

FAQS

Q: Who is a Foreign Student?

A: A bona fide foreign student under Sec. 9f or CA 613, is one who:

- Is at least eighteen (18) years old at the time of enrollment
- Has sufficient means for his/her education and support
- Intends to take up a course of study higher than high school at a university, college or school authorized to accept foreign students

Q: How much is the LCUP immigration assistance fee?

A: The university is charging Php 7,000 for every foreign student upon enrolment.

Q: When should I renew my Student Visa/SSP?

A: 30 days before your expiry date, contact the school representative/Liaison Officer.

Q: I didn't get to pass any English Examinations (i.e. IELTS, TOEFL or TESOL), will I still get to apply to your institution?

A: Yes, you may apply and enroll at LCUP's English Proficiency Course.

Q: What is the difference between Student Visa and a Special Study Permit? When is one required?

A: A Student Visa is issued to foreign students 18 years old and above and is taking a course higher than high school. A Special Study Permit (SSP) is issued to a foreign national below the age of 18 and/or taking non-degree courses in the Philippines. SSP is a PERMIT, not a visa. It is issued under the Temporary Visitor's Visa of a foreign national.

Q: What are the restrictions for 9F visa holders?

A: No student shall engage in employment for hire or be engaged in any lawful occupation;

No transfer within the first year of issuance of 9F visa;

No transfer from one course/school to another without prior authorization from CHED.

Q: Will I be penalized if I enroll without my student visa being processed.

A: Yes. The foreign student may be asked to pay Php 20,000 pesos to the Bureau of Immigration Student Visa Services as penalty.

Q: What happens if my 9F visa expires and I need to leave the Philippines and go back to my country?

A: The foreign student must file for his/her 9F visa downgrading. For downgrading from 9F (student visa) to 9A (tourist visa), the student is given 59 days from last authorized stay.

Q: What is visa downgrading and why am I asked by our school representative to file for that in BI?

A. Downgrading is a procedure that authorizes the adjustment or reversion of a foreign national's immigration status to Temporary Visitor's Visa (9a).

You can proceed to file for downgrading if you;

- Have completed your course/program with the university
- Have an expired 9F visa
- Failed to satisfy grading/scholastic requirements
- Failed to file 9F extension
- Failed to enroll for an academic year in any accredited HEIs

FAQS

Q: What do I need to bring to apply for my tourist visa (9a) conversion to student visa (9f)?

A: You need to liaise with your school representative to assist you with the application to the Bureau of Immigration and submit to him/her your;

- Joint letter request addressed to the Commissioner from the authorized representative of LCUP using the school letterhead with dry seal
- Duly accomplished CGAF (BI Form 2014-00-003 Rev.0)
- Photocopy of passport bio-page and latest admission with valid authorized stay
- Notice of acceptance of the applicant bearing a clear impression of the school's official dry seal
- Endorsement addressed to the Commissioner from the school for the conversion for the applicant's status, signed by the School's Registrar
- Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry
- Photocopy of passport page bearing the valid Bureau of Quarantine Clearance and International Health Surveillance Stamp
- Medical Certificate issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution with competence to certify that the applicant is not afflicted with any dangerous, contagious or loathsome disease and is mentally fit
- CHED Endorsement for transfer and shifting of course, if applicable
- National Bureau of Investigation (NBI) Clearance for a foreign student enrolling from bachelor's degree to post graduate
- Photocopy of BI school accreditation ID of the registrar or school representative
- Bureau of Immigration Clearance Certificate

Q: What is the validity of my Special Study Permit (SSP)?

- Co-terminus with the length of the course/program
- Not more than six months but may be extended co-terminus with the remaining period of the course (issuance of another SSP for the remaining period)
- For Elementary & Secondary courses, the SSP shall be issued on a yearly basis
- For foreign students below eighteen (18) years old enrolled in bachelor degree courses, SSP shall be issued on a semester or trimester basis

Q: When should I apply for my Special Study Permit?

A: SSP should be filed fifteen (15) days from the date of issuance of the Certificate of Acceptance.

CONTACT US



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La Consolacion
UNIVERSITY PHILIPPINES

**Office of the Vice President for Research,
Publication, and Linkages**

ADMISSION & IMMIGRATION REQUIREMENTS *for* FOREIGN STUDENTS



BASIC EDUCATION DEPARTMENT

- Six (6) 2x2 Picture with white background and formal attire
- Red-ribboned / Authenticated Scholastic Records
- Notarized affidavit of support or notarized notice of grant (bank statement/s)
- Original & Photocopy of Passport Bio-page
- Affidavit of Guardianship (applicable to minors)

Latest admission with valid authorized stay

- Photocopy of Alien Certificate of Registration Identification Card or Special Study Permit and Entry Visa
- Photocopy of Birth Certificate with English translation
- Good Moral Certificate
- Entrance Examination
- Online Registration

SPECIAL STUDY PERMIT (SSP) IMMIGRATION REQUIREMENTS

1. Duly accomplished CGAF
2. Photocopy of the following;
 - Passport bio-page
 - Latest admission with valid authorized stay
 - Bureau of Quarantine Stamp
3. National Bureau of Investigation (NBI) Clearance, in case of flying school.

NOTE: A foreigner with a tourist visa who wishes to study at LCUP must apply to the Bureau of Immigration for the conversion of the tourist visa to a student visa. The foreign student will be guided and accompanied by the Liaison Officer from the Office of the Vice President for Research, Publications, and Linkages.

YEAR/GRADE LEVEL

K to 12
College
Graduate School

TYPES OF VISA

Special Study Permit
Student Visa
Student Visa

COLLEGE DEPARTMENT

- Six (6) 2x2 Picture with white background and formal attire
- Red-ribboned / Authenticated Scholastic Records
- Notarized affidavit of support or notarized notice of grant (bank statement/s)
- Original & Photocopy of Passport Bio-page

Latest admission with valid authorized stay;

- Photocopy of Alien Certificate of Registration Identification Card and Entry Visa
- Photocopy of Birth Certificate with English translation
- Good Moral Certificate
- Entrance Examination
- Online Registration

BUREAU OF QUARANTINE STAMP - LABORATORY

1. Urine (Microscopic)
2. Stool (Ova & Parasite)
3. Chest X-ray (Official Report & film or CD)
4. Rapid Plasma Reagin (RPR)
5. Malarial Smear *
6. Original Yellow Fever Vaccine **
7. Original Polio Vaccine Certificate ***

Other Requirements:

1. Three (3) pieces 2 by 2 photo (White background; formal attire);
2. Documentation / Processing Fee (₱ 500.00)
3. One (1) Original and Two (2) duplicate copies of laboratory tests / documents

*Required for nationals from Africa, South America, Vietnam, Bangladesh, Cambodia, Myanmar, Indonesia, India, Papua New Guinea, Vanuatu, and Solomon Islands

**Required for nationals from Cameroon, Pakistan, Syria, Afghanistan, Equatorial Guinea, Ethiopia, Iraq, Israel, Nigeria, Somalia, Lao People's Democratic Republic, Madagascar, Ukraine, Guinea and Myanmar

*** required for nationals from Africa and south America

GRADUATE STUDIES

- Six (6) 2x2 Picture with white background and formal attire
- Red-ribboned / Authenticated Scholastic Records
- Notarized affidavit of support or notarized notice of grant (bank statement/s)
- Original & Photocopy of Passport Bio-page

Latest admission with valid authorized stay;

- Photocopy of Alien Certificate of Registration Identification Card and Entry Visa
- Photocopy of Birth Certificate with English translation
- Photocopy of Marriage Certificate (if applicable)
- Entrance Examination
- Online Registration

Other documentary requirements may be requested as needed.

All documents submitted must have an English translation.

All international student applicants must successfully complete an English Proficiency Course or submit IELTS, TOEFL, or TESOL Certification.

