



ATENEO DE DAVAO UNIVERSITY

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In Consortium with Ateneo de Zamboanga University and Xavier University

Ateneo Internationalization for Mindanao

Memorandum No. 2023-001

3 January 2023

MEMO TO: ALL International Students with a valid visa and ACR I-Card holders currently residing in the Philippines

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

RE: Compliance for Annual Report 2023

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 (AR) 2023 from the Bureau of Immigration:

1. Personal Appearance of the applicant or the foreign national*
2. Printed reference number from the E-Services portal
 - Make sure to register online and secure a reference number via <https://e-services.immigration.gov.ph/>
 - Strictly no reference number means no transaction.
3. Photocopy of valid passport (1 copy each)
 - Biodata page
 - Visa Stamp
 - Latest arrival stamp
 - Re-stamped visa for RA7919 holders
4. Photocopy of ACR I-Card (1 copy each)
 - Front and Back portion
5. Photocopy of ACR I-Card claim stub for NEW APPLICANTS and those who RENEWED their ACR I-card, if applicable (1 copy each)
6. Prepare the following fees:
 - ₱310.00 Annual Report
 - A monthly fine of ₱200.00 for a delayed Annual Report

Important Notes:

* Personal appearance is required for all annual reports. However, only the following registered foreign nationals are exempted from personal appearance:

1. Those below 14 years old;
2. Those 60 years old and above;
3. Those mentally or physically incapacitated provided a Person With Disability (PWD) ID is

- presented; and
4. Pregnant women and unwell foreigners, provided a medical certificate is issued by the attending physician or hospital where he/she is confined.

Annual Reporting made through representatives shall only be allowed for exempted foreign nationals from personally appearing during the annual report. Representatives shall present the following requirements:

1. Proof of exemption;
2. Special Power of Attorney (SPA) except for accredited BI Liaison Officers.
3. Original ACR I-Card of the applicant; and
4. Original valid passport

Kindly coordinate with the BI Liaison Officer and AIM Office's Process Coordinator regarding your Annual Report arrangement. Email international@addu.edu.ph for further instructions.

AR 2023 submissions shall commence from 3 January to 1 March 2023. Submissions beyond the said dates will begin accumulating a penalty of ₱200.00/month.

For the complete list of participating Immigration Offices and more information, please visit <http://immigration.gov.ph/41-annual-report-a-r>.