

Republic of the Philippines
Department of Justice
BUREAU OF IMMIGRATION
Manila

MCL-08

NOTICE TO ALL APPLICANTS/PETITIONERS

To avoid the summary denial / delay of your applications/petition, please be advised of the following:

1. All sworn statement or affidavits must be duly notarized.
2. Documents executed outside of the Philippines must be authenticated by the Philippine embassy/consulate official of the Philippine Foreign Service at the place of issuance or nearest to it, with English translation, if written in other foreign language. Any document executed within the Philippines must be duly certified by the offices having official custody of the originals.
3. All documents required for submission must be arranged in the order as listed hereunder; otherwise your application or petition cannot be processed immediately.

**CHECKLIST OF DOCUMENTARY REQUIREMENTS
FOR APPLICATIONS FOR CONVERSION TO STUDENT VISA**

(Section 9, paragraph F)

1. () Duly notarized letter request from the applicant;
2. () Duly notarized General Application Form accomplished by the applicant (BI Form No. MCL-07-01);
3. () Original copy of the Notice of Acceptance (NOA) containing a clear Impression of the school's official dry seal or a duly notarized written endorsement from the school for the conversion of the applicant's status signed by the school's Registrar;
4. () Original copy of Medical Certificate issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution with competence to certify that the applicant is not afflicted with any dangerous, contagious or loathsome disease and is mentally fit;
5. () Plain photocopy of the applicant's passport showing applicant's bio-page, admission stamp and authorized stay of at least twenty (20) calendar days from date of filing;
6. () National Intelligence Coordinating Agency (NICA) Clearance; and
7. () Bureau of Immigration (BI) Clearance Certificate.

CERTIFICATION

This is to certify that the documents submitted in support of the application/petition for _____ are complete and in order.

Bureau of Immigration
Legal Officer of the Day:

Signature over printed name

Date