

FOR APPLICATION FOR CONVERSION TO STUDENT VISA *(Section 9, Paragraph F)*

Checklist of documentary requirements

- 1) Joint letter of request addressed to the Commissioner from the authorized representative of the petitioning school and applicant, using the school letterhead with dry seal;
- 2) Duly accomplished Consolidated General Application Form (CGAF) For Student Visa and Special Study Permit (BI Form 2014-00-003 Rev 0);

(Prepare two (2) copies. The other CGAF copy is for the Alien Certificate of Registration (ACR) I-Card Application.);
- 3) Photocopy of passport bio-page and latest admission with valid authorized stay;
- 4) Notice of Acceptance of the applicant bearing a clear impression of the school's official dry seal;
- 5) Endorsement addressed to the Commissioner from the school for the conversion of the applicant's status, signed by the School Registrar;
- 6) Photocopy of passport page bearing the valid Bureau of Quarantine Clearance and International Health Surveillance stamp;
- 7) 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;
- 8) CHED Endorsement for transfer and shifting of course; if applicable;
- 9) National Bureau of Investigation (NBI) clearance for a foreign student enrolling from a bachelor's degree to post graduate;
- 10) Photocopy of Bureau of Immigration (BI) school accreditation ID of the registrar or school representative;
- 11) National Intelligence Coordinating Agency (NICA) Clearance; and BI Clearance Certificate;
- 12) Photocopy of the original receipt of payment for the applicable BI fees.

For more information, please refer to the BI official website on the student visa:

<http://www.immigration.gov.ph/index.php/visa-requirements/non-immigrant-visa/student-visa/conversion-to-student-visa>