



ATENEO DE DAVAO UNIVERSITY

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In Consortium with Ateneo de Zamboanga University and Xavier University

Ateneo Internationalization for Mindanao

Memorandum No. 2022-001

3 January 2022

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 2022

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) 2022 from the Bureau of Immigration Davao:

1. Personal Appearance of the applicant or the foreign national*
2. Printed appointment and reference number from the E-Services portal**
 - Make sure to secure your appointment slot at your nearest BI District or Field Office via <https://e-services.immigration.gov.ph/>
3. Application Form with 2x2 picture (white background)
 - Download the Application Form at <https://bit.ly/AR2022ApplicationForm> and fill-out all necessary information
4. Photocopy of valid passport (1 copy each)
 - Biodata page
 - Visa Stamp
 - Latest arrival stamp
 - Re-stamped visa for RA7919 holders
5. Photocopy of ACR I-Card (1 copy each)
 - Front and Back portion
6. Photocopy of ACR I-Card claim stub for NEW APPLICANTS and those who RENEWED their ACR I-card, if applicable. (1 copy each)
7. Prepare for the following fees:
 - ₱310.00 Annual Report
 - A monthly fine of ₱200.00 for delayed Annual Report

Important Notes:

*In case the applicant is unable to present himself/herself for the AR 2022, he or she shall prepare a **non-appearance fee of ₱500.00** and an **authorization letter** allowing the BI Liaison Officer and AIM Office's Process Coordinator, Ms. Gillian Porras to process the AR 2022 on his or her behalf. Kindly email the authorization letter to Ms. Porras at gmgporras@addu.edu.ph.

**Applicants must secure their appointment slot to get their reference number. Strictly no reference number means no transaction.

AR 2022 submissions shall commence from January 1, 2022 to March 1, 2022. Submissions beyond the said dates will begin accumulating a penalty of ₱200.00/month. For more information, please visit <http://immigration.gov.ph/41-annual-report-a-r>.