

Admission Requirements for Baccalaureate/Undergraduate and Graduate Programs



International students who graduated from schools abroad

- ✓ *Transcript of Records (signed by the school official and date of graduation indicated)*
- ✓ *Diploma / Certificate of Graduation (date of graduation must be the same as indicated in TOR)*
- ✓ *Police Clearance*
- ✓ *Family Register / Birth Certificate*

The above documents (all in English form) must be authenticated through the Apostille issued by the Secretary of State of the country of origin (for those whose countries are members of the Hague Conference on Private International Law). For those non-members of HCCH, an authentication with a red ribbon by the Philippine Embassy in the country of origin applies.

- ✓ Photocopy of Passport Bio-page
- ✓ IELTS (6.0) or its equivalent or as prescribed by the program (*except for those who graduated from schools with English used as the medium of instruction*)
- ✓ Original copy of notarized affidavit of support and proof of adequate financial support, or bank statement to cover expenses for student's accommodation and subsistence, school fees and other incidental expenses
- ✓ Two (2) copies of 2x2 ID colored picture with white background
- ✓ Pencil



International students who graduated from Senior High Schools in the Philippines

- ✓ Certificate of Graduation / Original copy of Report Card signed by the school principal and eligibility to transfer to college
- ✓ Clear photocopy of Alien Certificate of Registration Identification Card (ACR-ICard)
- ✓ Photocopy of Special Study Permit (SSP)
- ✓ Family Register / Birth Certificate
- ✓ Photocopy of Passport Bio-page
- ✓ Two (2) copies of 2x2 ID colored picture with white background
- ✓ Pencil



International students (born and who graduated from Senior High Schools in the Philippines)

- ✓ Certificate of Graduation / Original copy of Report Card signed by the school principal and eligibility to transfer to college

- ✓ Clear photocopy of Alien Certificate of Registration Identification Card (ACR–ICard)
- ✓ Original NSO/PSA Birth Certificate
- ✓ Photocopy of Passport Bio-page
- ✓ Two (2) copies of 2x2 ID colored picture with white background
- ✓ Pencil



International Students who are transferees from Philippine Colleges/ Universities

- ✓ Original Copy of Certificate of Transfer Credentials (Honorable Dismissal) signed by the school registrar
- ✓ Transcript of Records (Informative copy)
- ✓ Certificate of Good Moral Character signed by the school registrar
- ✓ CHED Endorsement
- ✓ Family Register / Birth Certificate
- ✓ Passport with valid student visa stamp
- ✓ Alien Certificate of Registration Identification Card (ACR–ICard)
- ✓ Clearance from the Bureau of Immigration allowing the transfer
- ✓ Photocopy of Passport Bio-page
- ✓ Two (2) copies of 2x2 ID colored picture with white background
- ✓ Pencil



International Students who are transferees from Colleges/Universities Abroad

- ✓ Transcript of Records (*signed by the school official and date of graduation indicated*)
- ✓ Diploma / Certificate of Graduation (*date of graduation must be the same as indicated in TOR*)
- ✓ Police Clearance
- ✓ Family Register / Birth Certificate
- ✓ Photocopy of Passport Bio-page

The above documents (all in English Form) must be authenticated through the Apostille issued by the Secretary of State of the country of origin (for those whose countries are members of the Hague Conference on Private International Law). For those non-members of HCCH, an authentication with a red ribbon by the Philippine Embassy in the country of origin applies.

- ✓ Photocopy of Passport Bio-page
- ✓ IELTS (6.0) or its equivalent or as prescribed by the program (*except for those who graduated from schools with English used as the medium of instruction*)
- ✓ Original copy of notarized affidavit of support and proof of adequate financial support (Bank) Statement to cover expenses for student's accommodation and subsistence, school fees and other incidental expenses
- ✓ Two (2) copies of 2x2 ID colored picture with white background
- ✓ Pencil



Filipinos and with dual citizenship who graduated from international schools abroad

- ✓ Transcript of Records (*signed by the school official and date of graduation indicated*)
- ✓ Diploma / Certificate of Graduation (*date of graduation must be the same as indicated in TOR*)
- ✓ Police Clearance or Good Moral Character
- ✓ Original Authenticated PSA (NSO) Birth Certificate
- ✓ Clear Photocopy of Birth Certificate
- ✓ Photocopy of Passport Bio-page
- ✓ Philippine Passport
- ✓ Certificate of Recognition as Filipino/Identification Certificate
Number/Certificate of Re-Acquisition/Retention of Philippine Citizenship
- ✓ Two (2) copies of 2x2 ID colored picture with white background
- ✓ Pencil

The first three documents must be authenticated through the Apostille issued by the Secretary of State of the country of origin (for those whose countries are members of the Hague Conference on Private International Law). For those non-members of HCCH, an authentication with a red ribbon by the Philippine Embassy in the country of origin applies.



Filipino applicants who graduated from international schools abroad

- ✓ Transcript of Records (*signed by the school official and date of graduation indicated*)
- ✓ Diploma / Certificate of Graduation (*date of graduation must be the same indicated in TOR*)
- ✓ Police Clearance or Good Moral Character
- ✓ Original Authenticated PSA (NSO) Birth Certificate
- ✓ Clear Photocopy of Birth Certificate
- ✓ Photocopy of Passport Bio-page
- ✓ Philippine Passport
- ✓ Two (2) copies of 2x2 ID colored picture with white background
- ✓ Pencil

The first three documents must be authenticated through the Apostille issued by the Secretary of State of the country of origin (for those whose countries are members of the Hague Conference on Private International Law). For those non-members of HCCH an authentication with a red ribbon by the Philippine Embassy in the country of origin applies.



Filipino applicants who graduated from Philippine schools abroad

- ✓ Original copy of Report Card signed by the school principal and eligibility to transfer to college
- ✓ Certificate of Graduation

- ✓ Original Authenticated PSA (NSO) Birth Certificate
- ✓ Philippine Passport
- ✓ Two (2) copies of 2x2 ID colored picture with white background
- ✓ Pencil



International student applicants for Non-Credit /Non-Degree Courses

- ✓ Passport bio-page and latest admission with valid authorized stay.

Note: Applicants must be at least 18 years old.

**Application Procedures for International and/or Filipino Students
Educated in Foreign Countries**

Applicants for Baccalaureate and Graduate Programs

Step 1

International Students Section

- The student applicant goes to <https://ismis.usc.edu.ph> and upload the required documents.
- The International Students Section forwards the application to the University Registrar for review/evaluation.
- If qualified based on the credentials, the University Registrar endorses further processing of application through email.
- If Graduate student applicants the University Registrar approves and forwards the credentials to the Department Chair for further evaluation.
- The International Students Section (ISS) issues referral slip after checking credentials.

- Follow Enrolment Procedure

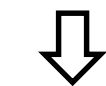


Step 3

International Students Section

- He/She secures clearance for enrolment to comply with the Bureau of Immigration requirements
- The officially enrolled student applies for **Student Visa Conversion/Student Visa Extension/Special Study Permit.**

Pro forma documents are available at the International Students Section, Office of External Relations, Arthur Dingman Bldg., Downtown Campus, University of San Carlos, P. del Rosario Street, Cebu City



Step 2

Admissions Office

- The student applicant presents the required credentials with the referral slip from ISS
- He/She Accomplishes the Personal Data Sheet (PDS) in digital form @ <https://ismis.usc.edu.ph>
- The Admission Office verifies and issues Student ID Number and Admission Examinations Referral Slip.



- Follow Admission Procedure



Requirements for Conversion of Tourist Visa (9a) to Student Visa (9f)

Applicant must be at least 18 years of age to qualify for Student Visa. Students applying for Student Visa Conversion are not allowed to go out of the country during the application period until it is approved.

- Joint letter of request addressed to the Commissioner from the applicant and the authorized representative of the petitioning school
- Duly accomplished CGAF (BI Form CGAF-003-Rev 2)
- Five (5) original Personal History Statement (PHS) forms, duly accomplished and signed by the applicant, in English and in national alphabet, accompanied by personal seal, if any, and original left and right thumb prints on PHS with original photo
- Nine (9) 2x2 colored pictures with white background, must not be wearing eyeglasses
- Original Copy of Notice of Acceptance (NOA) and Endorsement Letter signed by the University Registrar and stamped with school seal
- Copy of the Subjects enrolled of the current term duly signed by the University Registrar and stamped with school seal
- Special Security Registration Number (SSRN) secured at the Bureau of Immigration, J. Center Mall, Mandaue City;
- Original copy of passport with latest admission stamp and updated Tourist Visa for at least (3) months
- Original Medical Certificate issued by the Bureau of Quarantine
- National Bureau of Investigation (**NBI**) Clearance
- Certificate of Graduation or Diploma of bachelor's/masteral's program for those applying for Master's or Doctorate program
- Copy of Special Study Permit (SSP) for those who are graduates from Philippine schools

Follow the Steps Below:

1. Present all the documents acquired from all the application procedures for admission to the International Students Section, Office of External Relations.
2. Fill out the necessary application forms for the Bureau of Immigration in the International Students Section, Office of External Relations, Arthur Dingman Building, Downtown Campus.
3. Pay P17,000 for the visa processing fee.
4. Go to JS MED to have your medical checkup to obtain your medical certificate from the Bureau of Quarantine.
5. Submit the medical certificate together with the completely filled out application forms to the International Students Section.
6. Request a **clearance slip** and proceed for **enrolment**.
 - ***All applications for student visa conversion will be done by the school's Liaison Officer at the Bureau of Immigration. It takes two (2) to three (3) months or more to secure approval of the application.***

- **Visa validity is good for one (1) year.**

Requirement for Student Visa Extension

Student Visa Extension should be filed two months before visa expires

- Joint letter of request addressed to the Commissioner from the applicant and the authorized representative of the petitioning school
- Duly accomplished CGAF (BI Form CGAF-003-Rev-2)
- Nine (9) copies of 2x2 colored pictures with white background, must not be wearing eyeglasses
- Original copy of Certificate of Enrolment for the current term
- Original Transcript of Grades/Records of the previous two (2) semesters
- In case of transferring of school, Honorable Dismissal, Transfer Credentials and Certificate of Good Moral Character
- Original Passport with latest departure, arrival stamp and latest (9f) extension
- Original ACR-ICard
- Annual Report for the current year
- Letter of explanation in some special cases, i.e. taking up less than the required/regular units per semester, leave of absence, with those with failing grades/marks and late filing (penalty fee applies)
- The following are referred for **CHED endorsement**: students with failed grades, INC, or dropped subjects which consists of 50% or more of the subjects taken, those who shifted course, and those who went on leave of absence (LOA) for one (1) semester or more. In case of transfer of school, CHED Endorsement signed by the University Registrar of the previous school is required
- Barangay Clearance and Bureau of Immigration (B.I.) receipt for change of Philippine address

CHANGE OF ADDRESS. Section 5 of Republic Act No. 562 or otherwise now as the Alien Registration Act 1950 requires any registered foreign national to notify the Bureau of Immigration in writing of **any change of residence and new address, twenty-four (24) hours before** such change.

Failure to comply shall entail an administrative fine of Php200.00 per month from the time the foreign national changed residence/address.

Remarks given upon evaluation and extension of 9(f) visa:

Remarks for Offenses	
Warning	One (1) failed grade, INC, dropped subject, or late filing
Stern Warning	Two (2) – Five (5) failed grades, INC, or dropped subjects, late filing for the 2 nd time
Final Extension	Six (6) – Ten (10) failed grades, INC or dropped subjects
To Leave the Country/Downgrading	More than Ten (10) Failed Grades or dropped Subjects; overstaying

Follow the Steps Below:

1. Fill out the necessary application forms for the Bureau of Immigration at the International Students Section, Office of External Relations, Arthur Dingman Building, Downtown Campus.
2. Submit your Passport and ACR-ICard.

3. Pay Php17,000.00 for the visa processing fee.
4. Request a **clearance slip** and proceed for **enrollment**.

All applications for student visa extension will be done by the school's Liaison Officer at the Bureau of Immigration. It takes two (2) to three (3) months or more to secure approval of the application.

Visa validity is good for one (1) year

Requirements for Special Study Permit

(For students below 18 years old, Exchange Students, and under Non-Degree Program)
Students will use an updated tourist visa together with a Special Study Permit (SSP) throughout the duration of study.

Requirements:

- Letter request for Special Study Permit (SSP)
 - Duly accomplished B.I. Consolidated General Application Form (CGAF-003-Rev-2)
 - Notice of Acceptance signed by the University Registrar
 - 6 copies of 2x2 colored picture with white background
 - Original Passport with updated Tourist Visa
 - Copy of SSP during the previous Term (if applicable)
 - Payment of Php5,500.00 Special Study Permit Processing Fee
- ❖ SSP is valid for one (1) semester only.

Exemption from Student Visa Application

Applicants with the following visa are exempted from the Student Visa application:

- Missionary Visa holder/dependent
- Working Visa (9G) holder/dependent
- Diplomat Visa holder/dependent
- Temporary/Permanent Resident Visa
- Special Retirees Resident Visa (SRRV)
- Special Investors Resident Visa
- 47(a)(2)
- Naturalized Filipino Citizenship/Native-born aliens
- Dual Citizenship (Philippine Passport and Certificate of Recognition as Filipino citizen must be presented)

Important Reminders

1. You are **not allowed to leave the country if you do not have the ACR- ICARD**; or else you apply for a Waiver to leave the country without ACR-ICard two (2) weeks prior to the intended date of departure.

2. You are not allowed to **transfer to another school within the one year of the validity of your student visa (first time applicant and approval)**. The Bureau of Immigration will charge a penalty in the amount of P20,510.00.
4. **Pay Annual Report** every January or February of the year.
5. **Attend International Students activities.**
6. Wear decent attire inside the school premises. Please refer to the guidelines from the Office of Student Affairs.
7. Read, understand and follow the provisions in the USC Student Manual.

DOWNGRADING OF STUDENT VISA (9F)

(Immigration Memorandum Circular SBM-2015-007, Article II, Sec 6)

Who are Required to Downgrade?

Foreign student's Student Visa shall be downgraded to Temporary Visitor's Visa upon confirmation that he/she:

- a. Graduated or finished the degree program in the school where he/she is admitted
- b. Failed to satisfy the grading/scholastic requirements of the admitting school
- c. Failed to timely extend his/her Student Visa, or
- e. Has an expired Student Visa

Checklist of Requirements for Downgrading

1. Letter of request for downgrading addressed to the Commissioner
2. Accomplished B.I. Consolidation General Application Form (CGAF)
3. Copy of Transcript of Records or Certificate of Grades
4. School Clearance
5. Photocopy of passport bio-page, visa implementation page and the pages bearing the latest admission, departure and valid authorized stay
6. National Bureau of Investigation (NBI) Clearance, and
7. Copy of the Bureau of Immigration Commissioner's Visa Approval.

Where to Submit the Application

STUDENT VISA SECTION (SVS)

Bureau of Immigration
2nd Floor, Civic Center Building C
Quezon City Hall Complex, Quezon City