

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 enrolls for the Term without valid student visa.**

◇ *The University, through the International Center, applies/processes for the Student Visa at the BI.*

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.**

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-r-change-address.pdf>
- Change of Address in ACR I-Card:
<http://www.dlsu.edu.ph/students/international/requirements/add-r-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 you 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.*



External Relations and
Internationalization Office

How to apply for STUDENT VISA (9f)

and

Special Study Permit (SSP)



INTERNATIONAL CENTER

erio@dlsu.edu.ph

(02) 525-67-27 / (02) 524-46-11 local 289

<http://www.dlsu.edu.ph/students/international/>

www.facebook.com/dlsuis

DLSU Visa Requirements

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, SIRV, 47a2, and other visa types) who are **21 years or older** need to convert to 9F. Dependents of Diplomatic visa (9E) and SRRV holders are exempted from securing 9F provided their parents or principals do not lose their admission category. In the latter case, dependents must secure 9F to continue studying. After passing the DLSU College Admission Test (for undergraduate students) and the Graduate Admissions Qualifying Examination (for graduate students) at DLSU, the IS needs



Dependents who are 21 years or older need to convert to 9F.

to secure a Clearance for Confirmation from the International Center.

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.



(Source: www.expatch.org)

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

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 temporary regulated/invalidated pending compliance with the policy.

FAILURE TO COMPLY WITH THE VISA REQUIREMENTS OF THE DE LA SALLE UNIVERSITY

- ◆ 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

Always pay your visa fees at the DLSU Accounting Office located at the LS building, ground floor.