

VISA AND STUDY PERMIT (FOR FOREIGN STUDENTS)

Please present your passports to the Office Registrar upon enrolment.

1. If the existing visa date is less than a month from the expiration date, you are required to process the extension of the visa to two months. Once you have fulfilled this, you have to submit his passport and I-card to the OUR.

2. You will complete the appropriate form: student conversion or student extension visa.

http://immigration.gov.ph/index.php?option=com_docman&task=doc_download&gid=236&Itemid=117

You shall complete all document requirements, including 10 pieces of 2 x 2 ID picture.

3. Secure a clearance permit from the Registrar office, to process payment for your visa application and admin fee.

4. A school representative may accompany you to the Bureau of Quarantine for medical clearance.

5. A school representative shall accompany you to the Bureau of Immigration and Deportation (BID) for biometrics.

6. OUR shall inform you when the passport and I-card are available for claiming.

Important: It is your responsibility to monitor the expiration of your visa. Approach the OUR two months prior to the expiration of your visa to process your extension to avoid penalty charges. Please refer to the VISA POLICY of the Philippines.