**APPLY Student Visa (9f) CONVERSION**

Tourist visa (9a) ➔ Student visa (9f)

**PREPARE THE FOLLOWING:**
1. Letter of Request from the applicant
2. BI Consolidated General Application Form (CGAF)
3. Certificate of Enrollment for the current term
4. Letter of Endorsement from the University Registrar
5. Original copy of Medical Certificate issued by the Bureau of Quarantine
6. Original copy of student’s passport with at least two (2) months Tourist Visa
7. Photocopy of your DLSU ID, front and back
8. Duplicate copy of DLSU Official Receipt of visa payment

**FOLLOW THESE STEPS:**
1. Go to the International Center to submit/accomplish the documents specified above (except #3, 4, and 8).
2. Pay the visa fee at the DLSU Accounting Office.
3. Submit duplicate O.R. (yellow copy) at the International Center and get DTS number to follow up your visa processing status.
4. Wait for notice (SMS or phone call) from the International Center for your Biometrics (finger-printing and photo capturing) at the BI.
5. Use your DTS number to check the progress of your visa processing by logging in at http://enroll.dlsu.edu.ph/dlsu/dts.

Approximate processing time for student visa conversion is six (6) weeks. Claim your passport and ACR I-Card at the International Center.

- **Visa validity is 1 year.**
- **Apply for extension at the International Center 2 (two) months before your student visa expires.**
- **Penalty of Php20,000 applies to international students who enroll for the Term without valid student visa.**
- **The University, through the International Center, applies/processes for the Student Visa at the BI.**

**APPLY Student Visa EXTENSION**

Go to the International Center and submit the following:
1. Consolidated General Application Form (CGAF)
2. Original passport and ACR I-CARD
3. Certificate of Enrollment for the current Term
4. Certification of grades for the two previous terms
5. Annual Report Receipt for the current year
6. Photocopy of DLSU ID, front and back

**Additional Requirements:**
- Transferees: http://www.dlsu.edu.ph/students/international/requirements/add-change-address.pdf
- Change of Address in ACR I-Card: http://www.dlsu.edu.ph/students/international/requirements/add-change-address.pdf

**FOLLOW THESE STEPS:**
1. Go to the International Center to submit/accomplish the documents specified above (except #3 and 4).
2. Pay the visa fee at the DLSU Accounting Office, and submit duplicate O.R. (yellow copy) at the International Center.
3. Get DTS number to follow up your visa processing status. Use your DTS number to check the progress of your visa processing by logging in at http://enroll.dlsu.edu.ph/dlsu/dts.
4. Claim your processed SSP and ACR I-Card at the International Center.

- **Validity of Visa Extension is one (1) year**
- **Approximate processing time for student visa extension is four (4) weeks.**

**APPLY Student Special Study Permit (SSP)**

Go to the International Center and submit the following:

a) Original Passport with at least two (2) months Tourist Visa
b) 2 pcs 2x2 colored picture with white background
c) ACR I-Card (if available)
d) Copy of SSP during the previous Term (if available)

(continued: Apply SSP)

**Follow these steps:**
1. Fill out the BI Consolidated General Application Form (CGAF)
2. Letter of Request for SSP.
3. Pay the SSP/ACR Fee at the DLSU Accounting Office and submit duplicate O.R. (yellow copy) at the International Center.
4. Get DTS number to follow up your visa processing status. Wait for notice (SMS, phone call, FB announcement, DLSU Gmail) from the International Center for updates.
5. Use your DTS number to check the progress of your SSP processing by logging in at http://enroll.dlsu.edu.ph/dlsu/dts.
6. Claim your SSP and ACR I-Card at the International Center.

- **SSP is valid for one (1) Term only. It should always be accompanied with an updated Tourist Visa.**

How to apply for
STUDENT VISA (9f) and
Special Study Permit (SSP)
Enrollment for the succeeding term will be put on hold for those IS who will not be able to submit nor update their documents.

Cancellation of enrollment without refund is done when the IS fails to submit his/her updated visa within the current term.

International students who fail to process/submit a valid visa/SSP for the Term/s enrolled pay a penalty fee of not less than PHP20,000.00 at the Bureau of Immigration.

An updated list of IS who have not completed their requirements is given to the Colleges and the Office of the University Registrar for their information and action.

For further inquiries, visit the International Center or email erio@dlsu.edu.ph

**IMPORTANT REMINDERS!**

The International Center (IC) handles the collection, monitoring and updating of international students’ visa records in the University. The Philippine Bureau of Immigration (BI) and the Commission on Higher Education (CHED) require visa documents to be filed and updated at all times, as these documents are necessary for monitoring IS.

A regular report is generated and submitted by IC to the government agencies concerned.

International students are reminded to always update their visa documents at the International Center by following these steps:

1. Submit photocopies (bring original for verification purposes) of your visa, passport and I-Card during office hours: Mon-Fri 8:00 a.m. to 5:00 p.m. at the International Center.
2. Initially, the DLSU ID of those IS who will not be able to submit nor update their documents will be temporarily regulated/invalidated pending compliance with the policy.

The following documents are required before the issuance of the Clearance for Confirmation (photocopies only but bring original for verification):

a) Visa Copy
b) ACR I-Card/SIRV Card/SRRV Card
c) Passport Validity page (photo-data page and visa stamps)
d) 2 pcs. Colored 2X2 picture
e) Annual Report Receipt

The visa for study to be used at DLSU must be valid upon the date of enrollment, otherwise, the International Center will not issue the Clearance for Confirmation.

International students pay a penalty fee of PHP20,000.00 at the Bureau of Immigration for failure to process a student visa or Special Study Permit during the Term enrolled.

For Filipinos born abroad and dual citizens, please visit this link for the procedure of your confirmation: http://www.dlsu.edu.ph/students/international/how_to_apply/confirmation-dual-citizens.asp

Email erio@dlsu.edu.ph for further inquiries.

**BUREAU OF IMMIGRATION**
Magallanes Drive, Intramuros Manila
Phone: +63(2) 465-2400
Website: www.immigration.gov.ph

**STUDENT VISA SECTION**
Second Floor, Civic Center Building C. Quezon City Hall Complex, Quezon City
Phone: +63(2) 433-1466; Fax # +63(2) 433-1466

**Ninoy Aquino International Airport Terminal 2**
NAIA Terminal 2, Centennial Terminal, MIA Road, Pasay City, 1300
Arrival: 879-6018
Departure: 879-6017
Admin.: 879 6016

**Bureau of Quarantine**
25th and Delgado Sts., Port Area, Manila
Phone: +63(2)5274678
Website: http://www.doh.gov.ph/boq/orgchart.html

**National Bureau of Investigation**
NBI Clearance Building
United Nations Avenue, Ermita
Manila Philippines 1000
Phone: (+63) (2)-523-8231 to 38
Fax: (+63) (2)-526-1216
director@nbi.gov.ph