

Ecuapass

Ecuador Visa Subsanación Response Guide

Prepare and submit the corrections requested in your existing eVISAS application.

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This guide covers ordinary visa applications. International protection, appeals, transfers and renewals can have different rules. Use your actual notification and applicable law for your case.

Informational guide, not individualized legal advice. Ecuapass is independent of the Ecuadorian government. Official sources checked on 9 October 2026; portal screens and requirements can change.

02 Read your notification

A subsanación is a request to correct an omission or deficient requirement in an application. The Ministry may ask for missing, incomplete or unreadable evidence. A request for correction gives you an action to complete; it is different from a notified resolution denying the visa. [S4, art 12(3.1)]

1 Save the full message

The Ministry’s overview says missing-information requests arrive by email. Save the message, attachments and any corresponding portal notice. Keep the application number and the notification date and time. Check the email account used for the application, including spam folders. [S2; S6, arts 164 to 165]

2 Extract five facts before responding

Find this	Record this
Case reference	The número de trámite, solicitud or expediente that identifies your existing application.
Each correction	Every requirement or observation, including the legal, technical or financial basis given.
Deadline	The stated date or response period, the notification timestamp and any time zone shown.
Affected evidence	The document, application field, date range, name or eligibility requirement at issue.
Submission instructions	Where to respond, what to upload and whether an explanation, interview or other action is requested.

3 Translate the action words

Subsanar means to correct or complete. Observación del funcionario is the reviewing officer’s comment. Requisitos are requirements; adjuntar or cargar means attach or upload. Término means working days under the mobility regulation; plazo means all days. Desistida means treated as withdrawn; negativa is a denial. [S3; S5, art 4; S4]

Illustrative request summary

HYPOTHETICAL EXAMPLE. This is an Ecuapass summary, not an actual government notification: “For application EXAMPLE-001, provide the complete Spanish translation of the attached certificate. Respond within 10 working days of notification through the existing application.”

Break it into a task: identify the certificate, obtain the complete required translation, confirm the due date, and submit it through that case. Your actual notice controls the items you must address, subject to applicable law. If its wording is unclear, request clarification promptly while preparing the response.