Select an option

Select “Visa”.

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**

Enter data

Appointment Category

You will then need to choose:

- **Visa Category**

Select the visa type corresponding to your purpose of travel, for example:

- Visitor Visa (***Visitante sin permiso***): Tourism / Business / Conference
- Temporary Resident Visa (***Residente Temporal***)

Important: Please ensure you select the correct category. Appointments booked under the wrong process will be cancelled.

Procedure Visas

* Required fields

* Procedure type:

Sin permiso del INM

* sub-procedure:

Select an option

- Visitante sin permiso para realizar actividades remuneradas
- Visitante sin permiso para realizar actividades remuneradas larga duración
- Visitante con permiso para realizar actividades remuneradas
- Residente temporal
- Residente temporal estudiante
- Residente permanente

← Back

Add Procedure →

 You may also go directly to an office to receive assistance. Some procedures do not require an

Step 7: Add Family Members (If Applicable)

The system allows you to schedule appointments for:

- Yourself
- Immediate family members (dependents, spouse, sons, or daughters)

Each applicant must have complete individual information.

Important Note:

You may complete the process for yourself or for an immediate family member (dependents, daughters, or sons). Agents and third parties are not authorized to book appointments on behalf of others or to charge for this process. Visa appointment scheduling services are free of charge, and any appointments made through a third party will be cancelled.

Applicant's information

BUDI PROWANTO

* Required fields

Place of birth

* Country:

Select an option

▼

El campo es requerido

City:

Introduce City

Additional information

* Marital Status:

Select an option

▼

Additional information

- ☐ Is the applicant naturalized?
- ☐ The applicant has a disability and requires assistance to complete the procedure

Address of

* Country:

Select an option

▼

El campo es requerido

Emergency contact details

Your emergency contact is important

* First name(s):

Enter first name(s)

* First last name:

Enter first last name

Second last name:

Enter second last name

Email address:

Enter your email address

* Primary phone:

Código

+62

▼

Teléfono

Additional phone:

Código

+62

▼

Teléfono

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

Step 8: Upload Supporting Documentation

You will be required to upload all supporting documentation corresponding to your visa category.

Examples may include:

- Visa application form
- Passport copy
- Proof of legal stay in Indonesia
- Financial documentation
- Invitation letter
- Employment letter
- Academic or professional credentials
- Recent photograph

Step 8. Upload all required visa documents

Applicant's address
BUDI PROWANTO

* 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.loadFile2 appointment.stepThree.documents.loadFile3 appointment.stepThree.documents.loadFile4 ↗
Documento Complementario	Solvencia económica Financial solvency ?	appointment.stepThree.documents.loadFile2 appointment.stepThree.documents.loadFile3 appointment.stepThree.documents.loadFile4 ↗
	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 →

Upload all required visa documents, including your passport, financial documents, and supporting documents. All documents must be uploaded in PDF format and **must not exceed 1 MB** per file. If you have additional supporting documents, **you may merge** them into a single PDF and upload them in the appropriate document section, provided that the total file size does not exceed 1 MB for each section.



The appointment is pending validation

We inform you that your appointment is currently in the validation process by the consular office. Once the analysis is completed, you will receive an email notification confirming your appointment. Please check your inbox and spam folder in a timely manner.

[Go to applications inbox](#)

Step 9: Internal Document Review

Once your documents have been submitted, the Consular Section will conduct a thorough review.

After review, you will receive **one of the following responses by email:**

A) Appointment Confirmation

If all documentation complies with the requirements, you will receive:

- Appointment date
- Appointment time
- Payment instructions
- Additional instructions for your interview

B) Request for Corrections or Additional Documents

If any document is incomplete, incorrect, missing, or requires clarification, you will receive instructions to:

- Correct submitted information
- Upload additional documentation
- Resubmit specific files

Please note:

Appointments are only scheduled after the documentation review has been completed successfully.

Step 10: Schedule Your Appointment (If Enabled)

Available appointment slots will appear on the calendar.

Select:

1. Available date
2. Available time slot

If no appointments appear:

- The calendar may be fully booked
- Please check again later

Please note that the appointment date selected in the system is not an authorization to attend the Consular Section. The selected date is used to secure a potential appointment slot while your application and supporting documents undergo review.

Please select an appointment date that is at least seven (7) working days after the date of your application submission to allow sufficient time for the Consular Section to review your documents.

Select and schedule a visa appointment.

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

May 2026

< > today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	25 selections	26 selections	27	28	29	30
31	1	2	3	4	5	6

Availability

● high availability

● poor availability

● limited availability

09:00am

Step 11: Confirm the Appointment

Review all submitted information carefully.

Once confirmed, click: **“Submit” / “Confirm Appointment”**

You should receive:

- An on-screen confirmation
- A confirmation email

Step 12: Download and Print Confirmation

Please:

- ✓ Download the appointment confirmation
- ✓ Print a hard copy
- ✓ Bring it on the day of your appointment

Do not attend the Consular Section simply because an appointment date appears in the system. You may **only attend the appointment after you have received an official appointment confirmation/authorization from consularino@sre.gob.mx**

Step 13: Attend Your Appointment

On your interview and biometric appointment date, kindly bring:

- Passport (original)
- One photocopy
- Printed appointment confirmation
- All original supporting documents
- One hard copy of all supporting documentation
- Payment receipt (if applicable)

Important Reminders

Before booking:

Please make sure your supporting documents are complete.

Bring to your appointment:

- Passport (original)
- One photocopy of passport
- Printed appointment confirmation
- All supporting documents (original + 1 copy)

Please note:

- Digital submission only initiates the review process
- Original documents must be presented during the interview
- Incomplete documentation may result in:
 - Appointment rescheduling
 - Processing delays
 - Visa refusal

Travel arrangements: Do not purchase airline tickets before your visa is issued

If You Experience Technical Issues

If you encounter problems such as:

- Unable to create account
- Verification email not received
- Calendar unavailable
- Login issues

Please contact the Consular Section at consularino@sre.gob.mx and include:

- Full name
- Passport number
- Nationality
- Screenshot of the error message