



BROCHURE ON THE REQUIREMENTS AND PROCEDURE IN APPLYING FOR A PHILIPPINE STUDENT VISA AND SPECIAL STUDY PERMIT



Philippine Embassy, Hanoi



Brochure on the Requirements and Procedures in Applying for a STUDENT VISA and Special Study Permit in the Philippines

What is a Student Visa?

It is a type of non-immigrant visa which will enable a foreigner to temporarily stay in the Philippines for the sole purpose of taking up a course higher than high school at a university, seminary, college, academy, or school duly authorized to admit foreign students.

What qualifications must a Vietnamese student possess to be granted student visa?

A Vietnamese student must have the following qualifications to be granted a student visa:

- a) at least eighteen (18) years old at the time of enrollment;
- b) must have the means sufficient for his education and support;
- c) seeks temporary stay in the Philippines solely for the purpose of taking up a course higher than high school;
- d) has no derogatory information existing against him;
- e) has not been afflicted with any contagious, dangerous diseases; and
- f) has been accepted by a university, seminary, college, academy, or school duly authorized to accept foreign students by the Bureau of Immigration.

Where can a Vietnamese national obtain a student visa?

They may secure a student visa at the:

- (a) Philippine Embassy, Hanoi – if the Vietnamese student is in Vietnam; or
- (b) Bureau of Immigration (BI) in Manila - if a Vietnamese citizen is already in the Philippines and is applying for visa conversion from temporary visa (tourist or business visa) to student visa.

What is the validity of the Student Visa?

The student visa is valid for an initial period of one (1) year from the date of first arrival in the Philippines if it is secured from the Philippine Embassy in Hanoi, Vietnam. For a converted student visa, it is valid from the date of approval by BI.

In both cases, the visa may be renewed/extended by the BI Student Desk every semester, and for a reason, it may be approved for one year, upon proper application. Cut off period for student visa extension is June 15 and December 15.

What must a holder of a student visa do if he/she wishes to pursue another degree program other than the original course completed?

A foreign student must submit an endorsement from the school he/she intends to enroll in, Transcript of Records and a Certificate of Graduation and appropriate clearance from the former school.

What happens to the foreign student found to have enrolled in a school without appropriate visa or Special Study Permit?

Any foreign student found to have enrolled in a school without appropriate visa shall be charged a fine of P20,000.00 (approximately US\$ 488 depending on the USD-PHP exchange rate) and subsequent deportation.

What are the specific procedures in applying for student visa?

1. The Vietnamese applicant must apply directly with the Philippine school of his choice and submit the documents required by the school, including:
 - a. Transcript of Records / Scholastic Records duly authenticated by the Philippine Embassy;
 - b. Five (5) copies of the student's Personal History Statement (PHS) duly signed by him, both in English and Vietnamese language, containing his left and right thumb prints, and photograph on plain white background taken not more than six (6) months prior to submission;
 - c. A notarized affidavit of support and bank statements to cover expenses for the student's accommodation and subsistence, school dues and other incidental expenses. For scholars, a notarized notice of grant/scholarship from the institution concerned;
 - d. Photocopy of the data page of the student's passport duly authenticated by the Philippine Embassy; and
 - e. Birth certificate or its equivalent duly authenticated by the Philippine Embassy.

NOTE: Only schools with programs accredited by the Federation of Accrediting Agencies of the Philippines (FAAP) or with equivalent accreditation by the Commission on Higher Education (CHED) and the Bureau of Immigration (BI) are authorized to admit foreign students. Kindly check with the school if it is accredited by any of these agencies.

2. The school issues a Notice of Acceptance (NOA) to the student. For those desiring to enroll in programs where restrictions exist due to shortage of facilities, such as enrollment in Medicine or Dentistry, a Certificate of Eligibility for Admission (CEA) must be secured from CHED.
3. The school endorses to the Department of Foreign Affairs (DFA) a copy of the NOA together with documentary requirements as prescribed.

4. The DFA reviews and approves the application and endorses the documents to the Philippine Embassy in Hanoi for the issuance of the student visa.
5. The Philippine Embassy shall notify the student of the receipt of the documents and require the student to appear in person before a Consular Officer for interview. In addition to the documents transmitted to the Philippine Embassy by the DFA, the following requirements shall be submitted by the student to the Consular Officer:
 - a. Duly accomplished visa application form;
 - b. Passport valid for at least 6 months beyond authorized period of stay in the Philippines;
 - c. Two (2) passport size photographs taken during the last six (6) months, quarter profile showing earlobes;
 - d. Original Notice of Acceptance (NOA) containing a clear impression of the school's dry seal, addressed to the student;
 - e. Original Certificate of Eligibility for Admission (CEA) issued by CHED, if enrolled in courses or programs where restrictions may exist due to shortage of facilities, such as in Medicine or Dentistry;
 - f. Police Clearance Certificate; and
 - g. Medical health certificate issued by an authorized physician including standard-size chest x-ray.
6. Upon arrival in the Philippines, the foreign student must report to the Student Desk of the Bureau of Immigration for registration, and to the school for enrollment.
7. The school will assist the student in obtaining the Alien Certificate of Registration (ACR) and Certificate of Residence for Temporary Students (CRTS) from the Bureau of Immigration.

What are the requirements for the application for a change/conversion of temporary visitor's visa to student visa?

Vietnamese citizens who are already in the Philippines as temporary visitors are required to file their application for change to student status at the BI. Following are the requirements:

1. Duly notarized written endorsement from the school for the conversion of the applicant's status signed by the school's Registrar;
2. Original copy of the Notice of Acceptance (NOA) containing a clear impression of the school's official dry seal;
3. Original copy of the Certificate of Eligibility for Admission (CEA) issued by CHED, if enrolled in Medicine or Dentistry;
4. Proof of adequate financial support to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses;

5. If the applicant has resided in the Philippines for less than 59 days at the time he applies for the said change/conversion of his admission status to that of a student, a Police Clearance Certificate issued by Vietnamese authorities duly authenticated by the Philippine Embassy in Hanoi should be submitted,

OR

If the applicant has resided in the Philippines for more than 59 days, a Philippine National Bureau of Investigation (NBI) Clearance should be submitted;

6. Original copy of Medical Certificate issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution with competence to certify that the applicant is not afflicted with any dangerous, contagious or loathsome disease and is mentally fit;
7. Copy of the Personal History Statement signed by the applicant with a 2x2 inch photograph taken recently; and
8. Photocopy of applicant's passport data page, latest admission and authorized stay.

What documents are required in applying for extension of student visa?

1. Written endorsement from the school for the extension of the student visa of the student;
2. Duly accomplished application form;
3. Two (2) 2x2 photographs;
4. Photocopy of applicant's passport data page, latest admission and authorized stay;
5. Transcript of Records signed by the School Dean or Registrar with its seal for first extension only, no need for the same on the second or succeeding extensions;
6. Grades for the previous semester;
7. Photocopy of the Alien Certificate of Registration (ACR), Certificate of Residence for Temporary Students (CRTS) and 9(f) visa stamp on the passport for first extension only;
8. Explanation by the student and confirmed by the School Registrar or Dean in case the student took less than the required normal/regular full load per semester;
9. Explanation by the student in case of failure, incomplete, dropped or withdrawal of two (2) or more subjects equivalent to six (6) or more units confirmed by the School Registrar or Dean;
10. Notice of acceptance/registration card for the coming semester; and
11. In case of school transfer, course shifting or enrollment in a masteral or doctorate studies related to the student's Bachelor's degree or baccalaureate, the approval of the admitting school is required.

What is a SPECIAL STUDY PERMIT (SSP)?

A foreign national who does not qualify as a student under Section 9(f) of the Philippine Immigration Act, but wishes access to education and self-improvement in the Philippines, may be granted a Special Study Permit (SSP) by the Commissioner of Immigration.

This includes a temporary visitor taking up short-term courses whose enrollment does not require approval by the Department of Education, such as language and computer courses.

A foreign national, not a student under Section 9(f) of the Philippine Immigration Act, who studies or enrolls in a short course without an SSP, shall be considered to have violated the conditions and limitations of his admission and stay as a non-immigrant, thereby making him subject to administrative sanctions including deportation.

What are the requirements in applying for a Special Study Permit?

Following are the required documents in applying for a Special Study Permit:

1. Letter of request prepared by the applicant;
2. Affidavit of financial support prepared by the parent/guarantor (for applicants below 18 years old) or an affidavit stating the applicant's financial capacity to shoulder related expenses (for applicants 18 years old and above), together with a bank certification in US Dollars. This must be duly notarized by a lawyer;
3. Photocopy of applicant's passport data page, valid entry visa page, and latest arrival stamp;
4. Birth Certificate;
5. Certificate of Acceptance from the school authorized by BI to accept foreign students; and
6. Any other document as may be required by BI.

HOW MUCH ARE THE VISA FEES?

1. Student Visa Fee at the Philippine Embassy, Hanoi - US\$ 250.00
2. Special Study Permit (To be paid at the time of application at BI)

Application Fee	-	P 2,000.00
Implementation Fee	-	1,000.00
Service Fee	-	200.00
Legal Research Fee (LRF)	-	40.00
BI Clearance Certificate Fee	-	500.00
Express Fee	-	1,000.00
TOTAL :		P 4,740.00

3. Student Visa Conversion (To be paid at the time of application at BI)

Application Fee	-	P 2,000.00
Implementation Fee	-	1,000.00
Visa Fee	-	1,000.00
Conversion Fee	-	1,000.00
BI Clearance Certificate Fee	-	500.00
Legal Research Fee (LRF)	-	50.00
Express Fee	-	1,000.00

TOTAL : P 6,550.00

4. Registration

ACR Fee	-	P 2,670.00
Express Fee	-	500.00

TOTAL : P 3,170.00

I-CARD Fee - US\$ 50.00 (or peso conversion for the day)

SOURCES:

1. Codified Visa Rules and Regulations of the Philippines
2. Bureau of Immigration website www.immigration.gov.ph
3. Bureau of Immigration Student Desk

OTHER INFORMATION:

PHILIPPINE EMBASSY, HANOI
27 B Tran Hung Dao St., Hanoi
Socialist Republic of Vietnam
Tel.No. (844) 3943-7873
Fax No. (844) 3943-5760
Email: hnpe2000@gmail.com
consular_philembassyhanoi@yahoo.com

STUDENT DESK
BUREAU OF IMMIGRATION (BI)
Magallanes Drive, Intramuros
Manila, Philippines 1102
Tel. No.: (632) 338 4454

FAST FACTS ABOUT THE PHILIPPINES

Full Name	:	Republic of the Philippines
Capital	:	Manila
Government	:	Republic
Land Area	:	300,000 sq. km
Population	:	92,681,453 (July 2008 est. CIA World Factbook)
People	:	The vast majority of Filipinos are descendants of Malays, Chinese, and Muslim Minorities. More than 100 cultural minority groups are scattered throughout the country.
Language	:	Filipino and English, with 8 other major languages and 87 dialects
Religion	:	Predominantly Roman Catholic. Others: Muslim, Protestant, Evangelical, Iglesia ni Kristo, Aglipayan
Currency	:	Philippine Peso (Php) = 100 centavos. Bank notes in P10, P20, P50, P100, P200, P500, and P1,000
Geography	:	The Philippines comprises an archipelago of some 7,107 islands located off Southeast Asia, between the Philippine Sea on the east and South China Sea on the west, east of Vietnam, and north of Sabah and Borneo. The major islands are Luzon in the north, the Visayan Islands in the middle, and Mindanao in the south.
Climate	:	March to May is hot and dry. June to October is rainy. November to February is cool. Average temperatures: 78F or 32C. Humidity: 77%
Time	:	GMT + 8 hours
Internet Domain	:	.ph
International Dialing Code	:	+63