

10. Go back to IC and submit the YELLOW copy of the DLSU O.R.
11. Get your DTS number from the IC Officer.
12. **To check your visa processing status, go to**
<http://enroll.dlsu.edu.ph/dlsu/dts>
13. **To check your visa status from your DLSU Gmail, go to**
<http://www.dlsu.edu.ph/students/international/requirements/visa-status.pdf>

Reminders: Go back to IC after 2 weeks for BIOMETRICS. Lead time for processing of visa and I-Card is 2-3 weeks after BIOMETRICS.

SPECIAL STUDY PERMIT (SSP)

1. Download the form for SSP at this link:
<http://www.dlsu.edu.ph/students/international/requirements/IS-consolidated-visa-form.pdf>
The form is fillable online. Use all CAPITAL LETTERS in filling out the form. Save your file copy so that you can go back to it for your succeeding extensions.
 2. Print THREE (3) copies.
 3. If you don't have access to computer, get the following forms at the International Center (IC)
 - IC Application Form for Special Study Permit
 - BI Consolidated General Application Form (3 copies)
 4. COMPLETE all the required documents and fill-out ALL the forms COMPLETELY before submitting at the International Center.
 5. Bring your original passport with Tourist Visa extension for at least 1 month
 6. Prepare the payment for SSP:
 - Php9,000 (including ACR I-Card)
 - Php7,000 (excluding ACR I-CARD)
 7. Get Payment Slip from IC.
 8. Pay at the Accounting Office, LS Lobby.
 9. Go back to IC and submit the YELLOW copy of the DLSU O.R.
 10. Get your DTS number from the IC Officer.
 11. **To check your visa processing status, go to**
<http://enroll.dlsu.edu.ph/dlsu/dts>
 12. **To check your visa status from your DLSU Gmail, go to**
<http://www.dlsu.edu.ph/students/international/requirements/visa-status.pdf>
- Reminder:** Go back to IC after 2 weeks to claim Passport/SSP/ACR I-Card.



#2401 Taft Avenue, Manila 1004
External Relations and Internationalization Office
(ERIO)

Student Visa & Special Study Permit Step by Step Processing GUIDE



INTERNATIONAL CENTER

St. Joseph Building Rm. 207 / (02)525-6727

Email: erio@dlsu.edu.ph

Facebook: DLSU International Center

STUDENT VISA EXTENSION

1. Download the form for extension at this link:

<http://www.dlsu.edu.ph/students/international/requirements/IS-consolidated-visa-form.pdf>

The form is fillable online. Use all CAPITAL LETTERS in filling out the form. Save your file copy so that you can go back to it for your succeeding extensions.

2. Print TWO (2) copies.

3. For those who have Change of Address in the ACR I-Card:

<http://www.dlsu.edu.ph/students/international/requirements/add-r-change-address.pdf>

How to apply for Certificate of Barangay Residence: Go to the office of the Barangay Chairman in your place of residence.

Bring a valid ID, with picture and address of your NEW place of residence, or bring a copy of your contract from your dormitory or condominium.

For TRANSFEREES:

<http://www.dlsu.edu.ph/students/international/requirements/add-r-student-visa-ex-transferees.pdf>

Additional Requirements for LATE Extension:

<http://www.dlsu.edu.ph/students/international/requirements/add-r-late-ex-student-visa.pdf>

4. If you don't have access to computer, get the following forms at the International Center (IC)

- IC Application Form for Student Visa Extension
- BI Consolidated General Application Form (2 copies) with 2 pcs. 2x2 picture

5. Fill-out ALL the forms COMPLETELY before submitting at the International Center.

6. Bring your original passport and ACR I-Card

7. Prepare the payment for visa extension:

- Php8,700 (for extension of visa and ACR I-Card)
- Php1,010 penalty for late extension for the first month and additional Php500 for every month that you are late in extending the visa

- Php1,010 change of address fee (if there is change of address in the I-Card; Submit CERTIFICATE of Barangay Residence)

8. Get Payment Slip from IC.

9. Pay at the Accounting Office, LS Lobby.

10. Go back to IC and submit the YELLOW copy of the DLSU O.R.

11. Get your DTS number from the IC Officer.

12. **To check your visa processing status, go to**

<http://enroll.dlsu.edu.ph/dlsu/dts> or

13. **To check your visa status from your DLSU Gmail, go to**

<http://www.dlsu.edu.ph/students/international/requirements/visa-status.pdf>

Reminders: Lead time for preparing documents for visa extension at IC is 1 week. Processing of visa extension at BI is 2-3 weeks, granting there is no problem with your records and visa status at the Bureau of Immigration.

STUDENT VISA CONVERSION

1. Download the form for conversion at this link:

<http://www.dlsu.edu.ph/students/international/requirements/IS-consolidated-visa-form.pdf>

The form is fillable online. Use all CAPITAL LETTERS in filling out the form. Save your file copy so that you can go back to it for your succeeding extensions.

2. Print TWO (2) copies.

3. For TRANSFEREES, please check additional requirements from this link:

<http://www.dlsu.edu.ph/students/international/requirements/add-r-student-visa-ex-transferees.pdf>

4. If you don't have access to computer, get the following forms at the International Center (IC)

- IC Application Form for Student Visa Conversion
- BI Consolidated General Application Form (2 copies, w/ 2pcs 2x2 pic)

5. COMPLETE all the required documents and fill-out ALL the forms COMPLETELY before submitting at the International Center.

6. Bring your original passport with Tourist Visa extension for at least 1 month (if NICA is available) or 2 months (if no NICA yet).

7. Prepare the payment for visa conversion:

- Php14,700 (with ACR I-Card)

8. Get Payment Slip from IC.

9. Pay at the Accounting Office, LS Lobby.