

SPECIAL STUDY PERMIT – SSP

Print all entries in CAPITAL LETTERS

FOR STUDENT USE

Term / AY

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

FOR I.C. USE

	Required Documents	Date Accomplished
	BI Application Form (CGAF)	
	Letter of Request for SSP	
	ACR I-Card (original and photocopy)	
	Notice of Acceptance (from Office of Admissions) Or Certificate of Enrolment for the Current Term	
	Original Passport (with updated Tourist Visa)	
	O.R. of SSP Payment	
	For LATE SSP (Filed after the Term)	
	Copy of previous SSP	
	Letter of Explanation	
	Php 20,000 to be paid at the Bureau of Immigration	
	For TRANSFEREES	FOR SHIFTEES
	Original Transcript from previous school	CHEd Endorsement
	Certificate of Transfer Credentials or Honorable Dismissal	
	Letter of Explanation	
	CHEd Endorsement	

International Center RECEIVED AND VERIFIED BY	
Date	
Clearance	YES NO
O.R. Amount	

For OFFICE OF THE UNIVERSITY REGISTRAR	
Requests for Documents :	
1.	Certificate of Enrollment, T____, AY _____ - _____
2.	Others :
Requested by :	
_____ Services Management Specialist & IS Advisor, IC / DATE	

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) _____