



ATENEO DE DAVAO UNIVERSITY

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In Consortium with Ateneo de Zamboanga University and Xavier University

Ateneo Internationalization for Mindanao

Memorandum No. 2021-01

4 January 2021

MEMO TO: ALL International Students with a valid visa and ACR I-Card holders

FROM: Romulo Vinci R. Bueza 
Director, Ateneo Internationalization for Mindanao Office

RE: Compliance for Annual Report 2021

The Bureau of Immigration (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 and pay Annual Reports to their office.

Here is the checklist of requirements for your Annual Report 2021 at the Bureau of Immigration Davao:

1. Application Form with 2x2 picture (white background)
 - Download the Application Form at bit.ly/AR2021ApplicationForm and fill-out all necessary information
 - Save the filled out form as a PDF
2. Scanned copy of passport (1 copy each)
 - Biodata page
 - Visa Stamp
 - Latest arrival stamp
 - Re-stamped visa for RA7919 holders
3. Scanned copy of ACR I-card (1 copy each)
 - Front and Back portion
4. Scanned copy of ACR I-Card claim stub for NEW APPLICANTS and those who RENEWED their ACR I-card, if applicable.
5. Prepare for the following fees:
 - ₱ 310.00 Annual Report
 - A monthly fine of ₱ 200.00 for delayed Annual Report

Compile all requirements and send the soft copy via email to Ms. Gillian Porras, AIM Office's Process Coordinator at gmgporras@addu.edu.ph for checking and further instructions. Email subject: "**AR 2021 - [LAST_NAME]**"

Please hand in your submissions to the AIM Process Coordinator as early as February 15, 2021. Students who submitted beyond that date will no longer be assisted by our office. The BI deadline for the Annual Report will be on February 28, 2021. Submissions handed on March 1, 2021, and beyond will begin accumulating the penalty of ₱ 200.00/month.

For more information, please visit <http://immigration.gov.ph/41-annual-report-a-r>.