

Adventist University of the Philippines

Puting Kahoy, Silang 4118 Cavite, Philippines

RECORDS AND ADMISSIONS OFFICE - FOREIGN STUDENTS' UNIT

GUIDELINES FOR FOREIGN STUDENTS

PREFACE

These Guidelines for Foreign Students are formulated as a guide and reference, specifically for our foreign students, and to provide detailed information to assist and make their stay in the Philippines legal and valid.

Introduction

The Adventist University of the Philippines, a faith-based institution and operated by the Seventh-day Adventist Church, has its reason for existence succinctly stated in its motto: **“The School that Trains for Service and Prepares for Eternity.”** The purposes of the University can even be stated in just two words: **spirituality and service**. In addition to excellence in academic training, belief in these two inter-connecting purposes continue to attract parents and students in the education experience offered by the University.

Philosophy

The work of education and the work of redemption are one: to restore in humanity the lost image of God through the harmonious development of his mental, physical, social and spiritual faculties.

Mission

Adventist University of the Philippines is committed to provide quality Bible-based education nurturing students for academic excellence, Christ-like character, and exemplary service.

Vision

Adventist University of the Philippines envisions to be a leading Adventist educational institution in the Asia Pacific region by 2020.

WELCOME TO ADVENTIST UNIVERSITY OF THE PHILIPPINES (AUP)

AUP is awarded by the Republic of the Philippines, Department of Justice, Bureau of Immigration, Manila, **Certificate of Accreditation No. RBR 00-020**, dated 18 May 2001, the authority to accept foreign students subject to the compliance of all existing rules and regulations imposed or which hereafter maybe imposed by the Commission on Higher Education (CHED), Department of Education, Culture and Sports (DECS) and the Technical Education and Skills Development Authority (TESDA).

Thank you for choosing Adventist University of the Philippines as your school. We are glad that you have complied with all the admission requirements of the University and are now ready to face the challenges of an academic life and experience quality Christian education. Welcome to AUP!

BUREAU OF IMMIGRATION (BI) DOCUMENTARY REQUIREMENTS

The following are excerpts (modified) from: **IMMIGRATION MEMORANDUM CIRCULAR No. SBM-2015-007 issued on 19 May 2015** entitled "Prescribing the Comprehensive Rules and Guidelines on Student Visa under Section 9(f) of Commonwealth Act No. 613, as amended, in relation to Executive Order No. 285, series of 2000", for your information and guidance:

WHEREAS, Section 9 of Commonwealth Act No. 613 (Philippine Immigration Act of 1940), as amended, provides that foreign nationals departing from any place outside the Philippines who are otherwise admissible and who qualify as students under Paragraph (f) thereof, may be admitted as non-immigrants;

WHEREAS, Executive Order No. 285, series of 2000, prescribes the amended guidelines governing the entry and stay of foreign students in the Philippines and the establishment of an inter-agency committee on foreign students for the purpose;

WHEREAS, the same Executive Order restored the authority for conversion from tourist visa category to that of a Student Visa or issuance of Special Study Permit (SSP) and authorized the Bureau of Immigration to process and act on all applications of foreign nationals for conversion from any valid category admission to Student Visa or for the issuance of SSP, including applications for extension thereof;

WHEREAS, there is a need to rationalize, harmonize and liberalize all rules, procedures and guidelines in the entry and stay of foreign students in support of the government's policy to attract more foreign students to come to the country by providing an efficient and effective system in the processing and approval of Student Visa and SSP, but without compromising national security,

NOW, THEREFORE, pursuant to Book IV, Chapter 6, Sections 29 and 36(2) of Executive Order No. 292, as amended, otherwise known as the "Administrative Code of 1987", in relation to Section 3 of Commonwealth Act No. 613, as amended, otherwise known as the "Philippine Immigration Act of 1940", and Executive Order No. 285, Series of 2000, the following are hereby promulgated:

Article I – STUDENT VISA SECTION

Section 1. Student Visa Section (SVS) – The existing BI Student Desk is hereby renamed as **Student Visa Section (SVS)** headed by a Section Chief and supported by an Assistant Chief and other administrative and technical staff and personnel in such number as may be necessary to adequately and efficiently perform its duties and functions.

Article II – STUDENT VISA

Section 1. Student Visa Conversion; Qualifications. – To qualify for conversion from **Temporary Visitor's Visa (TVV)** to **Student Visa**, the foreign national must establish that:

1. He/She is at least eighteen (18) years of age;
2. He/She has the means sufficient for his/her education and support in the Philippines;
3. He/She seeks to enter the country temporarily and solely for the purpose of taking up a course of study higher than high school at a university, seminary, academy, college or school accredited to accept foreign students by the BI;
4. He/She does not belong to any class of excludable and deportable foreign nationals;
5. He/She and the admitting school have submitted and complied with all the documentary requirements prescribed as follows:

DOCUMENTARY REQUIREMENTES FOR CONVERSION TO STUDENT VISA 9(F)

1. Joint letter request addressed to the Commissioner from the authorized representative of the petitioning school and applicant, using the school letterhead with dry seal;
2. Duly accomplished CGAF (BI Form CGAF-003-Rev 0);
3. Photocopy of passport pages bearing the bio-page, latest admission with valid authorized stay and Bureau of Quarantine(BOQ) stamp;
4. Notice of Acceptance of the applicant bearing a clear impression of the school's official dry seal;
5. Endorsement addressed to the Commissioner from the school for the conversion of the applicant's status, signed by the School Registrar;
6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;
7. CHED Endorsement for transfer and shifting of course, if applicable;
8. National Bureau of Investigation(NBI) Clearance, if application is filed six (6) months or more from the date of first arrival in the Philippines;
9. Photocopy of BI school accreditation ID of the school registrar or the school representative;
10. BI Clearance Certificate; and
11. Two (2) pieces of 2 x 2 colored pictures with white background, recently taken.

Section 2. Student Visa Issued by Philippine Foreign Service Post (PFSP); Registration.

– Foreign nationals whose application for Student Visa was approved and issued at the PFSP of their country of origin or legal residence, shall within seven (7) days from the date of arrival in the Philippines, report to the BI for registration and processing of ACR I-Card application upon submission and compliance with the all the documentary requirements prescribed, as follows:

DOCUMENTARY REQUIREMENTS FOR REGISTRATION OF CONSULATE-ISSUED STUDENT VISA

1. Joint letter request addressed to the Commission from the applicant and authorized school representative using the school letterhead with dry seal for the Issuance of Immigration Control (IC) number.
2. Duly accomplished CGAF (BI Form CGAF-003-Rev 0).
3. Photocopy of passport pages showing the bio-page, latest admission stamp and Bureau of Quarantine (BOQ) stamp; and
4. Notice of Acceptance from the School Registrar.

Section 3. Student Visa Extension Qualifications. – To qualify for Student Visa extension, the admitting school and foreign student shall submit and comply with all the applicable documentary requirements prescribed, as follows:

DOCUMENTARY REQUIREMENTES FOR EXTENSION OF STUDENT VISA 9(F)

1. Joint letter request addressed to the Commissioner from the applicant and the authorized representative of the petitioning school, stating that the applicant qualifies for the application with the school letterhead and dry seal;
2. Duly accomplished CGAF (BI Form CGAF-003-Rev 0);
3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;
4. Copy of latest Transcript of Records or Certificate of Grades for two (2) previous semesters;
5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer;
6. Commission on Higher Education (CHED) endorsement, in case of shifting of course and/or transfer of school;
7. Photocopy of BI school accreditation ID of the school registrar or the school representative;
8. BI Clearance Certificate; and
9. Original or certified true copy of Bureau of Quarantine (BOQ) Medical Clearance, if applicant is a national of any of the countries listed Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
10. Two (2) pieces (2 x 2) latest picture with white background
11. Original ACR I-card

Note: Submit complete the above documentary requirements two (2) weeks before the expiration date of Student Visa 9(f) to avoid fines/penalty.

Annex “A” of Immigration Operations Order No. SBM-14-059-A, who arrived in the Philippines on or after June 2014.

COUNTRIES REQUIRED TO SUBMIT BOQ MEDICAL CLEARANCE:

Afghanistan	Eritrea	Nigeria
Angola	Ethiopia	Papua New Guinea
Bangladesh	French Guiana	Paraguay
Benin	Gabon	Peru
Bolivia	Gambia	Pakistan
Brazil	Ghana	Rwanda
Burkina Faso	Guinea	Senegal
Burundi	Guinea-Bissau	Sierra Leone
Cambodia	Guyana	Somalia
Cameroon	Iraq	Sudan
Central Africa Rep	Israel	Surinam
Chad	Indonesia	Syria
Colombia	Kenya	Togo
Congo	Liberia	Trinidad
Cote d'Ivoire	Mali	Uganda
Democratic Republic Congo	Mauritania	Venezuela
Ecuador	Myanmar	Vietnam
Equitorial Guinea	Niger	

Section 4. Validity of Student Visa. – The foreign student's authorized period of stay shall be consistent with the length of the course of study to which he/she has been admitted by an accredited school. Upon conversion, **the initial validity of the Student Visa is one (1) year from the date of issuance without change of school, extendible by the SVS every one (1) year thereafter until such time that the foreign student completes his/her studies consistent with the length of the course/program.**

Section 5. Pursuit of Another Degree, Shifting of Course and Change of School. – A foreign student who wishes to pursue another degree program higher than the original course contemplated shall submit a Commission on Higher Education (CHED) Clearance / Indorsement, National Bureau of Investigation (NBI) Clearance and Notice of Admission from his/her admitting school to the SVS for approval and subsequent processing of Student Visa extension.

Shifting of course or change of school shall require prior CHED Clearance/Indorsement.

Section 6. Downgrading of Student Visa. – Upon petition/application by the admitting school or the foreign student and subject to the submission of all supporting documents prescribed, the foreign student's Student Visa shall be downgraded to TVV upon confirmation that he/she:

1. Graduated or finished the course of study in the school for which he/she was admitted;
2. Failed to satisfy the grading/scholastic requirement of the admitting school;
3. Failed to timely extend his/her Student Visa; or
4. Has an expired Student Visa.

Provided that, the SVS shall only process and approve applications for downgrading of foreign students who shall not overstay in the country at the end of the granted period of authorized stay as temporary visitors, otherwise, such applications shall be endorsed by the SVS to the Legal Division for appropriate action and recommendation pursuant to existing policies, rules and regulations.

Section 7. Forfeiture of Student Visa. – A Student Visa not implemented within a period of two (2) months from receipt by the admitting school and/or foreign student of the notice of approval shall be forfeited. No motion for reconsideration shall be allowed.

ARTICLE III – SPECIAL STUDY PERMIT

Section 1. Special Study Permit (SSP); Qualifications. – Upon submission and compliance with all the documentary requirements prescribed, the SVS may issue an SSP to a foreign national, in conjunction with his/her TVV, who is:

1. Below eighteen (18) years of age;
2. Enrolled and admitted in a non-degree course;
3. Enrolled and admitted in a short course of less than one (1) year;
4. A trainee/intern for purposes of completing a degree course; and
5. Enrolled in aviation or flying schools for the purpose of completing the required number of flying hours.

An SSP may likewise be issued by the Alien Control Officers (ACOs) for application filed by accredited admitting schools within their respective area of responsibility.

DOCUMENTARY REQUIREMENTS FOR SPECIAL STUDY PERMIT (SSP)

1. Letter request addressed to the Commissioner from the representative of the petitioning school;
2. Duly accomplished CGAF (BI Form CGAF-003-Rev 0). If the applicant is a minor, it shall be signed by the parent or the legal guardian;
3. Photocopy of passport bio-page and latest admission with valid authorized stay;

4. Certificate of Acceptance issued by the learning institution accredited by the Bureau of Immigration to accept foreign students, indicating the number of months (length of study) of the technical/vocational, special and/or primary or secondary level courses for applicants below 18 years of age;
5. Photocopy of BI school accreditation ID of the school registrar or the school representative;
6. National Bureau of Investigation (NBI) Clearance, in case of flying schools;
7. BI Clearance Certificate;
8. Two (2) pieces of 2x2 colored pictures with white background.

Section 2. Validity. – The SSP shall be co-terminus with the length of the course of study; provided, that it shall not be more than six (6) months; provided further, that for courses exceeding six (6) months, the SSP may be extended co-terminus with the remaining period of the course.

Foreign students enrolled in secondary and elementary courses or those below eighteen (18) years of age enrolled in bachelor's degree courses shall be issued SSP on a yearly basis.

Section 3. Effect of Departure from the Philippines. – An SSP issued shall remain valid for its duration regardless of the number of times the holder thereof departs from and re-enters the country; Provided, that the holder maintains an updated TVV and ACR I-Card for the duration of the course of study; Provided further, that the SSP shall not be valid as an entry visa for visa-required foreign nationals.

ARTICLE IV – EXEMPTIONS AND RESTRICTIONS

Section 1. Exemptions. – The following foreign nationals shall be exempt from securing Student Visa or SSP:

1. Tertiary enrolment in Philippine schools of the spouses and unmarried dependent children below twenty-one (21) years old; of
 - a. A permanent foreign resident;
 - b. Foreign nationals with valid working visas under Sections 9(d), 9(g) and 47(a)(2);
 - c. Personnel of foreign diplomatic and consular missions residing in the Philippines;
 - d. Personnel of duly accredited international organizations residing in the Philippines;
 - e. Holders of Special Investor's Resident Visa (SIRV) and Special Retiree's Resident Visa (SRRV); and
 - f. Foreign students coming in the Philippines with 47(a)(2) visas issued pursuant to existing laws, e.g. Pres. Decree No. 2021.

This privilege is also extended to the principals who may wish to take advantage of the educational facilities in the country.

Section 2. Restrictions. – Only schools with programs accredited by the Federation of Accrediting Agencies of the Philippines (FAAP) or with the equivalent accreditation by the CHED and the BI shall be authorized to admit foreign students.

No school shall accept any foreign national to enroll or allow him/her to commence to study without a validly issued Student Visa or SSP. No foreign national shall enroll or commence his/her study unless he/she is validly issued a Student Visa or SSP.

Any foreign national granted with Student Visa or SSP shall not engage in any gainful employment or transfer to any school without the express authority from the Commissioner of Immigration or his/her duly designated authorized representative.

ARTICLE V – APPLICATION PROCESSING PROCEDURES AND GUIDELINES

Section 1. Where to File. –

1. Applications for conversion to Student Visa and registration of foreign students with Student Visa issued by PFSP shall be filed with the SVS or any BI Sub-Port Office which has jurisdiction of the location of the admitting school.
2. Applications for extension of Student Visa and issuance/extension of SSP shall be filed with the SVS or any BI Sub-Port Office which has jurisdiction of the location of the admitting school with or without ACR I-Card biometrics capturing facility.
3. Applications for downgrading of Student Visa shall be filed only with the SVS.

Section 2. Period to File Applications. – Qualified foreign students shall, through the admitting school's duly authorized representative, **file the appropriate applications within fifteen (15) days from the date of issuance of the Certificate of Acceptance/Notice of Admission by the admitting school.**

Section 3. Processing Procedures. – The SVA and concerned BI Sub-Port Offices shall strictly observe and comply with the procedures in the processing of the applications.

Section 4. Period to Complete Transactions. – All applications for issuance, extension, registration and downgrading of Student Visa must be completed by the SVS and Sub-Port Offices within seven (7) days and ten (10) working days, respectively, from receipt thereof, while SSP applications must be completed within five (5) working days from receipt thereof regardless where filed.

Section 5. Duties of the School's Duly Authorized Representative. – The admitting school's duly authorized representative, who must be a regular employee thereof, shall exclusively assist and/or represent the foreign students in the filing and processing of their applications with the BI. The foreign students shall directly communicate with the admitting school and must comply with its institutional requirements.

The SVS and ACOs shall process only those applications that are filed by the admitting school, through its duly authorized representative.

ARTICLE VI – FEES

Section 1. Fees. – The fees prescribed in the attached **Schedule of Fees** shall be assessed and paid in full upon the filing of each application.

Section 2. – Other Fees. – Other applicable fees not specified in the preceding Section shall be collected based on existing prescribed rates.

ARTICLE VII – MISCELLANEOUS PROVISIONS

Section 1. Not applicable

Section 2. Not applicable

Section 3. Sanctions. – Consistent with Inter-Agency Committee on Foreign Students (IACFS) Memorandum Order No. 01, Series of 2000, the authority to accept foreign students of any school found to have violated or failed to comply with the provision of Executive Order No. 285, Series of 2000, its implementing Guidelines, shall, after due investigation conducted by BI and/or CHED, be subject to cancellation/revocation and/or a fine of Fifty Thousand Pesos (Php50,000). **Any foreign student found to have enrolled without appropriate Student Visa or SSP shall be charged a fine of Twenty Thousand Pesos (Php20,000) and subsequent deportation.**

Section 4. Monitoring and Reporting. –

(a) Not applicable

(b) All schools authorized to accept foreign student shall submit a detailed enrolment report, through its Foreign Student Unit, to the SVS within **thirty (30) days** from the commencement of each and every school term, i.e., school year, semester, trimester, etc.

Section 5. Not applicable

Section 6. Not applicable

Section 7. Effectivity and Implementation. – This order shall take effect and shall be implemented on all applications commencing in **School Year 2015-2016**.

Source: CHED Memorandum Order No. 129, Series of 2015, Dated: 21 July 2015

Additional Information:

In accordance with Executive Order 285 dated September 4, 2000:

1. TRANSFER TO ANOTHER HIGHER EDUCATION INSTITUTION (HEI):

- a. **The one-year no transfer policy upon conversion of Student Visa shall be strictly implemented by HEIs.** Transfer of school may be allowed only after one (1) year of residency, subject to evaluation and compliance of the requirements and existing guidelines, provided that the **transfer of school is done only twice** in the transferee's period of stay in the Philippines.
- b. **No HEIs shall accept a foreign student if his/her authorized period of stay in the Philippines has expired.** Once the application is received by the HEI, it is duty bound to report immediately the information to the Bureau of Immigration, copy furnished the CHEDCO/CHEDROs concerned.
- c. Foreign student shall not be allowed to transfer to any school upon reaching the fourth year level of the program enrolled at, except in meritorious cases to be determined by the accepting HEI.
- d. There shall be no issuance of clearance or endorsement from CHED if the following documents are not attached to the foreign student's application, such as; 1) Notice of Acceptance by the accepting HEIs; 2) Transfer Credentials of the sending HEIs; and 3) cited reasons for transfer.
- e. The request for CHED clearance/indorsement to the Bureau of Immigration as a requirement for transfer to another school be issued only if; 1) Submitted by the authorized School Representative; and 2) the submitted documents are Certified True Copy. The documents required to be attached in the application for transfer to another school are the following:
 1. Official endorsement and Notice of Acceptance from the accepting HEI;
 2. Transfer Credential;
 3. Good Moral Character;
 4. Transcript of Records
 5. Letter of Intent to transfer (from the student)
 6. Photocopy of Passport and ACR I-card

2. SHIFTING TO ANOTHER PROGRAM

- a. **Foreign students shifting to another program shall be allowed once in the entire period of stay of the Foreign Student in the Philippines.** The application for shifting of program shall be allowed if; 1) the shift will not violate the allowable period of stay of the applicant; and 2) the HEI concerned issued the Notice of Acceptance to the applicant.
- b. The request for CHED clearance/indorsement to the Bureau of Immigration for shifting of program shall be issued only if; 1) submitted by authorized School Representative; and 2) the documents are Certified True Copy. The documents required to be attached in the application for shifting of program are the following:
 1. Official endorsement from the HEI;
 2. Notice of Acceptance;
 3. Letter of Intent to shift a program (from the student)
 4. Photocopy of Passport and ACR I-card
- c. CHED endorsement shall be issued by Office of the Student Development and Services (OSDS) within (5) working days upon receipt thereof.

3. ACCEPTANCE OF THE HIGHER EDUCATION INSTITUTIONS (HEIS) FOR FOREIGN STUDENTS

- a. The initial period of admission shall be or a period of one (1) Academic Year as determined by CHED without extension;
- b. HEIs who have the authority to admit foreign students granted accreditation by the Bureau of Immigration are only those authorized by CHED to accept foreign students;
- c. HEIs who authorized to admit foreign students without accreditation from the Federation of Accrediting Agencies or its CHED equivalent accreditation shall be given one (1) year from the effectivity of these guidelines to comply with the requirements of EO 285. Failure to comply with this provision shall be a ground for non-issuance of CHED clearance or indorsement and continued non-compliance could also be a ground for withdrawal or cancellation of authority to admit foreign students.
- d. HEIs authorized by BI and CHED to admit foreign students shall comply with all the government requirements in the admission of foreign students. Failure comply with this provision shall be a ground for withdrawal or cancellation of authority to admit foreign students.

e. The quota for foreign students shall not exceed ten percent (10%) of the total freshmen enrolment in each undergraduate program per school, but in no case shall it exceed 1/3 of the HEI's student population.

f. Foreign students who were granted students 9(f) visa under Section 9(f) of the Immigration Act of 1940 shall only be enrolled in a Bachelor, Master's or Doctoral program and/or program as indicated in the approved student visa. **He or she is not allowed to enroll in a vocational or other short-term courses at the same time while still enrolled in the bachelor, master's or doctoral program.**

g. **HEIs shall regularly submit enrollment report on foreign students within 45 days after the start of classes.** The report shall include the following: 1) the names of those who have been accepted but failed to enroll; 2) monthly status report with emphasis on whoever is missing, has transferred or dropped from the rolls; and 3) promotional report to include those who failed to take the examinations and those with deficiencies.

4. FOREIGN STUDENTS WHO COMPLETED THEIR DEGREE PROGRAM

Foreign students who graduated or completed their degree program enrolled in, shall be advised to leave the country as a general rule. They shall be assisted by the HEIs to facilitate their exit clearance at the Bureau of Immigration.

However, for those foreign students who will pursue another degree of Post; Graduate program, they shall be allowed to stay subject to their compliance with the documentary requirements for new foreign students set by the accepting HEI and the Bureau of Immigration.

5. MONITORING AND REPORTING

- A. A regular monitoring activity shall be conducted by CHED to assess and evaluate the implementation and compliance of foreign students and HEIs with the Executive Order, in coordination with the other concerned government agencies.
- B. The IACFS shall convene a regular meeting for updates and progress on the assessment of the foreign students' programs.

GENERAL INSTRUCTIONS IN FILLING UP THE CGAF

To avoid summary dismissal/delay in the processing of your application/petition, please be advised of the following:

1. Enter legibly all the information required into the appropriate spaces on the form. If the information required is not applicable, please write "N/A". Do not leave any item blank. Your answers must be in English and all entries must be in CAPITAL LETTERS using English characters only.
2. The Consolidated General Application Form (CGAF) must be accomplished in two (2) ORIGINAL copies. The first copy shall be submitted together with all the documents pertaining to this application and the second copy is intended for application of Alien Certificate of Registration Identity Card (ACR I-Card) to be submitted in a separate folder.
3. All documents required for submission must be complied with arranged in the order as listed in the Checklist of Documentary Requirements (CDR), compiled in a legal size (8 ½ x 14) folder and shall be submitted within the prescribed period, if applicable.

PLEASE MAKE SURE THAT ALL THE FOLLOWING INFORMATION ARE CORRECT:

**FIRST NAME
MIDDLE NAME
SURNAME/FAMILY NAME
PASSPORT NUMBER
BIRTH DATE
BIRTH PLACE AND
ADDRESS**

Should there be any more questions or inquiries, please do not hesitate to come and see the Foreign Students' Unit (Window 10) of the Records and Admissions Office.

17 September 2015

SCHEDULE OF FEES

1. For Conversion to Student Visa

Assessed Items	Amount (in PH Pesos)
Miscellaneous Fees	
Application Fee	2,000.00
Implementation Fee	1,000.00
Legal Research Fee	70.00
Service Fee	1,000.00
Certificate Fee	500.00
Visa Fee	1,000.00
ICR, CRTV, CRTS, CRTT and CRPE Fees	1,400.00
ACR (Adult) Fee	1,000.00
Head Tax	250.00
Express Lane Fees	
Application	500.00
Certificate	500.00
ACR I-Card	500.00
Total	9,700.00
+ ACR I-Card Fee	U.S. \$50.00 (convertible to PH Pesos based on the current exchange rate)

2. For Extension of Student Visa

Assessed Items	Amount (in PH Pesos)
Miscellaneous Fees	
Extension Fee	4,000.00
Implementation Fee	1,000.00
Legal Research Fee	20.00
Certificate Fee	500.00
Express Lane Fees	
Application	1,000.00
Certificate	500.00
ACR i-Card	1,000.00
Total	8,020.00
+ ACR I-Card Fee	U.S. \$100.00 (convertible to PH Pesos Based on the current

	Exchange rate)
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3. For Downgrading of Student Visa

Assessed Items	Amount (in PH Pesos)
Miscellaneous Fees	
Motion for Reconsideration	500.00
Update Fee	1,000.00
Application Fee	2,000.00
Legal Research Fee	30.00
Certificate Fee	500.00
ECC Fee	710.00
Express Lane Fees	
Application	500.00
Certificate	500.00
ECC	500.00
Total	6,240.00

4. For Issuance and Extension of SSP

Assessed Items	Amount (in PH Pesos)
Miscellaneous Fees	
Application Fee	2,000.00
Implementation Fee	1,000.00
Legal Research Fee	40.00
Service Fee	200.00
Certificate Fee	500.00
Express Lane Fees	
Application	500.00
Certificate	500.00
ACR I-Card	500.00
Total	5,240.00
+ ACR I-Card Fee	U.S. \$50.00 (convertible to PH Pesos Based on the current Exchange rate)

***Fees are subject to change without prior notice.**