

Documents Required for Student Visa (9f) Processing

For those under TOURIST VISA or other visa types:

1. Letter of Request from the applicant;
2. Notarized General Application Form (BI Form No. MCL-07-01);
3. Original copy of Notice of Acceptance (NOA) or a duly notarized written endorsement from the school signed by the school's Registrar;
4. Original copy of Medical Certificate issued by the Bureau of Quarantine;
5. Plain photocopy of the applicant's passport bio-page, latest admission and authorized stay;
6. NICA Clearance (notarized); and
7. Bureau of Immigration (BI) Clearance Certificate.

For new IS, the Acceptance Letter and Endorsement Letter from the school are released only after enrollment.

Bureau of Immigration Schedule of Charges:

Foreign Student Fees (9f) - P2,000	
Application Fee _____	500
Express Fee _____	1,000
Conversion Fee _____	1,000
Implementation Fee _____	1,000
Visa Fee _____	1,000
Legal Research Fee _____	40
BI Clearance _____	1,010
ACR and CRTS _____	3,270.00
TOTAL _____	9,820.00

FOLLOW THE STEPS BELOW:

1. Secure all documents and present them to the International Center Coordinator.
 2. Request for Letter of Acceptance and Endorsement Letter from the International Center.
 3. Submit all documents at the Bureau of Immigration.
 4. After release of the Student Visa, apply for ACR I-Card at the BI.
 5. Submit photocopy of Student Visa and ACR I-Card to International Center.
- *Term of Visa is one (1) year for the first issuance. Extension is done every six (6) months.*
 - *Payment of the Annual Report Fee is done every January and February of each year. The Receipt should be submitted to the IS Coordinator.*

Requirements for EXTENSION of Student Visa

1. Notarized General Application Form (BI Form No. MCL-07-01);
2. ACR I-CARD;
3. **Letter of Acceptance** from school for the coming semester duly signed by the school Registrar/ student's registration card/enrollment;
4. Certified true copy of **Transcript of Records** or certified true copy of the grades for the last term;
5. True photocopy of the applicant's **passport bio-page, latest admission and authorized stay;** and
6. Bureau of Immigration (BI) Clearance Certificate.

- Letter of Explanation is required for late extension of student visa.
- Additional payment of P1,010.00 is charged for expired visa.

De La Salle University
2401 Taft Avenue Manila Philippines
INTERNATIONAL CENTER

Student Visa Conversion Process



INTERNATIONAL CENTER
SJ Building Room 207

Contact Information: 525-6727 / 5244611 local 289
rhodora.caballero@dlsu.edu.ph
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Student Visa Conversion

In order for an international student (IS) to study at DLSU, he/she must be admitted first to the programs and must have a valid visa, usually a Student visa (9f). Dependents under working or investor's visa (9g and 47a2) who have turned 21 years old need to convert to Student visa. Dependents of Diplomat visa (9e) are exempted from securing a Student Visa provided their parents or principals do not lose their admission category. In the latter case, dependents of 9e must secure Student



A valid visa, usually a STUDENT VISA, is required to study at DLSU.

Visas to continue studying.

After passing the College Entrance Test (for undergraduate students) and the Graduate Admissions Qualifying Examination (for graduate student) at DLSU, the IS needs to secure a Clearance from the International Center (SJ Building, Rm. 207).

The following documents are required before the issuance of the Clearance:

a) Visa Copy or Special Study Permit (SSP) for

IS below 18 y.o.;

b) ACR I-Card;

c) Passport Validity page (photo-data page and visa stamp on passport);

d) 1 pc. 2X2 picture;

e) and other related legal documents.

ALL PAYMENTS SHOULD be made at the Accounting Office ONLY, located at the LS Lobby.

IMPORTANT REMINDERS!

1. 30 DAYS conditionality status is given to new IS applicants based on the completeness of the required documents.
2. Failure to secure a valid visa within 30 days after the start of classes will result in automatic enrollment cancellation without refund.
3. For newly-arrived IS on tourist visa or special entry privileges, have your stay waived to fifty-nine (59) days at the BI within seven (7) days of your arrival.
4. Missionary/Working Visa (9g), Special Investors' Resident Visa (47a2), and most visa types must be downgraded to tourist visa for a period of fifty-nine (59) days before conversion to Student Visa.
5. Current Tourist Visa must have at least four (4) weeks of extension prior to submission of the requirements for Student Visa conversion.
6. Those who are given their last Tourist Visa extension by the BI will be asked to leave the country and come back under a new Tourist Visa.
7. Documents for Student Visa processing are independent from the Admission application requirements.
8. During the period of the IS' stay as a DLSU student, he/she is required to submit a photocopy of UPDATED Visa, I-Card and other legal documentary requirements to the International Center.
9. International students below 18 years old cannot be issued a student visa, hence, they are required to submit a Special Study Permit (SSP), an ACR I-Card, and the corresponding SSP stamped on their passport.



ADDRESSES:

Bureau of Immigration (BI)

Student Desk
Magallanes Drive, Intramuros Manila
Phone: +63(2) 338-4454
Website: www.immigration.gov.ph

Bureau of Quarantine

25th and Delgado Sts., Port Area, Manila
Phone: (02) 245-3027
Website: www.doh.gov.ph/bighs/main.htm