

Start with your actual facts

Complete locally or print. Do not put passport numbers or sensitive records in this worksheet.

Before ordering documents, record what you can prove and what you still need to ask.
Leave uncertain answers blank and mark them for review.

1. Qualification

Exact award / qualification

Institution and country

Graduation date and study format

Institutional verification contact

2. What are you trying to accomplish?

Visit, temporary residence, possible future permanent residence, or still deciding?

Likely move window / planned trips outside Ecuador

Source of funds: describe savings, investment sales, earnings or recurring payments.

A balance and recurring income are different facts. Record the real source; confirm which evidence is accepted before selecting a route.

Compare routes: ecupass.com/compare

Build two document folders

Use H = have, R = request, C = confirm, N/A = confirmed not applicable.

The rows below are review prompts, not a universal document checklist. Record who will confirm the requirement before you pay to prepare it.

1. Degree recognition

Award document

Status

Next action / owner:

Academic record / study duration

Status

Next action / owner:

Field-of-study evidence

Status

Next action / owner:

Study-format evidence, if applicable

Status

Next action / owner:

Institution contact / name differences

Status

Next action / owner:

2. Visa application

Identity / photo / registration evidence

Status

Next action / owner:

Background records / residence history

Status

Next action / owner:

Means-of-living evidence / other case items

Status

Next action / owner:

[Official degree-recognition requirements \(click to open\)](#)

[Official professional-visa procedure \(click to open\)](#)

Turn the list into a sequence

Choose the next action you can take without assuming an approval or decision date.

1. Track one priority document

Document and issuing authority

Authentication authority / language requirement to confirm

Requested / issued / authenticated / reviewed dates

Validity rule and source confirming it

2. Keep the budget in separate lines

Government charges (verify current amounts)

Records, authentication, translation and courier quotes

Private support: included work, exclusions and quoted fee

3. Ask one useful question

Suggested prompt: Which route fits these facts, and which document should I request next?

Talk to Chip about your next step - EcuaPass.com/intake