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 STUDENTS SEEKING ADMISSION IN THE UNDERGRADUATE PROGRAM

I. PRIOR TO ARRIVAL IN THE PHILIPPINES

Responsible Office: IEA (ensure the accuracy and authenticity of the documents submitted)

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

1. Complete scholastic records duly authenticated by the Philippine Consular Office located in the student applicant’s country of origin or legal residence.
   a. For High School Graduate
      i. High School diploma
      ii. National Secondary Examination Certificate
   b. For those who finished 11 and 12 grade
      i. National Examination Certificate
      ii. Mark Sheet or Transcript of Records
      iii. Course Description

2. Data page of student's passport showing date and place of birth.

B. Upon receipt of scholastic records and date page of the student's passport:

1. Forward scholastic records to DEAN concerned for evaluation
2. Follow up after 2-3 working days
3. Endorse the evaluation to the Registrar for issuance of 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 apply for tourist visa, if allowed by the Philippine Consular Office in the student's country of origin after receipt of Conditional Offer Letter
2. To bring original copies of the following documents:
2.1 Complete scholastic records duly authenticated by the Philippine Consular Office located in the student applicants’ country of origin or legal residence.
   a. For High School Graduate
      i. High School Diploma
      ii. National Secondary Examination Certificate
   b. For those who finished 11 and 12 grade
      i. National Examination Certificate
      ii. Mark Sheet or Transcript of Records
      iii. Course Description

2.2 Data page of student’s passport showing date and place of birth

2.3 Proof of financial capability

2.4 Notarized authenticated copy of Birth Certificate

2.5 Certificate of Good Moral Character from the former teacher, principal, or guidance counselor

2.6 Police Clearance including receipt of payment

3. In case the country does not issue tourist visa for prospective students, the IEA will arrange/coordinate with the following departments

   a. Guidance Office and ITS Department for online examination
   b. Coordinate with cashier on payment instructions
      Instruct applicant to pay the Admission Fee as follows
      ♦ P5,000.00 – Undergraduate Programs
      ♦ P15,000.00 – Graduate Programs
   c. Student to take online entrance examination
   d. Secure entrance examination results from the Guidance Office and inform applicant within the day
   e. Secure Notice of Acceptance and Endorsement Letter from the Registrar’s Office
   f. Send soft copy of NOA and Endorsement Letter to the applicant or to the representative
   g. Instruct student to apply for student visa in the Philippine Consular Office
   h. Inform applicant on the date he/she is expected to report to the IEA Office.
   i. Upon arrival in the University, endorse student to the Registrar’s Office for processing of Admission and Enrollment.
II. UPON ARRIVAL IN THE PHILIPPINES – FOR APPLICANTS WITH TOURIST VISA

Responsible Office: IEA

A. Collect original copies of the following documents

   Scholastic record duly authenticated by the Philippine Consular Office located in the student applicant’s country of origin or legal residence.
   a. For High School Graduate
      1. High School diploma
      2. National Secondary Examination Certificate
   b. For those who finished 11 and 12 grade
      1. National Examination Certificate
      2. Mark Sheet or Transcript of Records
      3. Course Description
      4. Data page of student’s passport showing date and place of birth.
      5. Proof of financial capability.
      6. Notarized authenticated copy of Birth Certificate
      7. Certification of good moral character from the former teacher, principal or guidance counselor
      8. Police clearance including receipt of payment

B. Instruct applicant:

   1. Pay the Admission Fee
      Php 5,000.00 – Undergraduate Programs
      Php 15,000.00 – Graduate Programs
   2. Take the entrance exam at the Guidance Office

C. Forward documents to Admission Office

Responsible Office: Guidance Office

   1. Administer entrance exam to applicant
   2. Inform applicant about entrance exam results within the day

Responsible Office: Admission Office

   1. Check documents forwarded by IEA
   2. Assist student through the enrollment process
   3. Assist student in payment of the tuition and other fees at the Cashier’s Office.
   4. Send all the documents to Registrar’s Office
AFTER ENROLLMENT:

Responsible Office: Registrar Office

1. Upon receipt of records from Admission, issue Notice Of Acceptance and Endorsement Letter to BID
2. Instruct student to pay fees at the University Cashier
3. Assist student in securing the student visa and ACR from BID
4. Ensure that the student has the following documents.
   a. Duly notarized letter request from the applicant, with a statement that all documents submitted were legally obtained from the corresponding government agencies;
   b. General Application Form duly accomplished and notarized (BI FORM RADJR-2012-03)
   c. Duly notarized written endorsement from the school for the conversion of the applicant's status signed by the school's Registrar and Original copy of the Notice of Acceptance (NOA) containing a clear impression of the school's official dry seal;
   d. Medical Examination Results from UPHDMC
   c. Original copy of 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;
   f. Photocopy of applicant’s passport showing its bio-page, admission, and authorized stay of at least 20 days from date of filing;
   g. National Intelligence Coordinating Agency Clearance;
   h. NBI Clearance for Graduate Students; and
   i. Bureau of Immigration (BI) Clearance Certificate.

Responsible Office: SPS

1. Schedule orientation of Foreign Students

RENEWAL OF STUDENT VISA AND ACR

Responsible Office: Registrar

1. Issue Certificate of Enrollment and Certification of Grades to student, at least 21 days before the expiration of student visa and ACR
2. Assist student in the renewal of the student visa and ACR