

CURP: Clave Única de Registro de Población

This is roughly translated as an Individual Registration Code for the general population. It's a requirement of the Mexican Education Secretariat for the registration of all students, including foreign nationals who will not yet be studying in Spanish. For families employed by an international company, their human resources staff should take care of this at the time they process visas. For all other families, you'll need to submit the following documentation at the Palacio Federal located at Av. Alcalde #500, on the fourth floor. The phone number is 3942-0290 and the person who processes this is Mayra Yuref Alvarez Pulido. Office hours are Monday-Friday 9:00 a.m. to 1:00 p.m. Parking is difficult-best to go with a driver or in a cab.

- Passport (original and copy of the page with the photo and signature) of the parent who is requesting the CURP.
- Birth certificate (original and copy) of the child, proving the relationship parent/child.
- Passport (original and copy of the page with the photo and signature) of the child for whom the parent is requesting the CURP.
- Current Visa (original and copy, tourist, FM2 or FM3 – front and back of plastic or page) of the child.

There is no cost for this process. There could be long lines or you could find the office practically empty. There is a guard at the door who may ask you what you're there to accomplish. I suggest you place your papers all in a folder and write, "SOLICITUD CURP" in large letters on the front so it's easy for them to see and guide you. The actual submission of documentation is quite quick, once you've made it to the front of the line at the appropriate window. You will be instructed to check a webpage within 3-4 days for the Code. Sometimes it's there in a matter of hours and other times we've seen it take a week or more to appear. You will not be asked to return to the office.

Please send us the CURP as soon as you receive it. We don't need any official printout; just send it to us by email at admissions@asfg.mx . We'd love to hear any feedback you may have that could help others with this process in the future. Feel free to call or write with any questions or doubts you may have: 3648-2410, 11 or 12.