



# ATENELO DE DAVAO UNIVERSITY

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In Consortium with Ateneo de Zamboanga University and Xavier University

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## Ateneo Internationalization for Mindanao

Memorandum No. 2020-004  
21 January 2020

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

FROM: Romulo Vinci R. Bueza  
Director, AIM 

RE: Foreign Students Compliance with Annual Report 2020 Submission

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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 annual reports to their office.

Here is the checklist of requirements for your Annual Report 2020 at the Bureau of Immigration:

1. \*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

*\*Please visit the Madaris Office (3rd floor of the CCFC) and look for Gillian Porras, Process Coordinator of AIM Office, during your free time to fill out the application form and to be informed of further instructions.*

The **deadline** for the Annual Report 2020 will be on **February 29, 2020**. But we recommend that you do not push this limit and hand in your requirements as early as 17 February 2020. Submissions handed on March 1, 2020 and beyond will begin accumulating the penalty of at least ₱200.00/month.

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