CHECKLIST FOR STUDENT VISA CONVERSION

1. **Applicant’s Letter of Request for Student Visa conversion**

2. **General Application Form** (2 copies, with 2 pcs 2X2 colored picture)

3. Original copy of the
   a) **Original or Certified True Copy of Notice of Acceptance** (issued by the Office of Admissions and Scholarship)
   b) **Endorsement Letter** (prepared by the International Center)

4. **Medical Certificate** issued by the **Bureau of Quarantine** *(Address: 25th and Delgado Sts., Port Area, Manila / Phone: (02) 245-3027/ Website: www.doh.gov.ph/bighs/main.htm)*
   (International students have an option to do the laboratory examinations in a clinic or hospital of their choice, and then present the Laboratory Results at the Bureau of Quarantine for the Medical Certificate. Lab exams include:
   a. Chest X-ray (bring the original of your X-ray plate)
   b. Urine Analysis
   c. Stool Analysis
   d. Blood Serology tests – VDRL test (Venereal Disease Research Laboratory Slide Test) and RPR test (Rapid Plasma Ragin Test)

5. Photocopy of passport’s **photo-data page**, stamp of **latest arrival**, and **tourist visa stamp valid at least one (1) month.**

6. **NICA Clearance** *(National Intelligence Coordinating Agency) - FREE*
   - Submit the **BASIC APPLICATION FORM** at the Bureau of Immigration, **NICA Office 3rd Floor Main Building**
   - Get your **Claim Stub with the date of release**
   - Submit the **Claim Stub to I.C.**

7. Photocopy of DLSU ID, front and back

8. **Official Receipt of Visa Payment** *(Yellow copy, duplicate)*

**IMPORTANT!**

*Pursuant to Executive Order 285 (E.O.285), starting 2nd Semester SY2011-2012, the school shall exclusively represent international students in obtaining Student Visa conversion and extension, Special Study Permit and ACR I-Card from the BI.*