



Ateneo Internationalization for Mindanao

ANNEX 6.3 - Checklist International Exchange Professors

1-2 months before arrival

INSTRUCTIONS

1. Receive a formal notification from your institution that you are being nominated for an exchange professorship in accordance with a bilateral agreement the Ateneo de Davao University.
2. Submit a scanned/soft copy of documents supporting your credentials to be attached to your institution's nomination letter.

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

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

Arrival of visiting professor

5. Arrive 2 or 3 days before your first day of service.
6. Sign the contract of service and acquire your own copy through the AIM Office. *(This document is needed for step 15)*

1st month of service

7. Fill out an exchange professor's information sheet from the AIM Office.
8. Acquire your special ID and library permit with AIM's assistance.
9. Submit your **tourist visa extension** requirements to the AIM Office.
10. Wait for the completion of the extension process. *(at least 3 days)*
11. Receive updates from AIM and acquire your visa extension sticker.

[step 8] - 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

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

15. Submit your **Special Work Permit (SWP)** application requirements to the AIM Office.
16. Wait for the completion of the immigration process. *(at least a month)*
17. 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) 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)
- Contract of Service with details of exact compensation, duration of employment and comprehensive description of the nature and scope of the applicant's position in the company

Certified true copy of the following documents:

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

Other requirements:

- BI Clearance Certificate