



COMMISSION ON HIGHER EDUCATION
OFFICE OF THE PRESIDENT OF THE PHILIPPINES

May 5, 1995

CHED Order No. 15 S. 1995

GENERAL PROCEDURE IN THE PROCESSING OF ENTRY AND
STAY OF FOREIGN STUDENTS

TO: Commissioners
Executive Directors
Bureau Directors
Regional Directors
Presidents/Heads of State and Private Colleges and
Universities

1. Pursuant to Executive Order No. 188 dated July 13, 1994 entitled "Guidelines on the Entry and Stay of Foreign Students in the Philippines and the Establishment of an Inter-Agency Committee for the Purpose" and CHED Order No. 2, S. 1994, "Rules and Regulations to Implement Executive Order No. 188" the following procedures in processing applications for entry and stay of foreign students shall be implemented:

- a. School receives the application of a prospective foreign student.
- b. On the basis of a temporary evaluation of Transcript of Records, Personal History Statement and other institutional requirements, school issues a Notice of Acceptance (NOA).
- c. School indorses a copy of the NOA together with a Personal History Statement and authenticated Transcript of Records of the applicant and other institutional requirements to the Department of Foreign Affairs (DFA) copy furnished Commission on Higher Education (CHED).


Pre-authorization requirement - for national security reasons, alien applicants classified by the inter-agency Committee on Foreign Students as restricted nationals shall be required to submit two (2) more original copies of their Personal History Statement (PHS) with picture and thumbmark.

- d. DFA, Manila approves application and notifies the Foreign Service Post concerned on the issuance of a student visa.

- e. Upon approval of the issuance of student visa, the DFA, Manila informs the school concerned on the action taken, copy furnished CHED.
 - f. Upon arrival of foreign students, school assists them in securing an Alien Certificate of Registration (ACR) and a Certificate of Residence for Temporary Students (CRTS) from the Bureau of Immigration, Manila.
2. The schools, colleges and universities which are authorized to accept foreign students shall assume the following responsibilities:
- a. Advertises its programs through Bulletin of Information and may send copies to the DFA.
 - b. Accepts and initially evaluates authenticated Transcript of Records and Personal History Statements (PHS) and other institutional requirements.
 - c. Sends NOA to DFA together with the Transcript of Records, Affidavit of Support and Personal History Statements and other institutional requirements.
 - d. Assists its foreign students upon arrival in securing Alien Certificate of Registration (ACR) and Certificate of Residence for Temporary Students (CRTS) from the Bureau of Immigration, Manila.
 - e. Submits to CHED and BI the following:
 1. Notice of Acceptance (NOA)
 2. List of enrollment and student profile of foreign students every semester/ term one month after the close of enrollment.
 3. Reports on promotion and graduates for every term.
 - f. Reports to the National Bureau of Investigation (NBI) and the National Intelligence and Coordinating Agency (NICA) foreign students with derogatory records, copy furnished BI and CHED.
3. Elementary, secondary and tertiary enrollment in Philippine schools of the spouses and unmarried dependent children below 21 years old of the following categories of aliens shall not be required to secure student visa and BI special study permit: (1) permanent foreign residents; (2) aliens with valid working permits under Sections 9(d), 9(g) and 47 (a)(2); the Philippine Immigration Act of 1940 as amended; (3) personnel of foreign diplomatic and consular missions; (4) personnel of duly accredited international organizations

residing in the Philippines, and (5) holders of Special Investors Resident Visa (SIRV) and Special Resident Retiree's Visa (SRRV). This privilege is also extended to the principals who may wish to take advantage of the facilities in the country.

4. This Order will take effect immediately.


RICARDO T. GLORIA
Chairman

EBB/sb
fa:foreign
dist:3
05/10/95