



Ateneo Internationalization for Mindanao

ANNEX 6.2 - Checklist For Short-Term International Visiting Professors

1-2 months before arrival

INSTRUCTIONS

1. Receive a formal invitation to apply for a visiting professorship from the Dean of the host department.
2. Sends in a formal application letter via email, along with a scanned/soft copy of documents supporting your credentials.
3. Wait for the completion of the endorsement and approval process. (at least a month)

CHECKLIST

[step 2]

Scanned/soft copy of the following documents:

- Curriculum Vitae (CV)
- Transcript of Record (TOR)
- Diploma
- Other applicable certification and licenses

At least 1 month before arrival

4. Receive a notice of acceptance (NOA) via email from the host department, along with the soft copy of the employment contract's draft.
5. Respond to the NOA accordingly and authorize the draft to be finalized and be subject to circulation and signatures.

Arrival of visiting professor

6. Arrive 2 or 3 days before your first day of service.
7. Sign the employment contract and acquire your own copy through the AIM Office. (This document is needed for step 18)
8. Go to the Bureau of Quarantine and acquire a Medical Clearance.

[step 9]

Certified true copies of the following documents submitted during the online application:

- Transcript of Record (TOR)
- Diploma
- Licenses

1st month of service

9. Submit your employment requirements to the Human Resource Management and Development Office (HRMDO).
10. Wait for the completion of the employment process. (at least a week)
11. Receive updates from HRMDO and acquire your:
  - University ID and biometrics
  - University email
  - Taxpayer Identification Number (TIN) from the Bureau of Internal Revenue (BIR) (This document is needed for step 21)

Certified true copy and a photocopy of the following documents:

- Birth Certificate
- Marriage Certificate
- Passport's bio page and visa page (page of latest admission stamp with valid authorized stay)

Filled-out HRMDO forms:

- Employee Information Sheet
- Payroll Information Sheet

12. Submit your tourist visa extension requirements to the AIM Office.
13. Wait for the completion of the extension process. (at least 3 days)
14. Receive updates from AIM and acquire your visa extension sticker.

[step 12] - BI processing fee estimate: P3,000.00

Filled-out BI form:

- Application Form (TVS-CGAF-VE-2016)

Original of the following document:

- Passport
- Sworn Statement for overstaying /updating of stay of more than six (6) months

15. Submit your **Special Temporary Permit (STP)** requirements to the Professional Regulation Commission (PRC).
16. Wait for the completion of the STP approval process. *(at least a week)*
17. Acquire your STP from PRC.

18. Submit your **Special Work Permit (SWP)** application requirements to the AIM Office.
19. Wait for the completion of the immigration process. *(at least a month)*
20. Receive updates from AIM and acquire your SWP.

Reminder: *Please note that these applications do not guarantee approval. Application fees are non-refundable.*

**\*\*PRC notes on the STP requirement of legal qualification:**

- This include Certificate/s of Training/Competency in the discipline of area of specialization for which the foreign professional is to be engaged in the Philippines
- with official English translation thereof where necessary
- Foreign documents from Apostille-contracting countries (available at <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41> or [www.prc.gov.ph](http://www.prc.gov.ph)) need not be authenticated abroad by Philippine Embassies and Consulates General in order to be recognized and accepted in the Philippines.
- Apostille Certification issued by the foreign competent authority responsible for the implementation of the Apostille Convention will be sufficient.
- Non-members to the Convention and those Apostille-contracting countries who objected to the Philippines' accession (Austria, Finland, Germany and Hellenic Republic/ Greece), authentication (NOT mere acknowledgement) of documents by the Philippine Embassies and Consulates General applies.

[step 15] - PRC processing fee estimate: P11,000.00

**Filled-out and Notarized PRC forms:**

- Authority to Practice by a Foreigner Application Form

**Photocopy** of the following:

- Passport's bio page and visa page (page of latest admission stamp with valid authorized stay)

**Certified true copy** of the following documents:

- Official document showing that the applicant is legally qualified to practice the profession in his/her own country\*\*

**Other requirements**

- Two (2) pieces passport size I.D. picture with complete name tag in white background

[step 18] - BI processing rate estimate: P7,000.00

**Filled-out BI forms:**

- Consolidated General Application Form (CGAF)

**Photocopy** of the following:

- Passport's bio page and visa page (page of latest admission stamp with valid authorized stay)

- Employment Contract with details of exact compensation, duration of employment and comprehensive description of the nature and scope of the applicant's position in the company

- TIN Verification issued by the BIR through HRMDO

**Certified true copy** of the following documents:

- Special Temporary Permit (STP) issued by the Professional Regulation Commission (PRC)

**Other requirements:**

- BI Clearance Certificate