



Center for International English for Speakers of Other Languages

ENROLLMENT REQUIREMENTS AND PROCEDURE

*For Foreign Students
Effective November 2022*

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 photos with white background (without eyeglasses)
- B. Available at the CIESOL Office:
- General Application Form
 - Letter of Request
 - Letter 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 (if available)
 - Three (3) 2x2 (51x51 mm) colored photos with white background (without eyeglasses)
2. Pay the following **SSP fee** (subject to change without prior notice) through the DLSU-Accounting Office.
 - SSP without ACR I-Card (**Php 7,000**) – for those who will study for one (1) month only
 - SSP with ACR I-Card (**Php 9,000**) – for those who will study for two (2) or three (3) months
3. Submit the yellow copy of SSP payment receipt to CIESOL Office.



IMPORTANT NOTE:

- Only the **Special Study Permit (SSP)** will be processed by the DLSU International Center.
- Tourist Visa extension should be done by the student at the Philippine Bureau of Immigration Office, Magallanes Drive, Intramuros, Manila.

For non-tourist visa – 9D, 9E, 9F (DLSU issued), 9G (Missionary/Working 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) photocopy of any valid ID
- One (1) 2x2 photo for file purposes

PROCEDURE

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

1. Fill out the required Student Information Sheet.
2. Report to CIESOL Office for placement test/s and interview.
3. Claim the Statement of Account (SOA) from CIESOL Office.
4. Proceed to the Accounting Office (2401 Taft Avenue, Malate, Manila) and pay the assessed tuition and miscellaneous fees.
5. Claim the Official Receipt of tuition payment from the cashier.
6. 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.

Schedule of ID picture taking:

WEDNESDAYS and **FRIDAYS** only (from 10:00 to 11:00 AM)

Dress code for picture taking:

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

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

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

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

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