



**STUDENT VISA PROCEDURE FOR SILLIMAN UNIVERSITY  
FOREIGN STUDENT APPLICANTS**

*-An adaptation from General Guidelines of the Commission on  
Higher Education (CHED), Republic of the Philippines*

The following procedure shall be observed in the application of student visa:

**A. WHILE ABROAD**

1. A bonafide foreign student, at least 18 years of age, communicates to the Office of Registrar and Admissions, Silliman University, Dumaguete City, Philippines, and complies with the school's requirements, including the submission of the following documents:
  - a. Application letter addressed to the University Registrar, Silliman University (SU);
  - b. Scholastic records (original and duplicate copies) duly authenticated by the Philippine Foreign Service Post (PFSP) of the student-applicant's country of residence. The authenticated copies of scholastic records must bear the diplomatic red ribbon, original signature and seal of the PFSP abroad;
  - c. Two letters of recommendation ---from the school last attended and from a prominent person of the community;
  - d. Six copies of the student's Personal History Statement (PHS), duly accomplished and signed by the applicant in English and in national alphabet, accompanied by personal seal, if any, original left and right hand prints on PHS forms and original 2"x2" or passport-size pictures. **(PHS forms are made available at the Office of Admission of the University)**
  - e. Notarized affidavit of support (with bank statement) or Letter of Guarantee from sponsoring company/organization from abroad;
  - f. Birth certificate and passport pages where name, picture, birthdate, birthplace appear;
  - g. Admissions fee of **US\$100** in money order addressed to Silliman University payable only upon issuance of acceptance letter by the University.
2. When satisfied with the compliance of the requirements, SU issues a Notice of Acceptance (NOA) to the student-applicant and submits a duplicate copy to the Department of Foreign Affairs (DFA) together with the above documents. These documents will be hand-carried by a representative of the Silliman University liaison office in Manila.
3. After examining the student-applicant's identity and admissibility under existing DFA rules and regulations, the DFA endorses the documents to the PFSP of the student-applicant's country of origin for the issuance of student visa. Requests for issuance of visa in places other than his country of origin shall not be entertained.
4. The student-applicant is informed by mail or by telephone by the PFSP that they received the documents, and requests his/her presence for an interview before a consular officer. He/She brings the Notice of Acceptance together with the other consular requirements, such as:

- a. Police Clearance, Certificate issued by the National Police Authorities in the student-applicant's country of residence duly authenticated by PFSP;
- b. Medical Health Certificate issued by an authorized medical practitioner in the student-applicant's country of residence including standard-size Chest X-ray.

## **B. ARRIVAL IN THE PHILIPPINES**

5. Upon arrival in Manila, Philippines, the student reports to the SU Manila liaison office for assistance in obtaining the Alien Certificate of Registration (ACR) and Certificate of Residence for Temporary Student (CRTS) from the Bureau of Immigration (BI). The address of SU Manila Office is:  
Room 308, Trinity Building  
T.M. Kalaw Street, Ermita  
Metro Manila  
Tel No.: (02)523-2993
6. The DFA notifies Silliman University, copy furnished CHED and NICA, of the issuance of a student visa to the student as soon as it received a report to this effect from the issuing post.

**Note:**

1. A bonafide foreign student is one who is at least 18 years of age at the time of enrollment; has sufficient means for his/her education and support; and who seeks to enter the Philippines for a temporary stay for the purpose of taking up a course of study higher than high school at a university, college or school authorized to accept foreign students.
2. Submission of application to Silliman University for student visa for the first semester of each school year starts from January to March; second semester from June to August; and summer term from November to December.
3. Processing of student-visa application is approximately two months from the date of receipt by the DFA.
4. Silliman University calendar for the first semester begins in June and ends in the middle of October; the second semester begins in late October and ends in March. April and May are months for the summer classes.