



International Center
Office of the External Relations and Internationalization

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/biqhs/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.