



Student Visa Conversion Process

DOCUMENTARY REQUIREMENTS FOR STUDENT VISA CONVERSION

1. **Authenticated Transcript of Records (TOR)**
 - a. TOR should be officially translated to English and authenticated by the Philippine Foreign Service Post (PFSP) located in the student's country of origin or country where graduated. **This document must be secured prior to arrival in the Philippines to avoid delays.**
 - c. For graduates of Philippine schools or universities, authentication is done by the Department of Education (DepEd) for high school graduates or Commission of Higher Education (CHED) for college graduates and the Department of Foreign Affairs.
2. **[Bank Certificate and Notarized Affidavit of adequate financial support](#)** (or notarized notice of grant for institutional scholars). **The Bank Certificate should be authenticated if it is acquired from the student's country of origin. These documents must be secured prior to arrival in the Philippines to avoid delays.**
3. **Authenticated Police Clearance Certificate** – issued by the National Police Authorities in the student's country of origin. **This document must be secured prior to arrival in the Philippines to avoid delays.**
4. **National Bureau of Investigation (NBI) Clearance** – for those who resided in the Philippines for more than 59 days at the time he/she applies for visa conversion.
5. **Applicant's Notarized Letter of Request for Student Visa conversion.**
6. **NICA** (National Intelligence Coordinating Agency) Clearance.
7. **[Notarized General Application Form](#)** (BI Form MCL 07-01).
8. Original copy of the **Medical Certificate issued by the Bureau of Quarantine** and the International Health Surveillance. **This document secured upon arrival in the Philippines.**
9. **[Student's Personal History Statement \(PHS\)](#)** – Three (3) original copies each with a coloured 2x2 picture and thumbprints.
10. Photocopy of **photo-data page of the student's passport** and the stamp of latest visa and latest arrival.
11. Original copy of the ***Notice of Acceptance (NOA)** containing a clear impression of the school's official dry seal and signed by the school Registrar.

* NOA is issued by the DLSU-M Office of the University Registrar through the Office of Student LIFE.