



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



MEMORANDUM FROM THE CHAIRPERSON

TO : CHEDRO Regional Directors and Officers-in-Charge
Presidents/Heads of Public and Private Higher Education Institutions
Authorized to Admit Foreign Students

SUBJECT : **CONSOLIDATED IMPLEMENTING GUIDELINES ON THE ENTRY AND
STAY OF FOREIGN STUDENTS IN THE PHILIPPINES PURSUANT TO
EXECUTIVE ORDER 285, s. 2000**

DATE : January 10, 2018

In order to implement the pertinent provisions of Executive Order (E.O.) No. 285, Series of 2000, various issuances were issued by the Inter-Agency Committee on Foreign Students (IACFS) and other agencies, such as IACFS Memorandum Order Nos. 1, s. 2000, and 1, s. 2001, Immigration Memorandum Circular No. SBM-2015-007, Commission en Banc (CEB) Resolution No. 704-2015 dated December 1, 2015 and IACFS TWG Resolution No. 1, s. 2017 dated February 3, 2017.

Pursuant to the above-mentioned E.O. and issuances, the IACFS issued Joint Memorandum No. 1, s. 2017, or the Consolidated Implementing Guidelines on the Entry and Stay of Foreign Students in the Philippines pursuant to Executive Order 285, s. 2000, on October 19, 2017. The consolidated implementing guidelines shall apply to all higher education institutions (HEIs) duly authorized by the CHED and the Bureau of Immigration to admit foreign students.

Attached hereto is a copy of Joint Memorandum No. 1, s. 2017 for your information and guidance. You are hereby directed to disseminate the terms of the guidelines to your office or institution for their implementation.

For your appropriate action and compliance.

PATRICIA B. LICUANAN, Ph.D.
Chairperson

Inter-Agency Committee on Foreign Students (IACFS)

Joint Memorandum Order No. 01 s. 2017

**To : Heads of the Concerned Government Agencies
Heads of the Higher Education Institutions Authorized to Accept
Foreign Students**

**Subject : Consolidated Implementing Guidelines on the Entry and Stay of
Foreign Students in the Philippines Pursuant to Executive Order No.
285, s. 2000**

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In accordance with Executive Order (EO) No. 285 dated September 4, 2000, "Amending the Guidelines Governing the Entry, and Stay of Foreign Students in the Philippines" and in line with the Inter-Agency Committee on Foreign Students' (IACFS) effort to further streamline all rules and procedures governing foreign students in support of the government's policy to promote Philippines as a center for education in the Asia and Pacific.

Thus, the IACFS hereby adopts the following consolidated implementing Guidelines, for information and compliance of all concerned:

1. Coverage

- 1.1 These Guidelines shall cover only foreign nationals who do not possess Philippine citizenship, and who seek temporary stay in the Philippines for the sole purpose of taking up higher education at HEIs duly authorized to admit foreign students who are at least eighteen (18) years of age at the time of enrollment and have sufficient means to support their studies. (Sec. 1.A, EO 285)

2. HEIs Authorized to Admit Foreign Students:

- 2.1 Only HEIs with programs accredited by the Federation of Accrediting Agencies of the Philippines (FAAP) or with equivalent accreditation by the Commission on Higher Education (CHED) shall be authorized to admit foreign students (FS) by the Bureau of Immigration. Please refer to the attached BI Form 2014-02-006 on the Checklist of Requirements for School Accreditation.
- 2.2 At regular intervals, preferably by end of March, an updated list of HEIs authorized to admit FS shall be issued by CHED in consultation with BI. Copies of the list shall be furnished the BI, Department of Foreign Affairs (DFA), National Bureau of Investigation (NBI), National Intelligence Coordinating Agency (NICA), and the schools authorized to admit FS. (Sec. 1.B, EO 285)
- 2.3 HEI authorized to admit FS shall establish a Foreign Student Unit (FSU) within its organization which shall be tasked to:
- act as an official transacting body of the HEI with the IACFS member agencies;
 - employ a regular/permanent Liaison Officer who must be accredited by BI and who shall act as conduit for all applications and submissions of documents required of accepted FS, including the stamping of actual dates of receipts/release on receiving copies for transparency and records purposes. The HEI shall likewise employ necessary personnel proportionate to its allowed FS population;
 - assist the FS in obtaining the necessary alien documentations;

Consolidated Implementing Guidelines on the Entry and Stay of Foreign Students in the Philippines Pursuant to Executive Order No. 28, s. 2000



COMMISSION ON HIGHER EDUCATION
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[Signature]
EDRALINDA B. FUENTERRELLA

- d. submit reports pursuant to Item No. 11 (Monitoring and Reporting) hereof to the CHED Regional Offices and BI Student Visa Section copy furnished NICA, NBI and DFA;
 - e. receive all financial payables from accepted FS and issue official receipts for in connection with authorized school fees and program-related expenses;
 - f. provide assistance to FS to find a suitable housing/residential and other related services, if necessary; and
 - g. launch information campaigns to solicit and receive applications directly from prospective foreign students, if necessary. The HEIs, for these purposes, may seek the assistance of the DFA and the Department of Tourism (EO 285 Page 3 3rd paragraph).
- 2.4 HEIs authorized by BI and duly recognized by CHED to admit FS shall comply with all the government regulations as required by law in the admission of FS. Failure to comply with this provision shall be a ground for withdrawal or cancellation of authority to admit FS.
- 3. Acceptance of FS in Authorized HEIs**
- 3.1 An applicant for the collegiate level/Bachelor's degree must be eligible to enroll in college.
 - 3.2 The applicant shall comply with the HEI's institutional requirements by submitting the following documents:
 - a. A notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the FS' accommodation and subsistence, as well as the school dues and other incidental expenses;
 - b. Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence;
 - c. Photocopy of data page of the student's passport showing the date and place of birth, and birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence. (Sec.1.B, par.5, p. 3, EO 285)
 - d. Police Clearance/Report
 - 3.3 The red-ribboned/authenticated documents of validly enrolled FS shall become part of the permanent record of the student and shall be kept in the school files.
 - 3.4 The HEI, after having satisfactorily evaluated the FS' submissions of the documentary requirements enumerated in the preceding paragraph, shall issue a Notice of Acceptance/Admission (NOA) to the student and submit a duplicate copy thereof to the DFA, with a certified true copies of the CHED's Certificate of Eligibility for Admission (CEA), when necessary, especially for those who desire to enroll in Medicine and Dentistry, and the above-cited documentary requirements.
 - 3.5 The HEI shall secure from BI for derogatory check prior to endorsement of a foreign national to DFA for issuance of visa.
 - 3.6 The DFA shall endorse the said documents to the Philippine Foreign Service Post located in the student's country of origin or legal residence for the issuance of the Student Visa after validating the student's identity and admissibility under existing DFA regulations. (Sec. 1.B, 2nd par., p 4, EO 285)



4. Admission Entry of Foreign Students pursuant to the Philippine Immigration Act of 1940, as Amended

4.1 For foreign nationals still abroad applying for 9(f) student visa

- 4.1.1 Foreign nationals presently residing and living abroad who desire to travel to the Philippines to take up an academic program higher than high school in an HEI authorized and approved to accept FS shall secure a 9f visa from the Philippine Foreign Service Post with jurisdiction in their country of origin or place of legal residence prior to their departure.
- 4.1.2 The Philippine Foreign Service Post shall require the FS to appear in person before the Consular Officer for interview and compliance with additional consular requirements:
- Original copy of the HEI's NOA containing a clear impression of the HEI's dry seal;
 - Original copy of the CEA issued by CHED if enrolling in Medicine or Dentistry;
 - Police clearance issued by the national police authorities in the student's country of origin or legal residence, authenticated by the Philippine Foreign Service Post having consular jurisdiction thereat; and
 - Medical certificate issued by an authorized physician including, but not limited to, standard-size chest x-ray, and Hepatitis B clearance.
- 4.1.3. The Consular Officer shall not assume the task of determining the student's scholastic fitness for the program applied for and shall issue the student's visa as soon as all the requirements are complied with.
- 4.1.4 A notice of visa issuance shall be furnished by the DFA to the HEI concerned, the CHED, BI, NBI and NICA as soon as it receives a report to this effect from the issuing Post. (Sec.1.C, p. 4, EO 285)
- 4.1.5 Upon arrival in the Philippines, the foreign nationals whose application for Student Visa was approved and issued at the Philippine Foreign Service Post of their country of origin or legal residence, shall register, within seven (7) days from date of arrival in the Philippines, report to:
- HEI which issued the NOA for purposes of enrollment and to assess the FS' competency level and establish his/her scholastic comparative equivalence, when necessary, and
 - BI Student Visa Section for registration and processing of ACR I-Card application upon submission and compliance with all the documentary requirements prescribed in the Checklist of Requirements for Registration of Foreign Students with Philippine Foreign Service Post Issued Student Visa² (Immigration Memorandum Circular No. SBM-2015-007, Article II, Sec.2)

4.2 For Foreign Nationals still abroad applying for 9(a) (Temporary Visitor's Visa) with the intention to convert to 9(f) admission status.

4.2.1 In addition to the mandated requirements for a 9(a) Temporary Visitor's Visa:

In compliance with the Section D, Paragraph 6 of the Executive Order 285, foreign nationals who are applying for a 9(a) Temporary Visitor's Visa at



Foreign Service Posts with the intention of studying in the country shall be required to submit the following requirements:

- a) Police clearance issued by the national police authorities in the student's country of origin or legal residence, authenticated by the Philippine Foreign Service Post having consular jurisdiction thereat;
- b) Medical certificate issued by an authorized physician including, but not limited to, standard-size chest x-ray, and Hepatitis B clearance, authenticated by the Philippine Foreign Service Post having consular jurisdiction thereat;
- c) Scholastic records duly translated and authenticated; and
- d) Affidavit of support duly translated and authenticated

5. Change/Conversion of Admission Status of Foreign nationals already in the Philippines

5.1 Authorization for conversion from 9(a) (Temporary Visitor's Visa) to 9(f) Student Visa and issuance of Special Study Permit (SSP) shall be allowed upon compliance with the requirements of Immigration Memorandum Circular No. SBM-2015-007, BI Form V-NI-00 Rev 0 "Conversion to Student Visa", to wit:

- a. He/she is at least eighteen (18) years of age;
- b. He/she has the means sufficient for his/her education and support in the Philippines;
- c. 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;
- d. He/she does not belong to any class of excluded foreign nationals nor any ground for deportation exist against him/her under Sections 29 and 37 of Commonwealth Act No. 613, as amended; and
- e. He/she and the admitting HEI have submitted and complied with all the documentary requirements prescribed in the Checklist of Documentary Requirements for Conversion to Student Visa

5.2 The concerned HEI and the Inter-agency Members shall provide assistance to the foreign nationals who are already in the country under any valid visa arrangement and who apply/petition for the conversion of their status to 9f student visa or for the issuance of a Special Study Permit provided all relevant pre-requisites are complied with, and provided further, that safeguards to national security concerns/interests are adequately and appropriately undertaken by all concerned agencies.

5.3 The foreign national shall submit the following documentary requirements to the BI Student Visa Section, through the HEI-FSU Liaison Officer who will hand-carry the same under a cover letter typewritten on the HEI's official stationery, signed by the School Registrar and stamped with the HEI's official dry seal.

- a. Written indorsement from the HEI for the change/conversion of the admission status of the foreign national to that of a student with the following documentary requirements :
 - i. Joint letter request addressed to the Commissioner from the authorized representative of the petitioning school and applicant, using the school letterhead with dry seal;
 - ii. Duly accomplished CGAF (BI Form CGAF-003-Rev0);



- iii. Photocopy of passport pages bearing the bio-page, latest admission with valid authorized stay and Bureau of Quarantine stamp;
 - iv. Original copy of the NOA bearing a clear impression of the HEI's official dry seal;
 - v. Endorsement addressed to the Commissioner from the school for the conversion of the applicant's status, signed by the School Registrar with official dry seal; ;
 - vi. Original copy of the CEA issued by the CHED for Medicine and Dentistry students;
 - vii. CHED endorsement for transfer and shifting of course, if applicable;
 - viii. Police clearance issued by the National Police Authorities in the FS' country of origin or legal residence duly authenticated by the Philippine Foreign Service Post having consular jurisdiction thereat for FS who resided in the Philippines for less than 59 days. However, for FS who resided in the Philippines for more than 180 days at the time he/she applies for the change/conversion of admission status to that of a student, he/she shall submit an NBI clearance;
 - ix. Photocopy of BI school accreditation ID of the registrar or school representative; and
 - x. BI Clearance Certificate.
- 5.4 The BI Student Visa Section, upon finding that the documentary requirements are complete and in order and after payment of the required filing fee, shall recommend to the BI Commissioner the issuance of an order changing/converting the admission status of an alien from Temporary Visitor's Visa category to that of a Student Visa. After payment by the FS of the conversion fee, visa fee and implementation fee, the Student Visa Section will implement the approved conversion in the applicant's passport. (Ibid. p.2)
- 5.5 The FS shall then report to the Alien Registration Division for the issuance of ACR and CRTS upon payment of all corresponding immigration fees and other charges. (Ibid p.2)
- 5.6. The FS' authorized period of stay shall be consistent with the length of the degree program to which he/she has been admitted by an accredited HEI. 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 FS completes his/her studies consistent with the length of the program. (Immigration Memorandum Circular No. SBM-2015-007, Art. II, Sec.4)

6. Extension of Period of Stay

- 6.1 To qualify for Student Visa extension, the admitting school and foreign student shall submit and comply with the applicable documentary requirements prescribed in the Checklist of Documentary Requirements for Extension of Student Visa³ (SBM-2015-007 Article II, Section 3):
- i. 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;
 - ii. Duly accomplished CGAF (BI Form CGAF-003-Rev 0);
 - iii. Photocopy of passport bio page, visa implementation page and latest admission with valid authorized stay;

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Administrative Officer

- iv. Copy of latest Transcript of Records or Certificate of Grades for two (2) previous semesters and certificate of enrolment for the coming semester, signed by the Registrar with seal;
- v. Honorable Dismissal or Certificate of Transfer Credential from previous school, in case of transfer;
- vi. CHED endorsement, in case of shifting of program and/or transfer of school;
- vii. Original copy of the CEA issued by the CHED for Medicine students for FS graduated from Pre-Medical program;
- viii. Photocopy of BI school accreditation ID of the registrar or school representative;
- ix. NBI Clearance; and
- x. BI Clearance Certificate.

6.2. The FS shall pay the required extension fee, express lane fee, and legal research fee for annual extension of stay as a student.

6.3. The BI shall conduct derogatory record verification on the FS for every request for extension of stay (Ibid pp 2-3)

7. Downgrading of Student Visa (Immigration Memorandum Circular SBM-2015-007, Article II, Sec. 6)

7.1 Upon petition/application by the admitting HEI or the foreign student and subject to the submission of all supporting documents prescribed in the Checklist of Documentary Requirements for Downgrading of Student Visa⁴, the foreign student's Student Visa shall be downgraded to Temporary Visitor's Visa upon confirmation that he/she:

- a. Graduated or finished the degree program in the HEI for which he/she was admitted;
- b. Failed to satisfy the grading/scholastic requirements of the admitting HEI;
- c. Failed to timely extend his/her Student Visa; or
- d. Has an expired Student Visa.

8. Exemptions:

8.1 The following foreign nationals shall be exempted from securing Student Visa or SSP:

8.1.1. Tertiary enrolment in Philippine HEIs 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 visa under Section 9(d), 9(g) and 47(a)(2) of Commonwealth Act No. 613, as amended;
- 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);
- f. Foreign students coming in the Philippines with 47(a)(2) visas issued pursuant to existing laws, e.g., Pres. Decree No. 2021; and
- g. Refugees and stateless persons (under Section 47b) duly approved by the Department of Justice (DOJ).



- 8.1.2 This privilege is also extended to the principals who may wish to take advantage of the educational facilities in the country.
- 8.1.3 Children of the above-mentioned admission categories who are already enrolled before their marriage and/or before reaching twenty-one (21) years of age shall be allowed to finish their studies and convert their admission category to that of Student Visa for as long as their principals remain in the country.
- 8.1.4 Spouses and children of personnel of foreign diplomatic and consular missions and duly accredited international organizations located in the Philippines who desire to remain in the Philippines to enroll for the first time or finish their studies higher than high school and under prescribed regulations, shall be allowed to convert their admission category to that of Student Visa in accordance with the applicable procedure, in the event their principals lose their admission category as Foreign Government Official. The privilege is extended to the principals who may wish to take advantage of the educational facilities in the country.

9. Transfer of FS to Another HEI:

- 9.1 Transfer of a FS to another HEI may be allowed only after one (1) year residency period, subject to evaluation and compliance with the requirements and existing guidelines, provided further that HEI transfer shall be done only twice within the duration of the same degree program.
- 9.2 No HEIs shall accept a FS whose authorized period of stay in the Philippines has expired. The HEI is duty bound to report the information to the BI, copy furnished the CHED Central/Regional Office concerned.
- 9.3 If the FS has only one (1) year left to finish his/her study and is expected to graduate at the end of that academic year, he/she shall not be allowed to transfer to another HEI, except for a cause.
- 9.4 A FS who is qualified to transfer to another HEI needs to secure a CHED clearance/endorsement for the BI. The clearance/endorsement will be issued by CHED upon receipt of the request supported by the following documents which are all certified true copies, submitted by the HEI-FSU Liaison Officer and provided further that the same shall not be withheld for unjustifiable cause, viz:
- a. Official endorsement and NOA from the accepting HEI indicating the quota number;
 - b. Transfer Credentials from the HEI where the FS is currently enrolled in/studying at;
 - c. Certificate of Good Moral Character;
 - d. Transcript of Records;
 - e. Letter of Intent and reason for the transfer of the FS ; and
 - f. Photocopy of Passport and ACR of the FS.
- 9.5 The HEI shall provide any eligible student who applies for transfer with transfer credentials appropriate for admission in another institution, subject to the latter's policies and regulations on the admission of transfer students.



9.6 The transfer credential must be signed by the School Registrar, and issued not later than two (2) weeks after the filing of the application for transfer. Likewise, the transfer credential shall be transferred by the school last attended only once to the admitting HEI requesting for the said record.

9.7 The CHED endorsement shall be issued by the Office of Student Development and Services (OSDS) or authorized CHEDROs within five (5) working days upon receipt of the request with complete supporting documents.

10. Shifting of FS to Another Degree Program

10.1 A FS shall be allowed to shift or change his/her degree program of study only once for the entire duration of his/her stay in the country.

10.2 The application to shift/change degree program of study shall be allowed if the shift/change will not violate the allowable period of stay of the FS in the country.

10.3 Similar to the request for transfer to another HEI, a FS who intends to shift/change his/her degree program needs to secure a CHED clearance/endorsement to the BI. The CHED clearance/endorsement will be issued by the CHED through the OSDS or authorized CHEDROs within five (5) working days from receipt of the request supported by certified true copies of the following documents submitted by the HEI-FSU Liaison Officer, viz:

- a. Official endorsement from the HEI;
- b. Letter of Intent and reason of the FS to shift/change higher education program of study; and
- c. Photocopy of the Passport and ACR of the FS.

11. Completion of Degree Program by FS

11.1 As a general rule, a FS who has graduated or completed the degree program he/she enrolled in and has the desire to take a post degree course, e.g. Masters or PhD, shall submit a NBI Clearance and CHED endorsement as additional requirements in extending the 9(f) visa. In cases when FS wishes to take another undergraduate/ Bachelor's degree after completing one, he/she shall be advised to leave the country following the guidelines for downgrading of student visa (with order to leave). He/she shall be assisted by the HEI to facilitate his/her exit clearance with the BI.

11.2. A FS who graduated from a pre-medical program in the Philippines and intends to pursue medical/dental proper shall be allowed to enroll and extend his/her period of stay subject to compliance with these guidelines.

12. Monitoring and Reporting

12.1 A regular monitoring activity shall be conducted by CHED in coordination with other concerned government agencies, to assess and evaluate the implementation and compliance of FS and HEIs with EO 285.

12.2 HEIs shall regularly submit the following reports on foreign students to the BI, copy furnished the CHED through CHEDROs, NBI and NICA, viz: .



- a. Enrollment report within forty-five (45) days from the start of classes, containing the names of the FS who were accepted in the HEI and the program/s the FS is/are enrolled in including those who have been accepted but failed to enroll; (In EO 285 – 45 days after commencement of classes every semester)
 - b. Names of FS who have been accepted but failed to enroll shall be reported within 30 days after enrolment has ceased;
 - c. Monthly status report with emphasis on whoever is/are missing, transferred or dropped from the rolls, and/or with derogatory record as may be deemed necessary; (In EO 285 page 2 – or with derogatory record, page 6)
 - d. Report to be submitted at the end of each term on those who failed to take the examinations and those with deficiencies, including those who have completed their courses; and
 - e. In case of requests for Student Visa extension, a report on promotions shall be submitted within 30 days after such approval (Sec. 1.E, p.6, EO 285)
- 12.3 CHED OSDS shall consolidate the reports submitted through CHEDROs. A consolidated copy shall be given to BI, DFA, NBI and NICA. The information drawn from the aforementioned reports submitted by concerned HEIs shall form part of the monitoring system on the activities of foreign students. (IACFS Memorandum Order No. 1 s. 2000)
- 12.4 Spot inspection visits shall be jointly conducted by CHED, BI and DFA (IACFS Memorandum Order No. 1 s. 2001)
- 12.5 Visits shall be done only once in an HEI periodically to verify the authenticity of documentary and other requirements. No inspection of facilities shall be undertaken. Only in the event of problems like visa requirement/violations and upon invitation as resource person/speaker in seminars and/or workshops, shall extra visits be done. (IACFS Memorandum Order No. 1 s. 2001)
- 12.6 Non-compliance by HEIs to submit the above-mentioned reports shall be a ground for the cancellation by CHED and BI of their authority to accept FS. (Ibid)
- 12.7 NICA and NBI will check, whenever necessary, the activities of FS brought to their attention which appear to be inimical to national security. (Ibid)
- 12.8 Criminal complaints filed against the FS shall be referred to the NBI for investigation and appropriate action. Likewise, BI shall investigate, apprehend and prosecute, whenever necessary, FS who are not complying with Philippine immigration laws and regulations, which may be a ground for the cancellation of the Student Visa and deportation of the FS concerned. (Section 1.E, p. 6, EO 285)
- 12.9 The IACFS shall convene regular meetings for updates and progress in the assessment of the foreign students' programs; request representatives from other agencies and/or the private sector to attend meetings, whenever necessary; and submit to the Office of the President a semi-annual (before end of September and February) report on the status of FS in the country.
- 12.10 The CHED shall serve as Secretariat of the IACFS.



13. Restrictions: (SBM 2015-007, Article IV, Sec.2)

- 13.1 No HEI 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;
- 13.2 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. Provided, however, said foreign nationals are included in the HEI report as required under Item 12 of this Guidelines; and
- 13.3. The FS is not allowed to enroll simultaneously in another baccalaureate or graduate program in the same or higher degree level including short-term course/s not related to the degree program being taken.

14. Sanctions

- 14.1 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 and Immigration Memorandum Circular No. SBM-2015-007, shall, after due investigation conducted by BI and/or CHED, be subject to cancellation/revocation and/or a fine of Fifty Thousand Pesos (PhP 50,000.00). Any foreign student found to have enrolled without appropriate Student Visa or SSP shall be charged a fine of Twenty Thousand Pesos (PhP 20,000.00) and subsequent deportation. (SBM-2015-007 Article VII, Section 3)

After due investigation by BI, the foregoing sanctions may likewise be imposed upon any school or foreign national who violates any provision of the said BI Memorandum Circular and BI Memorandum NWR No. RAGE-ARD-2016-007.

15. Separability Clause

- 15.1 If, for any reason, any part or provision hereof shall be held unconstitutional or declared contrary to law, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect. (Sec. 6, p8, EO 285)

16. Repealing Clause:

- 16.1 This Order shall supersede all other IACFS issuances and regulations. Any part thereof which are inconsistent with the provisions of these Guidelines are hereby amended, modified or repealed accordingly.

17. Effectivity:

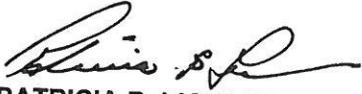
This Order shall take effect immediately.

Issued in Quezon City, Philippines, October 19, 2017.



Signed by the Chair, Co-Chairs and Members:

Chair:


PATRICIA B. LICUANAN, Ph.D.
Chairperson
Commission on Higher Education

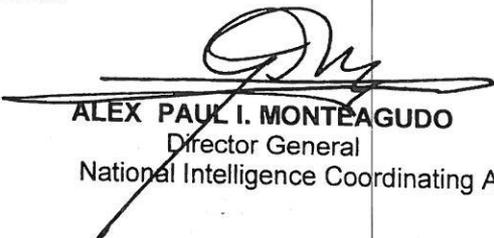
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Director General
National Intelligence Coordinating Agency



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BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 285

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**AMENDING THE 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, it is the policy of the government to continuously promote the Philippines as a center for education in the Asia Pacific Region by (i) encouraging foreign students to study in the country, (ii) developing awareness of the Philippine educational system among neighboring countries, and (iii) allowing duly accepted foreign students to avail of the facilities of the Philippine educational system;

WHEREAS, an increasing number of foreign students has expressed the desire to enter and study in the Philippines, and graduate from Philippine schools, colleges and universities;

WHEREAS, the Philippine government recognizes the importance of openness and vigilance in determining *bona-fide* foreign students who wish to avail themselves of education and training in the Philippine educational institutions and benefit from an enriched exchange of culture, ideas and goodwill among nations in the region;

WHEREAS, studying in the Philippines will afford foreign students of Filipino descent excellent means and opportunity to appreciate and understand their roots and rich cultural heritage;

WHEREAS, the government policy of attraction for foreign students to come to the country will help boost the nation's prospects to improve its economic environment;

WHEREAS, there is a need to liberalize the procedures and requirements in the entry of foreign students without compromising national security by providing a systematic method in the processing and approval of their documents.

NOW, THEREFORE, I, JOSEPH EJERCITO ESTRADA, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. *Basic Policies and Procedures.* The following policies and procedures shall be observed by all entities concerned:



PJEE Hologram #20235



A. Coverage

Only aliens who seek temporary stay in the Philippines solely for the purpose of taking up a course higher than high school at a university, seminary, college, academy, or school duly authorized to admit foreign students who are at least 18 years of age at the time of enrollment and have the means sufficient for their education and support of study are covered under this order.

B. Acceptance

Only schools with programs accredited by the Federation of Accrediting Agencies of the Philippines (FAAP) or with the equivalent accreditation by the Commission on Higher Education (CHED) and the Bureau of Immigration (BI) shall be authorized by the Commission to admit foreign students. The CHED shall prepare, at regular intervals, an updated list of such schools, in consultation with the BI, taking into account their respective mandates under existing laws and regulations. Copies of the list shall be furnished the BI, the Department of Foreign Affairs (DFA), the National Bureau of Investigation (NBI), the National Intelligence Coordinating Agency (NICA) and the schools authorized to admit foreign students. All schools so authorized shall establish a foreign student unit within their organization. To maintain their authority, the schools, through their foreign students unit, shall submit the following reports to the BI, copy furnished the CHED and NICA:

- a) an enrollment report on foreign students 45 days after commencement of classes every semester. The names of those who have been accepted but failed to enroll, either for the first time or subsequent terms, should be included in the said report.
- b) a monthly status report, as may be deemed necessary, with emphasis on whoever is missing, has transferred, dropped from the rolls or with derogatory records.
- c) a report on promotions with inclusions of those who failed to take the final examinations and those with deficiencies.

Failure to comply with the above-required reports shall be a ground for cancellation by the CHED of the authority to admit foreign students.

The Certificate of Eligibility for Admission (CEA) addressed to the accepting school shall be cleared by the CHED only in cases where restrictions exist on enrollment of foreign students due to shortage of facilities, such as enrollment in medicine and dentistry.

The CHED and the Department of Education, Culture and Sports (DECS) shall provide assistance to schools in regard to issues on comparative equivalences between foreign educational systems and those of the Philippines.



Accreditation of advanced credits earned in college or earned credits in Science, English and Mathematics in the 11th and 12th year levels of secondary education in foreign countries shall be limited only to the authorized number fixed by the CHED. Grant of credits in excess of the authorized number of advanced credits for degree course shall be subjected to validating examinations to be administered by the accepting educational institutions subject to information of the CHED.

Enrollment in any level shall require completion of the lower particular level, e.g., an applicant for the tertiary or collegiate level must be a graduate of high school or its equivalent.

The individual school may launch information campaigns to solicit and receive applications directly from prospective foreign students. The schools, for these purposes, may seek the assistance of the DFA and the Department of Tourism.

The processing of documents shall be between the school and the government agency concerned.

The foreign students shall communicate directly with the school and comply with the school's institutional requirements, which shall include the submission of the following documents;

- a) Five (5) copies of the Student's Personal History Statement (PHS) duly signed by him, both in English and in his national alphabet accompanied by his personal seal, if any, and containing, among others, his left and right thumbprints and a 2 x 2 inch photograph on plain white background taken not more than six months prior to submission.
- b) A notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the students accommodation and subsistence, as well as school dues and other incidental expenses.
- c) Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence.
- d) Photocopy of data page of the student's passport showing date and place of birth, and birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post.

The school, satisfied with the student's compliance with its requirements, shall issue a Notice of Acceptance (NOA) to the student and submit a duplicate copy thereof of the DFA, together with a certified true copy of the CHED's CEA, when necessary, and the above-cited document-requirements of Section 1-B-7 a to d. These documents shall be handcarried to the DFA by the school's designated liaison officer under a cover letter



on the school's official stationery signed by the school registrar and stamped with the school's dry seal requesting that a student visa be issued to the person named therein.

The DFA shall indorse the documents to the Philippine Foreign Service Post located in the student's country of origin or legal residence for the issuance of the student visa after ascertaining the student's identity and admissibility under existing DFA regulations.

C. Issuance of Visas

Foreign students whose applications for student visa are approved are required to secure their visa from the Philippine Foreign Service Post in their country of origin or legal residence, regardless of where they are at the time of application.

The Philippine Foreign Service Post shall notify in writing the student of the receipt of the documents and require him to appear in person before a Consular Officer for interview and compliance with consular requirements. In addition to the documents transmitted to the post of the DFA, the following requirements shall be submitted by the student to the Consular Office:

- a) Original copy of the school's NOA containing a clear impression of the school's dry seal;
- b) Police clearance issued by the national police authorities in the student's country of origin or legal residence, authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place; and
- c) Medical health certificate issued by an authorized physician including but not limited to standard-size chest x-ray, HIV, Hepatitis B clearance. The consular office shall not assume the task of determining the student's scholastic fitness for the program applied for and shall issue the student visa as soon as all the requirements are accomplished. A notice of visa issuance shall be furnished by the DFA to the school, the CHEC, BI and NBI and the NICA as soon as it receives a report to this effect from the issuing post.

D. Arrival and Stay in the Philippines

Upon arrival in the Philippines, the student, as part of the requirements for processing his entry, shall report immediately to the BI Students Desk for registration and to the accepting school and shall enroll in the school which issued this NOA. The school shall reassess the student's competency level and establish his scholastic comparative equivalence, when necessary.

The school, through its foreign student unit, shall assist the student in obtaining the necessary Alien Certificate of Registration (ACR) and Certificate of Residence for Temporary Students (CRTS) from the BI. The student's authorized period of stay shall



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be consistent with the length of the course of study to which he has been accepted by a Philippine school. The initial period is one year, then, is renewed by the BI Student Desk every semester and for cause, maybe approved for one year.

A foreign student who wishes to pursue another degree program higher than the original course completed shall submit all appropriate clearances/indorsements to include Personal History Statement form duly accomplished, notarized affidavit of support, official transcript of record, NBI clearance and NOA from his admitting school and other concerned agencies to the BI for approval and subsequent processing of student visa extensions.

Shifting of course or change of school shall require prior CHED/DECS clearances.

Authorization for conversion from tourist's visa category to that of a student visa or issuance of Special Study Permit is hereby restored.

The concerned school and the Inter-Agency members shall provide assistance to the foreigners who are already in the country under any valid visa arrangement and who apply/petition for the conversion of their status to 9f student visa or for the issuance of a Special Study Permit provided all relevant prerequisites are complied with, and provided further, that safeguards to national security concerns/interests are adequately and appropriately undertaken by all concerned agencies.

The BI shall establish a Foreign Student Desk which shall have the following functions:

- a) To handle and screen all applications/petitions of foreigners for conversion from any valid category admission to student visa or for the issuance of Special Study Permit and recommend appropriate course of action to the BI Commissioner.
- b) To process and act on 9f student visa extension application and to approve the same per semester or for cause, per year;
- c) To accredit Higher Educational Institution (HEIs) to accept foreign students in coordination with CHED;
- d) To implement approved 9f conversion and downgrading from 9f to 9a;
- e) To issue BI clearance to student visa applicants;
- f) To monitor the activities of foreign students.



E. Monitoring

Within a month and a half after the start of classes, the school, through its foreign students unit, shall submit to the BI, copy furnished CHED, NICA and NBI, an enrollment report on all foreign students with inclusion of names of foreign students who have been accepted but failed to enroll, either for the first time or for subsequent terms. Further, it shall submit a monthly status report to the BI, as may be deemed necessary, on whoever are missing, have transferred, dropped from the rolls and with derogatory record. Finally, at the end of each term, the school shall also report to the BI those foreign students who failed to take the final examinations for the term and those who have completed their courses. The report on promotions shall be submitted to the BI for appropriate action on requests for student visa extension. Non-compliance by schools to submit the reports shall be a ground for the cancellation by the CHED of their authority to accept foreign students.

The NICA and the NBI shall check, whenever necessary, the activities of foreign students brought to their attention which appear to be inimical to the security of the State. Criminal complaints filed against foreign students shall be referred to the NBI for investigation and appropriate action. These agencies shall undertake steps necessary to safeguard the due process of valid application, visa issuance and entry authorization of foreign students in the country.

The BI shall investigate, apprehend and prosecute, if necessary, foreign students who are not complying with Philippine immigration laws and regulations. Violation of immigration laws and regulations shall be a ground for the cancellation of a student visa and deportation of the student concerned.

F. Exemption

The following shall be exempt from the coverage of this Executive Order:

1) Tertiary enrollment in Philippine schools of the spouses and unmarried dependent children below 21 years old of the following categories of aliens shall not be required to secure a student visa and the BI special study permit;

- a) A permanent foreign resident;
- b) Aliens with valid working permits under Section 9(d), 9(g) and 47(a)(2) of the Philippine Immigration Act of 1940, as amended;
- 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 Retirees Resident Visa (SRRV); and
- f) Foreign students coming in the Philippines with 47(a) (2) visas issued pursuant to existing laws, e.g. P.D. 2021.

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

2) Children of the above-mentioned admission categories who are already enrolled before their marriage and/or before reaching the age of 21 years shall be allowed to finish their studies and convert their admission category to that of student visa under Section 9(f) of the Philippine Immigration Act of 1940, as amended, for as long as their principals remain in the country.

3) Spouses and children of personnel of foreign diplomatic and consular missions and duly accredited international organizations located in the Philippines who desire to remain in the Philippines to enroll for the first time or finish their studies higher than high school and qualify under prescribed regulations, shall be allowed to convert their admission category to that of a student visa under Section 9(f) of the Philippine Immigration Act of 1940, as amended, in accordance with the applicable procedure, in the event their principals lose their admission category as Foreign Government Official under Section 9(e) of the Philippine Immigration Act of 1940, as amended. The privilege is also extended to the principals who may wish to take advantage of the educational facilities of the country.

SEC. 2. Establishment and Composition of the Committee on Foreign Students.

There is hereby created an Inter-Agency Committee of Foreign Students herein referred to as the Committee, which shall have the following membership:

- | | |
|---|-------------|
| a) Commission on Higher Education | Chairman |
| b) Department of Foreign Affairs | Co-Chairman |
| c) Department of Education Culture and Sports | Member |
| d) Bureau of Immigration | Member |
| e) National Bureau of Investigation | Member |
| f) National Intelligence Coordinating Agency | Member |

SEC. 3. Duties and Responsibilities of the Committee. The Committee shall have the following duties and responsibilities:

- a) Promulgate simplified procedures and implementing guidelines governing the entry and stay of foreign students in the Philippines, as well as rules and regulations limiting school transfer and course shifting of foreign students in accordance with the provisions of the Executive Order within sixty (60) days from the effectivity hereof;



- b) Monitor and coordinate the implementation of this Executive Order with the department and agencies concerned;
- c) Meet regularly to assess the progress of the whole program to ensure that the promotion of the Philippines as a center for education in the region is effectively encouraged and undertaken;
- d) Request representatives from other agencies and/or the private sector to attend its meetings, when it deems necessary and proper; and
- e) Submit a semi-annual report to the Office of the President, through the Office of the Executive Secretary, on the status of the foreign students in the country. The report shall be submitted before the end of September and February of the first and second semester, respectively, of each school year.

The CHED shall provide the secretariat to support the Committee.

SEC. 4. Penalty Clause. Any school found, after due investigation, by the CHED and/or the BI to have violated any provision on compliance shall suffer cancellation of the authority to admit foreign students.

SEC. 5. Repealing Provision. All executive issuances, regulations, or any part thereof, which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

SEC. 6. Separability Clause. If, for any reason, any part or provision of the Executive Order shall be held unconstitutional or declared contrary to law, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SEC. 7. Effectivity. This Executive Order shall take effect immediately.

DONE in the City of Manila this 4th day of September, in the year of our Lord, two thousand.

By the President:



RONALDO B. ZAMORA
Executive Secretary

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Date



14. What are the documentary requirements to be complied with for the extension of stay as a student?

- Written indorsement from the school for the extension of the student visa of the alien;
- Application form duly accomplished by the student;
- Two (2) 2 x 2 photographs;
- Photocopy of the picture, data and stamp of the latest arrival, pages of the passport of the students or Certificate of Identity;
- Transcript of Records signed by the Dean or Registrar with its seal for 1st extension only. No need for the same on 2nd or succeeding extensions;
- Grades for the previous semester both for 1st and succeeding extensions;
- Photocopy of the Alien Certificate of Registration (ACR), Certificate of Residence for Temporary Students (CRTS) and 9(f) visa stamp on the passport for 1st extension only;
- Explanation by the student and confirmed by the School Registrar or Dean in the case of one who took less than the required normal/regular full load per semester as follows:
 - a. Undergraduate at least 15 units
 - b. Graduate Student (MA) at least 12 units

However, graduating students and those enrolled in the College of Medicine may have less than the aforesaid number of units.

- Explanation by the student in case of failures, incomplete grades, dropped or withdrawals of two (2) or more subjects equivalent to six (6) or more units as confirmed by the School Registrar or Dean of the School;
- Notice of Acceptance/registration card for the incoming semester; and
- Approval of the admitting school in cases of school transfer, course shifting or enrollment in a masters or doctorate studies related to the student's bachelor degree.

15 Who are the foreigners exempted from securing Student Visa 9(f) and Special Study Permit?

For enrolment in tertiary schools, student visa and BI Special Study Permit, shall not be required of the spouses and unmarried dependent children below 21 years old of aliens under the following categories:

- Permanent foreign residents;
- Aliens with valid working permits under Section 9(d), 9(g) and 47 (a)(2) of the Philippine Immigration Act of 1940, as amended;
- Personnel of foreign diplomatic and consular missions residing in the Philippines and their dependents;
- Personnel of duly accredited international organizations residing in the Philippines and their dependents;
- Holders of Special Investor's Resident Visa (SIRV) and Special Retiree's Resident Visa (SRRV); and
- Foreign students coming to the Philippines with 47(a)(2) visas issued pursuant to existing laws, e.g. PD 2021.

16. When is the FS required to secure endorsement from CHED?

Shifting of program and/or transfer of school requires prior CHED clearance/endorsement through the OSDS.

17. Who should apply for CHED endorsement?

The authorized/designated school representative shall apply for CHED clearance, and transaction should be done between the school representative and the concerned government agency.

18. What steps should be undertaken by HEIs authorized to accept foreign students before the issuance of EO 285 but do not meet the FAAP Agency or CHED equivalent accreditation requirements?

These HEIs will have to show that initial steps towards accreditation is being done, through a certification issued by CHED.

19. Who monitors the HEI's compliance with the requirements within the time prescribed by the FAAP agencies?

CHED shall monitor these HEIs to find out if indeed compliance is being undertaken.

20. What happens if the requirements are not complied by the HEIs concerned?

The authority to accept foreign students by these HEIs shall be withdrawn.

21. What agency/agencies conduct/s spot inspection visits?

Spot inspection visits shall be jointly conducted by CHED and BI.

22. How many times will spot visits to the HEIs be done?

Spot visits shall be done only once in an HEI to verify authenticity of documentary and other requirements. No inspection of facilities shall be undertaken. Only in the event of problems like visa requirement/violations and upon invitation as resource person/speaker in seminars/workshops, shall extra visits be done.

23. What happens to HEIs with applications for inclusion in the BI listings but are without the required accreditation or CHED equivalence?

HEIs' applications for inclusion in the BI listings shall be held pending. However, those with applications for accreditation with FAAP upon recommendation of CHED, shall be issued provisional authority to accept foreign students by BI.

24. What sanctions will be imposed on any foreign student found to have enrolled without the appropriate visa to study or Special Study Permit (SSP)?

The foreign student concerned shall be charged a fine of Twenty Thousand Pesos (P20,000.00) and subsequent deportation.

25. What sanctions will be imposed on HEIs found to have violated the provisions of EO 285 and IACFS No. 1, s. 2000?

The concerned HEI's authority to accept foreign students shall be cancelled/revoked and/or pay a fine of Fifty Thousand Pesos (P50,000.00).



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION

**OFFICE OF STUDENT
DEVELOPMENT AND SERVICES**

Q & A

ON

FOREIGN STUDENTS GUIDELINES



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1. Who are considered foreign students?

Foreign students are those belonging or owing allegiance to a country other than the Philippines and studying in any educational institution authorized or owned by the government of the Philippines.

2. Who is a bonafide foreign student?

A bonafide foreign student is one who is at least eighteen years of age at the time of enrollment, has sufficient means for his/her education and support and who seeks to enter the Philippines for temporary stay with the purpose of taking up a course of study higher than high school at a university, college or school authorized to accept foreign students.

3. What is the legal basis for the entry and stay of foreign students in the Philippines?

The entry and stay of foreign students in the country is covered by Executive Order (EO) 285 dated September 4, 2000, which amended the provisions of EO 423 of 1997 Re: 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. The implementing guidelines of this EO are specified in IACFS Memorandum No.1, s. 2000 & IACFS Memo No. 1 s. 2001.

4. What is the composition of the Inter-Agency Committee on Foreign Students (IACFS)?

The IACFS is composed of the following:

Chairman	- Chairperson, Commission on Higher Education (CHED)
Vice-Chairman	- Secretary, Department of Foreign Affairs (DFA)
Members	- Commissioner, Bureau of Immigration (BI) Director, National Bureau of Investigation (NBI) Director General, National Intelligence and Coordinating Agency (NICA)

5. What is the pre-requisite for enrollment of a foreign student at the tertiary or college level?

A prospective foreign student-applicant for the tertiary or college level should be a high school/secondary school graduate or its equivalent.

6. What Philippine Higher Education Institutions (HEIs) are authorized to accept foreign students?

Only HEIs with programs accredited by agencies under the Federation of Accrediting Agencies of the Philippines (FAAP) or with equivalent accreditation by the Commission on Higher Education (CHED) and by the Bureau of Immigration (BI), are authorized to admit foreign students.

7. What are the salient provisions of EO 285?

7.1. Only schools with programs accredited by agencies under the Federation of Accrediting Agencies of the Philippines (FAAP) or with equivalent accreditation by the Commission on Higher Education and by the Bureau of Immigration shall be authorized to admit foreign students.

7.2. Authorization for the conversion from tourist visa category to student visa or issuance of Special Study Permit (SSP).

7.3. Establishment of a Bureau of Immigration Foreign Student Desk.

8. What are the procedural guidelines to be observed and documentary requirements to be complied with in the issuance of Student Visa for applicant still abroad?

8.1 Student-applicant communicates with any Philippine HEI authorized to accept foreign students and complies with the following required documents:

- Five (5) copies of the Student's Personal History Statement (PHS) duly signed by him, both in English and in his national alphabet accompanied by his personal seal if any, containing

among others, his left and right thumb-prints and a 2 x 2 inch photograph on plain white background taken not more than six months prior to submission;

- Transcript of Records/Scholastic Records duly authenticated by the Philippine Foreign Service Post (PFSP) located in the student-applicant's country of origin or legal residence;
- A notarized Affidavit of Support including bank statements or notarized grant for institutional scholars, to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses; and
- Photocopy of the student's passport showing date and place of birth and birth certificate or its equivalent duly authenticated by the PFSP.

8.2 Upon compliance of the required documents and subject to entrance requirements of the accepting school, HEI issues Notice of Acceptance (NOA).

8.3 For those desiring to enroll in Medicine and Dentistry, their documents shall be submitted to the Office of Student Development and Services (OSDS), CHED for evaluation and if found in order, a Certificate of Eligibility for Admission (CEA) is issued.

8.4 HEI then submits the documents, including the certified true copy of the CEA of those enrolling in Medicine or Dentistry if applicable to the Department of Foreign Affairs (DFA).

8.5 DFA endorses the documents to the PFSP in the student's country of origin or legal residence for the issuance of the corresponding visa.

8.6 PFSP notifies the student-applicant with instruction that he appears in person before the Consular Officer for interview and submission of required documents, as follows:

- Original copy of the school's Notice of Acceptance (NOA) containing a clear impression of the school's dry seal;
- Original copy of the Certificate of Eligibility for Admission (CEA) issued by CHED if enrolling in Medicine or Dentistry;
- Police clearance issued by the national police authorities in the student's country of origin or legal residence, duly authenticated by the PFSP having consular jurisdiction over the place; and
- Medical Health Certificate issued by an authorized physician including but not limited to standard-size chest X-ray, HIV, Hepatitis-B clearance. The Consular Office shall not assume the task of determining the student's scholastic fitness for the program applied for and shall issue the student visa as soon as all the requirements are accomplished.

8.7 Foreign student reports to the BI Student Desk for registration and to the accepting HEI and shall enroll in the school which issued his NOA upon arrival in the Philippines;

8.8 Accepting HEI shall assist foreign student to obtain Alien Certificate of Registration (ACR) and Certificate of Residence for Temporary Student (CRTS) from the Bureau of Immigration (BI); and

8.9 DFA sends notice to accepting HEI on the issuance of student visa to the applicant, copy furnished CHED, BI, NICA and NBI.

9. What is a Certificate of Eligibility for Admission to a Medical/Dental program?

A Certificate of Eligibility for Admission to a Medical program (CEM)/Dental program (CED), is issued to a foreign student by the CHED-OSDS, upon compliance of the documentary requirements.

10. What are the documentary requirements for the issuance of CEM/ CED?

- Scholastic records signed by the College/University Registrar and stamped with the school seal; (the diploma/certificate of graduation maybe required if the scholastic records do not indicate graduation from the course).
- Birth Certificate/passport;
- Notice of Acceptance from the admitting school;
- (For Medicine only) Diploma or Certificate of Graduation from an allied collegiate course;
- NMAT (for Medicine only); and
- Payment of P500.00 per CEM/CED

11. Can foreign students already in the Philippines be allowed to apply for student visa?

Yes, EO 285 provides the authority for conversion of tourist visa category to student visa. The concerned foreign student shall be issued a Student Visa or Special Study Permit subject to compliance with BI requirements.

12. What are the documentary requirements to be complied with for the change/conversion of admission status of an alien to that of a student?

An alien admitted into the Philippines under any visa category may apply at the Bureau of immigration (BI) Student Visa Section for the change/conversion of his admission status to that of a student, subject to the following requirements:

- Written indorsement from the school for the change/conversion of admission status of the alien to that of a student;
- Original copy of the Notice of Acceptance (NOA) containing a clear impression of the school's official dry seal;
- Certified true copy of the Certificate of Eligibility for Admission (CEA) issued by the Commission on Higher Education in the case of students in Medicine and Dentistry;
- Proof of adequate financial support to cover expenses for the student's accommodation and subsistence, as well as school dues and incidental expenses;
- Scholastic records duly authenticated by the Philippine Foreign Service Post (PFSP) located in the student's country of origin or legal residence;
- Police Clearance Certificate issued by the National Police Authorities in the student's country of origin or residence duly authenticated by the PFSP having consular jurisdiction over the place, for the student who resided in the Philippines for less than 59 days. However, those who resided in the Philippines for more than 59 days at the time he applies for the said change/conversion of admission status, shall also be required to submit a National Bureau of Investigation (NBI) Clearance.
- Quarantine Medical Examination by the National Quarantine Office;
- Copy of the student's Personal History Statement (PHS) signed by him/her with a 2 x 2 inch photograph recently taken; and
- Photocopy of the picture, data and stamp of the latest arrival pages of the student's passport. The passport itself shall be presented to the Bureau of Immigration (BI) for verification.

13. How long is the student's authorized period of stay in the Philippines?

The student's authorized period of stay shall be consistent with the length of the course to which he has been accepted by a Philippine school. The initial period is one year and then renewed/extended by the BI Student Visa Section every year.