

**De La Salle University  
2401 Taft Avenue Manila, Philippines  
INTERNATIONAL CENTER**



## **Student Visa Conversion Process**

### **DOCUMENTS REQUIRED FOR STUDENT VISA CONVERSION:**

1. **NICA Clearance** (National Intelligence Coordinating Agency)
  - *Submit the BASIC APPLICATION FORM at the Bureau of Immigration, NICA Office 3<sup>rd</sup> Floor Main Building*
  - *Claim the NICA Clearance after 2 weeks*
  - *This is FREE. Express Lane Fee is required for URGENT release of the NICA Clearance*
2. **Applicant's Letter of Request for Student Visa conversion** (should be NOTARIZED).
3. **General Application Form** (BI Form MCL 07-01, should be NOTARIZED).
4. **Medical Certificate** issued by the **Bureau of Quarantine**.
5. Photocopy of passport's **photo-data page**, stamp of **latest arrival**, and **tourist visa stamp**.
6. Original copy of the **\*Notice of Acceptance (NOA)** and **Endorsement Letter** containing a clear impression of the school's official dry seal and signed by the school Registrar.
  - *Will be issued by the INTERNATIONAL CENTER to the student*