



ATENEOS DE DAVAO UNIVERSITY

E. Jacinto St., 8016 Davao City, Philippines
Tel No. +63 (82) 221-2411 local 8231; Fax +63 (82) 226-4116
E-Mail: international@addu.edu.ph * www.addu.edu.ph

In Consortium with Ateneo de Zamboanga University and Xavier University

Ateneo Internationalization for Mindanao

ANNEX 2: APPICATION FOR STUDENT VISA AND SPECIAL STUDY PERMIT

For this part of the application process, students must directly communicate with the Ateneo Internationalization for Mindanao (AIM) Office's Process Coordinator who is an authorized representative by the Bureau of Immigration (BI). The AIM Process Coordinator is in charge of the filing and processing of all Student Visa Conversion/Extension and Special Study Permit (SSP) applications.

A. STUDENT VISA CONVERSION

INSTRUCTIONS

1. Secure checklist items and have it checked for completeness at the AIM Office. Prepare three (3) photocopies of each documents. Submit to:

Ms. Gillian Porras
Process coordinator
gmgporras@addu.edu.ph
2. Process coordinator will provide a payment slip with the corresponding immigration and processing fees. Go to the university cashier, present the payment slip, and pay the amount indicated.
3. Photocopy the ADDU Official Receipt and give a copy to the process coordinator.
4. Log in to the passport log to surrender your passport. Your passport will be presented as part of the application to BI-Davao.
5. Memorandum order of Approved or Denied visa from BI will be released at least a month after BI received your application. Process coordinator will update you of your application status through SMS.

CHECKLIST

- Medical certificate issued by Bureau of Quarantine (BOQ)
- Photocopy of passport bio-page, latest admission with valid authorized stay, and BOQ stamp
- Notice of Acceptance of the applicant bearing a clear impression of the school's official dry seal
- National Bureau of Investigation (NBI) Clearance, if application is filed six (6) months or more from the date of first arrival in the Philippines
- 2 colored 2x2 ID Photos; white background, no eyeglasses and no scanned photos
- Original passport *[step 4]*

**Filled-out form:*

- Duly accomplished CGAF (BI FORM CGAF-003-REV 2)



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B. STUDENT VISA EXTENSION

INSTRUCTIONS

1. Secure checklist items and have it checked for completeness at the AIM Office. Prepare three (3) photocopies of each documents. Submit to:

Ms. Gillian Porras
Process coordinator
gmgporras@addu.edu.ph

2. Process coordinator will provide a payment slip with the corresponding immigration and processing fees. Go to the university cashier, present the payment slip, and pay the amount indicated.
3. Photocopy the ADDU Official Receipt and give a copy to the process coordinator.
4. Log in to the passport log to surrender your passport. Your passport will be presented as part of the application to BI-Davao.
5. Memorandum order of Approved or Denied visa from BI will be released at least a month after BI received your application. Process coordinator will update you of your application status through SMS.

CHECKLIST

- Photocopy of passport bio-page, latest admission with valid authorized stay, and visa implementation page
- Copy of Latest Transcript of records or Certificate of Grades for two (2) previous semesters
- Honorable dismissal or Certificate of Transfer from previous school, in case of transfer
- Commission on Higher Education (CHED) endorsement, in case of shifting of course and/or transfer of school
- 2 colored 2x2 ID Photos; white background, no eyeglasses and no scanned photos
- Original passport *[step 4]*

**Filled-out form:*

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C. SPECIAL STUDY PERMIT

INSTRUCTIONS

1. Secure checklist items and have it checked for completeness at the AIM Office. Prepare three (3) photocopies of each documents. Submit to:

Gillian Porras
Process coordinator
gmgporras@addu.edu.ph

2. Process coordinator will provide a payment slip with the corresponding immigration and processing fees. Go to the university cashier, present the payment slip, and pay the amount indicated.
3. Photocopy the ADDU Official Receipt and give a copy to the process coordinator.
4. Log in to the passport log to surrender your passport. Your passport will be presented as part of the application to BI-Davao.
5. Process coordinator will update you of your application status through SMS.

Note:

SSP holders must continuously update their Temporary Visitor's (Tourist) Visa at the Bureau of Immigration and pay corresponding extension fees, preferably two weeks before the visa expires to extend their stay in the Philippines.

CHECKLIST

- Photocopy of passport bio-page, latest admission with valid authorized stay
- Certificate of Acceptance indicating the length of study
- 2 colored 2x2 ID Photos; white background, no eyeglasses and no scanned photos
- Original passport [step 4]

**Filled-out form:*

- Duly accomplished CGAF (BI FORM CGAF-003-REV 2)