



PRIMER

INTERNATIONAL STUDENTS OF THE
HIGHER EDUCATION UNIT



Ateneo de Davao University

ATENEO INTERNATIONALIZATION FOR MINDANAO OFFICE



ATENEO
INTERNATIONALIZATION
FOR MINDANAO
OFFICE

ATENEO 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

Primer for International Students of the Higher Education Unit

I. OVERVIEW OF ADDU

As a Catholic and Jesuit institution, the Ateneo de Davao University is guided by and seeks to articulate a living tradition of transformative education. All of our undertakings are infused with a philosophy that faith, knowledge, and the promotion of social justice are intrinsically related. This tradition is lived in that it elicits participation and engenders transformation. Transformative education, therefore, is inherently experiential; a way of navigating the world with conviction to understand and participate in making it a better place in solidarity with others. This is why Ateneo de Davao's thrust for internationalization is greatly invested in experiential learning. Here, students are empowered to encounter a spirit of transformation and cultural responsibility in their engagement with local communities and the various peoples of Mindanao.

As the Ateneo de Davao University prepares for its 75th Year, it moves forward to much greater service through AFIRE—transformative administration and services, integral formation, excellent instruction, robust research and publication, as well as vibrant engagement and advocacy, all informed by Jesuit ideals of finding God in all things and working for God's greater glory.

II. ACADEMIC PROGRAMS

International Undergraduate Studies

1. Social Sciences Programs

- Bachelor of Arts in Anthropology
- Bachelor of Arts in Economics
- Bachelor of Arts in Political Science
- Bachelor of Arts in Psychology
- Bachelor of Arts in Sociology
- Bachelor of Arts in Mindanao Development Studies
- Bachelor of Arts in Islamic Studies
- Bachelor of Science in Social Work

Bachelor of Arts in International Studies, *major in*
American Studies
Asian Studies
Bachelor of Science in Public Management

2. Education Programs

Bachelor of Early Childhood Education
Bachelor of Elementary Education Bachelor of Secondary Education, *major in*
English
Mathematics
Science
Social Studies

3. Natural Science and Mathematics Programs

Bachelor of Science in Biology
General Biology
major in Medical Biology
Bachelor of Science in Chemistry
Bachelor of Science in Mathematics
Bachelor of Science in Environmental Science

4. School of Nursing

Bachelor of Science in Nursing

5. Humanities and Letters Programs

Bachelor of Arts in English
Bachelor of Arts in Communication
Bachelor of Arts in Interdisciplinary Studies, *minor in*
Language and Literature
Media and Business
Media and Philosophy
Media and Technology
Philosophy and Theology
Bachelor of Arts in Philosophy

6. Computer Studies Programs

Bachelor of Science in Computer Science
Bachelor of Science in Data Science
Bachelor of Science in Information Systems
Bachelor of Science in Information Technology

7. Engineering and Architecture Programs

Bachelor of Science in Aerospace Engineering

Bachelor of Science in Architecture
Bachelor of Science in Chemical Engineering
Bachelor of Science in Civil Engineering
Bachelor of Science in Computer Engineering
Bachelor of Science in Electrical Engineering
Bachelor of Science in Electronics Engineering
Bachelor of Science in Industrial Engineering
Bachelor of Science in Mechanical Engineering
Bachelor of Science in Robotics Engineering

8. Business and Accounting Programs

Bachelor of Science in Accountancy
Bachelor of Science in Business Management
Bachelor of Science in Finance
Bachelor of Science in Entrepreneurship
Regular Program
major in Agri-Business
Bachelor of Science in Human Resource Development and Management
Bachelor of Science in Management Accounting
Bachelor of Science in Marketing

International Graduate Studies

Doctor of Philosophy

Doctor of Philosophy in Theology
Philosophy in Psychology, *major in*
Counseling Psychology
Clinical Psychology
Philosophy in Development Studies
Philosophy in Educational Administration, *major in*
Basic Education Administration
Higher Education Administration
Philosophy in Theology

Business and Governance Programs

Doctor of Business Administration
Doctor of Management-Human Resource Management
Doctor of Public Administration
Master in Business Administration
Regular Program
Accelerated Program for Executives
major in Human Resource and Organizational Development
Master in Public Administration, *major in*
Local Governance

Public Policy

Master of Arts in

Anthropology
Applied Social Research Economics
Education, *major in*
 Basic Education English
 Basic Education Mathematics
 Basic Education Science
 Educational Administration
English
Guidance and Counseling Philosophy
Theology, *major in*
 Religious Education (Thesis Program)
 Pastoral Ministry (Non-Thesis Program)

Master in

Guidance and Counseling Psychology, *major in*
 Clinical Psychology
 Educational Psychology
 Industrial-Organizational Psychology
Tropical Risk Management

Master of Engineering (Non-Thesis)

Civil Engineering Computer Engineering
Electrical Engineering
Electronics Engineering
Mechanical Engineering

Master of Science in

Biology
Chemistry
Information Technology
Psychology
Social Work

Nursing Graduate Programs

Master in Nursing
Master of Arts in Nursing

III. ADMISSION PROCEDURE

There are three (3) sets to the application procedure:

First, incoming undergraduate or graduate international students must take the Qualifying Exam for Ateneo College (QEAC). To schedule the exam, the applicant should fill-out the QEAC form from the Admissions Office (*Downloadable form is available at www.addu.edu.ph*). Results will be available after 3-4 working days together with the issued Notice of Acceptance or Non-acceptance from the Admissions Office. To claim the Notice of Acceptance (NOA) or Notice of Non-acceptance, please bring any valid identification card and the official receipt. If somebody else will claim the NOA, the claimant should have an authorization letter from the applicant.

Second, submit documentary requirements to the Admissions officer. The admission officer will check and assess these requirements:

A. High School (HS) graduate or transferees from abroad

Checklist items one must secure before departure for Philippines:

1. Authenticated (Red Ribbon)/Apostille: Original High School, Report Card or Transcript of Records, Diploma or Certificate of Graduation Birth Certificate, Certificate of Finance at least \$3,500.00 or its equivalent monetary currency, and Police Clearance
2. Recommendation letter from previous school instructor in sealed envelope
3. Valid passport, Visa and Icard (if any)
4. Authenticated Marriage Contract (if married)

Checklist items one must secure upon arrival in the Philippines:

5. Medical Certificate
6. Six (6) pieces recent 2x2 ID Photos
7. Original Notice of Acceptance (NOA) from Admissions Office
8. One (1) copy of Notarized General Parents' Consent signed by parents or legal guardians (undergraduates only)

B. Transferees from Philippine Schools

1. Original Notice of Acceptance (NOA) from Admissions Office
2. Original Transcript of Records for evaluation
3. Original Honorable Dismissal
4. Good Moral Certificate
5. Authenticated (Red Ribbon)/Apostille: Birth Certificate
6. Notarize Certificate of Finance or Bank Manager's Certificate of Deposit, at least \$3,500.00 or its equivalent Philippine currency
7. NBI Clearance
8. Valid Passport, Visa and I-Card (if any)

9. Medical Certificate
10. Six (6) pieces recent 2x 2 ID Photos
11. One (1) copy of Notarized General Parents' Consent signed by parents or legal guardians (undergraduates only)

C. Senior High School graduates from Philippine Schools

1. Original Notice of Acceptance (NOA) from Admissions Office
2. Original Senior High School Report Card or School Form (SF 9)
3. Good Moral Certificate
4. Authenticated (Red Ribbon)/Apostille: Birth Certificate
5. Notarize Certificate of Finance or Bank Manager's Certificate of Deposit, at least \$3,500.00 or its equivalent Philippine currency
6. NBI Clearance
7. Valid Passport, Visa and I-Card (if any)
8. Medical Certificate
9. Six (6) pieces recent 2x2 ID Photos
10. One (1) copy of Notarized General Parents' Consent signed by parents or legal guardians (undergraduates only)

Third, Student Visa or Special Study Permit (SSP) applicants should coordinate with the Ateneo Internationalization for Mindanao (AIM) Office for completeness of requirements and immigration assistance. The details are found on the next section of this primer.

IV. IMMIGRATION PROCEDURE

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.

Qualified foreign nationals will receive an official Notice of Acceptance from the Ateneo de Davao, declaring the student's admitted status in the University. Immediately after this, the student must communicate with the AIM's Process Coordinator for the filing of his or her visa application. This must be done within fifteen (15) days from the date of issuance of the Notice of Acceptance.

ON VARIOUS VISA APPLICATIONS

for Student Visa Application

In the Philippines, foreign nationals must secure a Student Visa to study in an accredited admitting school. To qualify for conversion from Temporary Visitor's Visa (TVV) to a Student visa, foreign nationals must be eighteen (18) years old and above and taking a

full degree undergraduate or graduate academic programs. Secure the following checklist items and have it checked for completeness at the AIM Office:

1. Medical certificate issued by Bureau of Quarantine (BOQ)
2. Photocopy of passport bio-page, latest admission with valid authorized stay, and BOQ stamp
3. Notice of Acceptance of the applicant bearing a clear impression of the school's official dry seal
4. National Bureau of Investigation (NBI) Clearance, if the application is filed six (6) months or more from the date of the first arrival in the Philippines
5. 2 colored 2x2 ID Photos; white background, no eyeglasses, and no scanned photos
6. Original passport
7. Duly accomplished CGAF (BI FORM CGAF-003-REV 2)

For Alien Certificate of Registration Identity Card (ACR I-CARD)

The period of application happens at least one (1) month from the filing of student visa applications at BI Davao. The Process Coordinator will then inform the students once the BI memorandum order of approved or disapproved visas is released. Those with approved student visas shall proceed directly to the application of the new Alien Certificate of Registration Identity Card (ACR I-CARD). Secure the following checklist items and have it checked for completeness at the AIM Office:

1. Seven (7) pieces recent 2x2 ID photos ; white background, no eyeglasses, and no scanned photos
2. Application form for Alien Certificate of Registration Identity Card (BI FORM 2014-08-006 Rev 0)
3. Received copy of CGAF
4. Photocopy of Official Receipt
5. BI Certification
6. Photocopy of passport bio-page, latest arrival, implementation stamp
7. Memorandum Order

Note:

International students ongoing the process application must not leave the country until the release of his or her ACR I-CARD for at least one (1) month.

for Special Study Permit (SSP) Application

Those who are eighteen (18) years old below and or taking a non-degree or a short course of less than one (1) year, temporarily studying here in the Philippines in cases of student exchange, training, and internships are required by the Bureau of Immigration to secure a Special Study Permit. Secure the following checklist items and have it checked for completeness at the AIM Office:

1. Photocopy of passport bio-page, latest admission with valid authorized stay
2. Certificate of Acceptance indicating the length of study
3. 2 colored 2x2 ID Photos; white background, no eyeglasses, and no scanned photos
4. Original passport
5. Duly accomplished CGAF (BI FORM CGAF-003-REV 2)

Note:

SSP holders must continuously update their TVV at the Bureau of Immigration and pay corresponding extension fees, preferably two weeks before the visa expires to extend their stay in the Philippines.

ON RESTRICTIONS, EXEMPTIONS, AND OTHER DETAILS

Restrictions

The following are the restrictions provided by the BI that must be respected and complied with the admitting school, the authorized representative, and the foreign national:

1. Only schools with the accreditation by the CHED and BI shall be authorized to admit international students;
2. Foreign nationals must secure and present a valid issued Student visa or SSP before his or her enrollment. The validity of Student visa and SSP shall be co-terminus with the length of study as issued in his or her NOA; provided that SSP shall not be more than six (6) months or exceeding six (6) months but with extension in co-terminus of the remaining period of the course;
3. Foreign nationals granted with a student visa or SSP shall not be allowed to engage in any forms of employment. Thus, Student visa and SSP is granted solely for the intention of using educational facilities and or be admitted in an academic institution;
4. No International students must transfer to any school without the express authority from the Commissioner of Immigration or his or her designated authorized representative; and
5. Foreign nationals with on process Student Visa Conversion/Extension or SSP must not leave the Philippines until the release of his or her visa memorandum order. Moreover, International students filing for new or renewal of his or her ACR I-CARD must not leave the Philippines until the release of his or her ACR I-CARD.

Exemptions

Foreign nationals that are holders of the following visas shall be exempted from securing Student Visa or SPP:

1. A permanent foreign resident;
2. Foreign nationals with valid working visas under Section 9 (d), 9 (g) and 47 (a) (2) of Commonwealth Act No. 613, as amended;
3. Personnel of foreign diplomatic and consular missions residing in the Philippines;
4. Personnel of duly accredited international organizations residing in the Philippines;
5. Holders of Special Investor's Resident Visa (SIRV) and Special Retirees Resident Visa (SRRV); and
6. Foreign Students coming in the Philippines with 47(a) (2) visas issued pursuant to existing laws

Note:

The principals, spouses, and unmarried dependent children below twenty-one (21) who wish to access educational facilities in the country may enjoy the privilege of the exemption. More so, children of the said admission categories who are officially enrolled before marriage and or before reaching the age of twenty-one (21) shall be allowed to convert their admission category to Student Visa as long as principals will remain in the country.

Dual Citizenships

Dual citizens are considered as Filipinos as long as they provide documents to prove their citizenship. Kindly present and submit a photocopy and present the original versions of any of the following documents:

1. Valid Philippine passport
2. Certificate of Recognition
3. Certificate of Naturalization
4. Certificate of Re-acquisition of Citizenship

Note:

Birth Certificates are not considered valid documents for proof of citizenship, and will therefore not be accepted.

Annual Report

BI requires all valid visa and ACR I-CARD holders (with the exemption of Temporary Visitor's Visa, Tourist Visa, and SRRV visa holders) to submit Annual Reports to their office every January until the last day of February of the current year.

Process Coordinator will collect annual report submissions. Thus, international students shall secure the following checklist items as requirements:

1. Filled-out Application form with 2x2 picture (white background)
2. Photocopy of passport (1 copy of each)
 - Biodata page
 - Visa Stamp
 - Latest arrival stamp
 - Re-stamped visa for RA7919 holders
3. Photocopy of ACR I-CARD (1 copy each)
 - Front and Back portion
4. Photocopy of ACR I-CARD claim stub for NEW APPLICANTS and those who RENEWED their ACR I-card, if applicable
5. Fees
 - ₱310.00 for the Annual Report
 - A monthly fine of ₱200.00 for delayed Annual Report
6. Original Passport
7. Original ACR I-CARD

Submissions handed on March 1 and beyond of the current year will begin accumulating the penalty of at least ₱200.00/month.

V. EXTRACURRICULAR PROGRAMS FOR INTERNATIONAL STUDENTS

The Ateneo Internationalization for Mindanao Office offers transformative encounters with the people of Mindanao through its programs. It offers non-academic programs for international students that are currently enrolled in either the Undergraduate or Graduate program in the University.

These programs promote the formation of ADDU *sui generis* leaders for Mindanao and foster integral learning and holistic development through programs on social, community engagement, cultural, and sports.

Orientation and General Assembly

The **Orientation** is organized to welcome the first year international students in the University. This activity is set to inform the students about the University policies and student services that will help them in pursuing their educational and personal goals. The Orientation program is conducted at the start of every semester.

On the other hand, the **General Assembly** is the gathering of all the international students currently enrolled in the University. It is organized to strengthen the

relationship between the students and AIM Office. More importantly, it intensifies the bond of the international students. This is organized once every academic year.

Panag-uban: Sui Generis Leadership Camp

In the University's mission of forming *sui generis* students, the AIM Office offers a two-day Leadership Camp. It acknowledges one's identity and selfhood, and fosters global citizenship. This is conducted once every academic year. The camp is dubbed as ***Panag-uban*** - the *Visayan* term for camaraderie. The central theme of the camp revolves around the word camaraderie or the trust and friendship among people who spend a lot of time together.

Culture Studies Lecture and Exposure Trip

The ***Culture Studies Lecture and Exposure Trip*** provides *Mindanaoan* experiential and appreciative activities for currently enrolled International Students of Ateneo de Davao University. It aims to engage international students through an intercultural encounter with a local partner community, heighten the international students' interest in the arts and culture of Mindanao, and educate the students about the history, contexts, and aspirations of Mindanao peoples. It is a three-day program organized once in the whole academic year that includes lectures and a trip.

Dula Atenista: Intramural Sports Program

The ***Dula Atenista: Intramural Sports Program*** is an exciting learning opportunity for the international students of the three Ateneo universities in Mindanao (Ateneo de Davao University, Ateneo de Zamboanga University, and Xavier University) to participate in competitive and recreational sport activities. It engages the students with the Traditional Filipino Games or the *Larong Pinoy* - while being exposed to other international students from different parts of Mindanao.

Kaabay: Student Care and Mentoring Program

The ***Kaabay: Student Care and Mentoring Program*** is a buddy system wherein international students in their first year are paired with Filipino students. This program aims to form a group that nurtures the sense of familiarity in the University. The group will also organize weekly kamustahan sessions or tutoring sessions to help the first year students.

VI. FREQUENTLY ASKED QUESTIONS (FAQ)

Admission Procedure

- Q: What should I bring on the day of the exam?**
A: Bring your QEAC Exam Permit, official receipt of your entrance exam payment, pencil (lead No. 2), eraser, sharpener, and at least two (2) identification cards with your photo (and if possible, with your signature) for verification purposes.
- Q: What if I failed to take the entrance examination on the day I was scheduled?**
A: You will be advised to reschedule your exam date subject to other available slots. Rescheduling of the test date can be done only once.
- Q: What is the coverage of the entrance examination?**
A: The test covers the areas of Mathematics, English, and General Intelligence.
- Q: What if I have incomplete requirements?**
A: It's on a case-to-case basis. You might still be conditionally accepted, subject to strict deadlines for late submission to complete requirements.
- Q: How much should I pay for my tuition?**
A: Go to the University cashier by the finance department on Bellarmine building, say your name, and department. They will provide you details regarding tuition fees.

Immigration Assistance

- Q: Where is BI Davao located?**
A: The Bureau of Immigration is located at J.P. Laurel Avenue, Bajada, Davao City. Fronting Victoria Plaza and beside the National Bureau of Investigation (NBI). You might need to access this place on your own for applications not covered by the assistance of the AIM's Process Coordinator.
- Q: How many months should I extend my Temporary Visitor's Visa?**
A: BI will only give you one (1) month TVV extension for your first application. If you filed for a student visa, you must secure a TVV valid until the release of your Student visa memorandum order. If you are a SSP holder, be sure to continuously update your TVV preferably two (2) weeks before your TVV expires at BI Davao.
- Q: I'm a Special Study Permit holder, should I apply for ACR I-CARD?**
A: SSP holders are not required to apply for an ACR I-CARD.
- Q: Will there be any picture taking for my I-CARD?**

A: After the Process Coordinator submits your ACR I-CARD application, I-CARD section will schedule you for a session of picture taking and biometrics. Be sure to be psychically present on the day you are scheduled. The AIM Process Coordinator will inform you of your schedule.

Q: What if I failed to submit my requirements to the Process Coordinator?

A: It is not the sole responsibility of the Process Coordinator to track your visa validity. Process Coordinator may assist you, but the student covers all penalties and fines from BI, so the responsibility is primarily on the student.

Q: Why does it take a month for the issuance of my visa and I-CARD?

A: For your information, your application will still be delivered by a courier to the Main Office of BI at Intramuros, Manila. Once the memorandum order is assessed, evaluated, and signed, the Main Office will deliver the applications back at BI Davao. The Process Coordinator works closely with both BI Manila and Davao to monitor the status of your application.

Q: How much should I pay for my visa or SSP application?

A: You may check the website of immigration (www.immigration.ph) for the estimated fees, but fees are subject to change or once application is assessed.

Annual Report

Q: Where can I get the application form for the annual report?

A: You can get a copy at the BI Davao or visit your Process Coordinator and ask for a copy.

For further questions and clarifications, contact the respective offices:

- **Ateneo Internationalization for Mindanao Office**

Landline: +63 82 221 2411 local 8424

Email: international@addu.edu.ph

Website: international.addu.edu.ph

- **Admissions Office**

Landline: +63 82 221 2411 local 8303

Email: admissions@addu.edu.ph

Website: addu.edu.ph

- **Bureau of Immigration - Davao District Office**

Landline: +63 82 228 6477

Email: bidavao@gmail.com

Website: immigration.gov.ph

VII. CONTACT US

**Ateneo Internationalization for Mindanao
(AIM) Office**

Ateneo de Davao University
Roxas Avenue, Davao City, 8000 Davao del
Sur Mindanao, Philippines

Landline: +63 82 221 2411 local 8424

Email: international@addu.edu.ph

Twitter: ADDU_Global

Website: international.addu.edu.ph

Mr. Romulo Vinci R. Bueza

Director

Email: rvrbueza@addu.edu.ph

Ms. Lyd Ejira C. Ducusin

Program Development and Marketing Specialist

Email: lecducusin@addu.edu.ph

Ms. Fatima Jennae B. Jereza

Assistant Director

Email: fjbjereza@addu.edu.ph

Ms. Jona Rochelle S. Desierto

Program Development and Marketing Specialist

Email: jrsdesierto@addu.edu.ph

Mr. Jan Joseph D. Bustamante

Administrative Assistant to the

AIM Director

Email: jjdbustamante@addu.edu.ph

Ms. Gillian Marie G. Porras

Process Coordinator

Email: gmgorras@addu.edu.ph