

# STUDENT VISA CONVERSION

Print all entries in CAPITAL LETTERS

**FOR STUDENT USE**

Term / AY

<b>ID NUMBER</b>		<b>Are you enrolled this Term?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Last Name</b>		Program/Degree	
<b>First Name</b>		Transferee ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Middle Name</b>		<b>If Yes</b> , name of previous school	
<b>Birthday</b> (mm/dd/yy)		Did you SHIFT ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Address in the Philippines</b>		<b>If Yes</b> , previous Program/Degree?	
<b>Cell. Number</b>		Visa Expiry	
<b>E-mail address</b>		ACR I-Card Expiry	

**FOR I.C. USE**

	Required Documents	Date Accomplished
	Notice of Acceptance <b>(from Office of Admissions)</b> or Certificate of Enrolment for the Current Term	
	BI Application Form (CGAF)	
	Letter of Request	
	Endorsement Letter	
	Medical Certificate from the Bureau of Quarantine (chest xray, urinalysis, fecalysis, blood serology – VDRL and RPR tests)	
	Original Passport (w/ at least 30 days tourist visa)	
	NICA clearance (or NICA Application Form) or (CLAIM STUB)	
	DLSU ID Photocopy (front & back)	
	O.R. of Student Visa Conversion Payment	
	<b>For TRANSFEREES</b>	<b>FOR SHIFTEES</b>
	Original Transcript from previous school	CHEd Endorsement
	Certificate of Transfer Credentials or Honorable Dismissal	
	Letter of Explanation	
	OUR Endorsement	
	CHEd Endorsement	

<b>International Center RECEIVED AND VERIFIED BY</b>	
<b>Date</b>	
<b>Clearance</b>	<b>YES</b> <b>NO</b>
<b>Payment Slip Amount</b>	

<b>For OFFICE OF THE UNIVERSITY REGISTRAR</b>	
Requests for Documents :	
1.	Certificate of Enrollment, T___, AY _____ - _____
2.	CHEd Endorsement (Transferee) (Shiftee)
3.	
4.	
Requested by : _____ Services Management Specialist & IS Advisor, IC	

*This is to certify that the above information are true in accordance with my personal knowledge. I also authorize the International Center to process and claim my Transcript / Certification/s at the Office of the University Registrar, for purposes of my visa application.*

Printed Name (with Signature on top) \_\_\_\_\_ (Date) \_\_\_\_\_