



CIESOL ENROLLMENT REQUIREMENTS AND PROCEDURE

For Foreign Students
Effective January 2019

REQUIREMENTS

For tourist visa – 9A (with existing and valid ACR I-Card)

- A. To be provided by the student applicant:
- Original passport and I-Card
 - Photocopy of valid passport and recent entry visa with at least one-month validity
 - Photocopy of valid I-Card
 - Three (3) 2x2 colored photo with white background (without eyeglasses)
- B. Available at the CIESOL Office:
- General Application Form
 - Letter of Request
 - Certificate of Acceptance
 - One (1) long folder with plastic fastener (Php 20.00)

THE ABOVE DOCUMENTS SHOULD BE SUBMITTED FOR CHECKING AT THE CIESOL OFFICE.

Application Procedure for Special Study Permit (SSP)

1. Prepare the following documents and have them checked by CIESOL Office assistants:
 - General Application Form duly accomplished by the student applicant
 - Photocopy of valid passport, recent entry visa with at least one-month validity, and valid I-card
 - Three (3) 2x2 colored photo with white background (without eyeglasses)
2. Pay the **SSP fee of Php 7,000.00** (subject to change without prior notice) through the DLSU-Accounting Office.
3. Submit the yellow copy of SSP payment receipt to CIESOL Office.

For non-tourist visa – 9D, 9E, 9F (DLSU issued), 9G (Missionary Visa), 47a2, SIRV, SRRV, Balikbayan Visa

- one (1) photocopy of valid passport and visa
- one (1) 2x2 photo for file purposes

For Filipinos

- one (1) copy of any valid I.D.s
- one (1) 2x2 photo for file purposes



PROCEDURE

On the specific schedule (date and time) of enrollment:

- Fill out the required Student Information Sheet and Registration Card.
- Report to CIESOL Office for interview and placement test.
- Claim the Statement of Account (SOA) from CIESOL Office.
- Proceed to the Accounting Office (2401 Taft Avenue, Malate, Manila) and pay the assessed tuition and miscellaneous fees.
- Claim the Official Receipt of tuition payment from the cashier.
- Present the Official Receipt of tuition payment at the Henry Sy Sr. Hall, 2nd floor (The Hub) for I.D. picture-taking / I.D. validation. Keep the white-colored copy of the Official Receipt.

Dress code for picture taking:

For male – **WEAR** dark-colored button-down shirt with necktie

For female – **WEAR** dark-colored blouse with collar

- Present the Official Receipt of tuition payment to CIESOL Office.

IMPORTANT NOTE: Please pay in CASH only (no credit card / no cheque).

(Revised 01/25/2019)