

Documents Required for Student Visa (9f) Processing

For those under TOURIST VISA or other visa types:

1. Letter of Request from the applicant;
2. Notarized General Application Form (BI Form No. MCL-07-01);
3. Original copy of Notice of Acceptance (NOA) and duly notarized Letter of Endorsement from the school signed by the school's Registrar;
4. Original copy of Medical Certificate issued by the Bureau of Quarantine;
5. Plain photocopy of the applicant's passport bio-page, latest admission and authorized stay;
6. NICA Clearance (notarized); and
7. Bureau of Immigration (BI) Clearance Certificate.

- **Starting 2nd Trimester AY 2011-2012, DLSU, through the International Center, shall process the SSP and Student Visa of international students at the Bureau of Immigration.**

FOLLOW THE STEPS BELOW:

1. Visit IC at SJ 207, bring the following documents:
 - Original Passport
 - 2 pcs 2x2 colored picture
 - ACR I-Card (if available)
 - Latest copy of SSP (if available)
2. Fill out the BI forms at IC with the assistance of the IS Advisor or IC Liaison Officer.
3. Pay the visa fee at the DLSU Accounting Office.
4. Submit duplicate O.R. (yellow copy) to IS Advisor or IC L.O.
5. After 3 weeks, claim your passport and visa at the IC.
6. Apply for your first ACR I-Card at the Bureau of Immigration. Submit photocopy to IC for record purposes.

To apply for Special Study Permit:

1. Visit IC at SJ 207 and bring the following documents:
 - Original Passport
 - 2 pcs 2x2 colored picture
 - ACR I-Card (if available)
 - Latest copy of SSP (if available)
 2. Fill out the BI forms at IC with the assistance of the IS Advisor or IC Liaison Officer.
 3. Pay the SSP/ACR Fee at the DLSU Accounting Office.
 4. Submit duplicate O.R. (yellow copy) to IS Advisor or IC L.O.
 5. After 3 weeks, claim your passport and SSP at the IC.
 6. Apply for your first ACR I-Card at the Bureau of Immigration. Submit photocopy to IC for record purposes.
- ***SSP is valid for one (1) Term only***
 - ***First Student Visa issue is valid for 1 year.***
 - ***Validity of Visa Extension is JUNE 15 and DECEMBER 15 only.***

REQUIREMENTS FOR VISA EXTENSION:

1. Notarized General Application Form (BI Form No. MCL-07-01);
2. ACR I-CARD;
3. Letter of Acceptance (LOAc) or Certificate of Enrollment for the current Term;
4. Transcript of Records for the previous Term;
5. Photocopy of the applicant's passport bio-page, latest admission and last visa stamp;
6. Photocopy of DLSU ID, front and back; and
7. Bureau of Immigration (BI) Clearance Certificate.

Additional Requirements:

- Letter of Explanation if student is a Transferee, has failing grade/s, or shifted course; or if student visa is expired, in latter case, penalty fee also applies.

De La Salle University
2401 Taft Avenue Manila Philippines
External Relations and Internationalization Office
(ERIO)

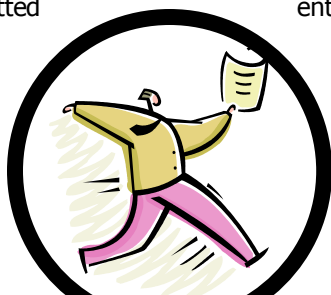
Application Procedures for STUDENT VISA & Special Study Permit



INTERNATIONAL CENTER
SJ Building Room 207
Contact Information: 525-6727 / 5244611 local 289
rhodora.caballero@dlsu.edu.ph
evp-eri@dlsu.edu.ph

Student Visa Conversion

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 and 47a2) who have turned 21 years old need to convert to Student visa. Dependents of Diplomat visa (9e) are exempted from securing a Student Visa provided their parents or principals do not lose



A valid visa, usually a STUDENT VISA, is required to study at DLSU.

their admission category. In the latter case, dependents of 9e must secure Student Visas to continue studying.

After passing the College Entrance Test (for undergraduate students) and the Graduate Admissions Qualifying Examination (for graduate student) at DLSU, the IS needs to secure a Clearance from the International Center (SJ Building, Rm. 207).

The following documents are required before the issuance of the Clearance for Confirmation:

- Student Visa Copy or Special Study Permit (SSP) for IS below 18 y.o.;
- ACR I-Card/SIRV Card/SRRV Card;
- Passport Validity page (photo-data page and visa stamp on passport);
- 1 pc. 2X2 picture; and
- Annual Report Receipt

ALL PAYMENTS SHOULD be made at the Accounting Office ONLY, located at the LS Lobby and Br. Andrew Hall Lobby.

IMPORTANT REMINDERS!

- 30 DAYS conditionality status is given to new IS applicants based on the completeness of the required documents.
- Failure to secure a valid visa within 30 days after the start of classes will result in automatic enrollment cancellation without refund.
- For newly-arrived IS on tourist visa or special entry privileges, have your stay waived to fifty-nine (59) days at the BI within seven (7) days of your arrival.
- Missionary/Working Visa (9g), Special Investors' Resident Visa (SIRV), and most visa types must be downgraded to tourist visa for a period of fifty-nine (59) days before conversion to Student Visa.
- Current Tourist Visa must have at least four (4) weeks of extension prior to submission of the requirements for Student Visa conversion.
- Those who are given their last Tourist Visa extension by the BI will be asked to leave the country and come back under a new Tourist Visa.
- Documents for Student Visa processing are independent from the Admission application requirements.
- During the period of the IS' stay as a DLSU student, he/she is required to submit a photocopy of UPDATED Visa, I-Card and other legal documentary requirements to the International Center.
- International students below 18 years old cannot be issued a student visa, hence, they are required to submit a Special Study Permit, ACR I-Card, and a corresponding updated Tourist Visa stamped on their passport.
- NON-SUBMISSION OF VALID VISA OR SSP ON THE DATE SPECIFIED BY IC IS DEEMED GROUND FOR CANCELLATION OF STUDENT'S ENROLMENT.



Bureau of Immigration (BI)

Student Desk
Magallanes Drive, Intramuros Manila
Phone: +63(2) 338-4454
Website: www.immigration.gov.ph

Bureau of Quarantine

25th and Delgado Sts., Port Area, Manila
Phone: (02) 245-3027
Website: www.doh.gov.ph/bighs/main.htm

DLSU, through the International Center, processes the student visa (9f) and special study permit (SSP) of international students, as required by the Bureau of Immigration.