International Student applicants are nationals of a country other than the Philippines holding a foreign passport and who have been issued a valid Student Visa or Special Study Permit or Permanent Residency Visa by the appropriate Philippine agency. It also includes those who claim dual citizenship.

OFFICE OF INTERNATIONAL AND EXTERNAL AFFAIRS (OIEA)

INTERNATIONAL STUDENT ADMISSION GUIDELINES

International Student applicants are nationals of a country other than the Philippines holding a foreign passport and who have been issued a valid Student Visa or Special Study Permit or Permanent Residency Visa by the appropriate Philippine agency. It also includes those who claim dual citizenship.
PROTOCOL FOR FOREIGN MEDICAL STUDENTS

I. PRIOR TO ARRIVAL IN THE PHILIPPINES

Responsible Office: Office of International & External Affairs (ensure the accuracy and authenticity of the documents submitted)

A. Inform applicant or the representative to submit scanned copies of the following documents:

   1. Official Transcript of Records reflecting completion of a Bachelor’s degree.
   2. Diploma or Certificate of Graduation
   3. Data page of prospective student’s passport bearing date, place of birth and passport number.

B. Upon receipt of the documents in item A:

   1. Forward scholastic records to the Dean of the medical school for evaluation
   2. Follow up after 2-3 working days
   3. The Dean of the medical school shall endorse the evaluation to the Medical School Registrar for issuance of a Conditional Offer Letter within 3 days if qualified.

C. Send Conditional Offer Letter to the applicant or to the representative

D. Inform applicant

   1. To take either the TOEFL, TOEIC or IELTS and obtain the following cut-off scores
      a. TOEFL – Paper-based: not less than 550; Computer-based: not less than 213; Internet-based: not less than 79
      b. TOEIC – Listening Score: not less than 300; Reading Score: not less than 350
      c. IELTS – not less than 7

   2. To take the NMAT (National Medical Admission Test) and obtain a grade of no less than 50 percentile.

   3. Should the applicant meet the standards set by the medical school for items 1 and 2, he/she should bring original copies of the following documents:

      a. Complete scholastic records duly authenticated by the Philippine Consular Office/Philippine Embassy located in the applicant’s country of origin:
i. Official Transcript of Records reflecting the completion of Bachelor’s degree
ii. Police Clearance
iii. Proof of Financial Capability in the form of a Notarized Affidavit of Support
iv. Birth Certificate

b. Certificates of Good Moral Character from two (2) previous professors
c. Original copy of NMAT score reporting
d. Original copy of TOEFL, TOEIC or IELTS
e. Eight (8) Passport size pictures
f. Application Fee of ONE HUNDRED DOLLARS (US $100.00)

4. To apply for tourist visa, if allowed by the Philippine Consular Office/Philippine Embassy in the applicant’s country of origin after receipt of Conditional Offer Letter

II. UPON ARRIVAL IN THE PHILIPPINES

Responsible Office: Office of the College Secretary & Medical School Registrar

A. Collect original copies of the following documents:

1. Complete scholastic records duly authenticated by the Philippine Consular Office/Philippine Embassy located in the applicant’s country of origin:
   a. Official Transcript of Records reflecting the completion of Bachelor’s degree
   b. Police Clearance
   c. Proof of Financial Capability in form of a Notarized Affidavit of Support
   d. Birth Certificate

2. Certificates of Good Moral Character from two (2) previous professors
3. Original copy of NMAT score reporting
4. Original copy of TOEFL, TOEIC or IELTS
5. Eight (8) Passport size pictures

B. Instruct applicant to:

1. Obtain Order for Payment of Application Fee
2. Pay the Application Fee at the Cashier located in the main campus of the university
3. Present Official Receipt of Application Fee Payment
4. Accomplish Application Form
5. Undergo an interview

Responsible Office: **Office of the Dean**

1. Interview Applicant
2. Evaluate Applicant based on interview and scholastic records
3. Admit Applicant if he/she satisfies admission standards

Responsible Office: **Office of the College Secretary & Medical School Registrar**

1. Check for completion of admission requirements and in the event of missing requirements, inform student of submission of the same
2. Inform student to undergo medical examination and chest x-ray at the University of Perpetual Help DALTA Medical Center after paying the corresponding fee
3. Assist student through the Enrollment Process
4. Instruct student to pay tuition and other school fees at the Cashier located in the main campus of the university

**III. AFTER ENROLLMENT:**

Responsible Office: **Office of the College Secretary & Medical School Registrar**

A. Obtain Order for Payment of Processing Fee for Bureau of Immigration and Deportation (BID) Requirements
B. Pay Processing Fee for Bureau of Immigration and Deportation (BID) Requirements at the Cashier located in the main campus of the university
C. Present Registration Form, Receipt of Payment of Tuition and Other School Fees and Receipt of Payment of Processing Fee for Bureau of Immigration and Deportation (BID) Requirements
D. Issue Notice of Acceptance and Endorsement Letter to Bureau of Immigration and Deportation (BID)

Responsible Office: **Office of the University Registrar**

A. Submit Notice of Acceptance and Endorsement Letter to Bureau of Immigration and Deportation (BID)
B. Assist student in securing the student visa and Alien Certificate of Registration (ACR) from Bureau of Immigration and Deportation (BID)

C. Ensure that the student has the following documents:

1. Duly notarized letter request from the applicant, with a statement that all documents submitted were legally obtained from the corresponding government agencies
2. General Application Form duly accomplished and notarized (BI FORM RADJR-2012-03)
3. Duly notarized written endorsement from the medical school for the conversion of the applicant’s status signed by the College Secretary/Medical School Registrar and original copy of the Notice of Acceptance containing a clear impression of the medical school’s official dry seal
4. Medical examination results from University of Perpetual Help DALTA Medical Center
5. Original copy of the Medical Certificate issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution with competence to certify that the applicant is not afflicted with any dangerous, contagious or loathsome disease and is mentally fit
6. Photocopy of applicant’s passport showing its bio-page, admission and authorized stay of at least 20 days from date of filing
7. National Intelligence Coordinating Agency Clearance
8. NBI Clearance for Graduate Students

Responsible Office: Office of the College Secretary & Medical School Registrar

- Instruct student to submit photocopy of student visa and ACR to the Office of the College Secretary and Medical School Registrar

Responsible Office: Office of Student Personnel Services

- Schedule Orientation of Foreign Students
IV. RENEWAL OF STUDENT VISA AND ACR

Responsible Office: Office of the College Secretary & Medical School Registrar

- Issue Certificate of Enrollment and Certification of Grades to student, at least 21 days before the expiration of both the student visa and the Alien Certificate of Registration (ACR)

Responsible Office: Office of the University Registrar

- Assist student in the renewal of the student visa and Alien Certificate of Registration (ACR)