



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

**INTERNATIONAL EXCHANGE STUDENT CONFORME SHEET
PROCESSING of the VISA EXTENSION & SPECIAL STUDY PERMIT (SSP)**

I. General Information on Visa Extension and Quarantine Clearance

1. All foreign nationals from non-restricted countries entering the Philippines do not actually need to apply for the tourist visa. Foreign nationals are automatically given a 30-day single entry tourist visa upon entering the country. Foreign nationals from the following countries must secure the visa: (<http://immigration.gov.ph/component/content/article/10-faqs/33-general-information>)

Afghanistan	Yemen	Uzbekistan	Montenegro
Algeria	East Timor	Albania	Serbia
Egypt	DPRK	Armenia	Sierra Leone
Iran	Nigeria	Belarus	Tonga
Iraq	Sri Lanka	Belize	Ukraine
Jordan	India	Bosnia-Herzegovina	China, PROC
Lebanon	Azerbaijan	Croatia	Taiwan
Libya	Bangladesh	Cuba	Hong Kong DI Holders
Pakistan	Kazakhstan	FYROM	Hong Kong CI Holders
Palestine	Kyrgyzstan	Georgia	Malaysian CI Holders
Sudan	Tajikistan	Nauru	Brunei CI Holders
Syria	Turkmenistan	Moldova	Stateless Persons

2. However, all exchange students are strongly suggested to apply for the 59-day multiple-entry visa to give time for the urgent processing of the SSP.
3. Securing the multiple entry visa is also strongly encouraged in view of possible travels made in and out of the Philippines.
4. The initial number of days provided by the visa (either 30 or 59 days) conditions the number of times a visa may be extended. There are 2 different ways of extending the visa:
- The regular/traditional way: the student comes to OIR one week before the visa expires. The student fills out the Bureau of Immigration visa extension form. OIR then processes the visa extension.
 - Travelling – leaving the country: the student schedules a trip out of the Philippines so as to acquire a new entry visa upon re-entry.
5. The student, upon arrival, is required to provide the OIR a photocopy of the stamped visa page.



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6. Please note that the OIR shall only facilitate extending the visa provided the student has been issued the Special Study Permit (SSP). Otherwise, the student will personally need to go to the Bureau of Immigration for the extension.
7. Only SSP holders will be granted an extension of the visa every 2 months.
8. A 5-month stay in the country (the equivalent of 1 semester) may require 2-3 times of visa extension.

A. Visa Extension Processing:

1. There are 2 options in doing the visa extension:
 - First option: the International Exchange Student requests the OIR to have the visa extended and processed.
 - Second option: The International Exchange Student directly processes the extension of the visa at the Bureau of Immigration.
2. Should the International Exchange Student opt for the OIR to process the extension, the IES will need to come to the OIR 10 days before the visa expires. It is not the responsibility of the OIR to track visa expirations of the IES.
3. The OIR will no longer process the visa if there remains 2-3 days only prior to visa expiry.

B. Quarantine Clearance:

- Countries that need Quarantine Clearance:

Afghanistan	Eritrea	Nigeria
Angola	Ethiopia	Papua New Guinea
Bangladesh	French Guiana	Paraguay
Benin	Gabon	Peru
Bolivia	Gambia	Pakistan
Brazil	Ghana	Rwanda
Bukina Faso	Guinea	Senegal
Burundi	Guinea-Bissau	Sierra Leone
Cambodia	Guyana	Somalia
Cameroon	Iraq	Sudan
Central African Republic	Israel	Surinam
Chad	Indonesia	Syria
Colombo	Kenya	Togo
Congo	Liberia	Trinidad
Cote d'Ivoire	Mali	Uganda
Democratic Republic of Congo	Mauritania	Venezuela
Ecuador	Myanmar	Vietnam
Equatorial Guinea	Niger	



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Bureau of Quarantine Requirements:

A. Physical Laboratory Examinations (original and photocopy of text results):

1. Urinalysis	PhP 120.00
2. Fecalalysis	PhP 120.00
3. Chest X-ray	PhP 295.00
4. VDRL / RPR	PhP 750.00
5. Malarial Smear	PhP 350.00

B. Original Passport

C. ID Photo: 2 pieces - 2 inches x 2 inches; colored; white background; no eyeglasses

D. Quarantine Fee: PhP 500.00

E. The issuance of the medical certificate will be given to the student.

F. The Valid Bureau of Quarantine (BOQ) Clearance and International Health Surveillance 'PASSED' Stamp will appear in the student's passport.



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II. General Information on the Special Study Permit Application

1. The SSP is a requirement of the Philippine Government specifically the Bureau of Immigration, for all non-degree/cross-registrant/audit international exchange students which the ADMU Administration / Registrar implements.
2. The SSP informs the ADMU Registrar that the exchange students may officially be enrolled and the courses enrolled in thereafter are to be officially credited. Without the SSP, the student will not be considered enrolled.
3. Students must come to the OIR, Loyola Campus, to apply for their **Special Study Permit (SSP)**. After application, the students will need to pay the required BI Processing Fee to the AdMU Cashier.
4. Students are required to attend to their SSP a day after arrival in Manila. The students are only given 2-3 days after arrival to pay the SSP Processing Fee to the ADMU Cashier.
5. International Exchange Students should not leave the Philippines and go on travels for the 1st two consecutive weeks after arrival. This is to ensure completion of the processing of the SSP.

Requirements to process the SSP:

1. The following must be submitted to the OIR Visa-SSP Officer:
 - The original ADMU Acceptance Letter
 - The original passport
 - 2 photocopies of the arrival-stamp page in the passport
 - PhP 7,540.00 Processing Fee (which includes the ACR I-Card, Express Lane Fee and the actual SSP)
 - 2 - 2"x2" ID Photos (white background, no eyeglasses)
 - Quarantine Clearance and International Health Surveillance Passed Stamp (for countries required)
2. Make sure that the Tourist Visa is not expiring yet at the time of filing the SSP. The SSP must be filed / applied for at least 2 weeks before the Tourist Visa expires.
3. The processing of the SSP usually takes 1-2 weeks with the Philippine Bureau of Immigration (BI). However, the photocopy of the SSP receipt may be issued by the Philippine BI as soon as applied for by the OIR Visa Liaison Officer.
4. The photocopy of the SSP receipt issued by the BI temporarily serves as guarantee for the ADMU Registrar to know that the SSP is being processed.



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III. Registration-Enrolment

1. Graduate Exchange Students

- The Graduate Exchange Student may only be enrolled by the AGSB Registrar provided **registering on-line** has been accomplished.
- The student may only be allowed to attend the first day of classes upon presentation of photocopy of the SSP official receipt issued by the **Bureau of Immigration (BI)**.

2. Undergraduate Exchange Students

- The OIR facilitates registering online and enrolment for all exchange undergraduate students.
 - The OIR shall only register and enrol the exchange student only when proof or receipt of SSP payment is presented.
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