



Title: Student Visa Procedures		
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The Linkages and Scholarship Office in its pursuit to attract more international students for short term and degree programs launches its student visa assistance desk. It aims to assist foreign students and scholars to have seamless applications of their visas upon arrival and while they are enrolled to our university. Hence, foreign students shall be asked to follow the step-by-step procedures below:

1. Upon enrollment, a foreign student must visit the International Students Office (ISO) within one to two weeks to facilitate the student visa conversion process.
2. The ISO Officer shall conduct an interview and provide the requirements for the student visa application.
3. The following requirements must be complied with by the foreign student: (a) Notice of Acceptance Payment Receipt; (b) Photocopy of Certificate of Registration; and (c) Foreign Student Information Sheet.
4. After the requirements are submitted to ISO, the Officer will process the Notice of Acceptance (NOA) with the Office of the University Registrar within 5-7 working days.
5. While the Notice of Acceptance (NOA) is being processed, the foreign student may simultaneously complete other government-related requirements: (a) Medical and drug test to be secured from a tertiary-level hospital; (b) Original Copy of NBI Clearance; (c) Three Copies of Consolidated General Application Form; and (d) Four Photocopies of Passport's Bio Page, Arrival, Departure, Previous Visa I-Card front & back copies. These documents must be submitted to the ISO Officer.
6. The ISO Officer shall inform the foreign student regarding the date of visit to the Bureau of Immigration for the visa payment and biometrics.

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