

Republika ng Pilipinas
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MINISTRI NG EDUKASYON AT KULTURA
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GUIDELINES IN THE ISSUANCE OF CERTIFICATES OF ELIGIBILITY
FOR ADMISSION, STUDY PERMITS AND EVALUATION
OF RECORDS OF FOREIGN STUDENTS

To: Bureau Directors
Regional Directors
Coordinator, State Colleges and Universities
Schools Superintendents
Heads of Private Schools, Colleges and Universities

1. In view of the increasing number of foreign students enrolling in the Philippines, a Memorandum of Agreement was concluded between the Ministry of Education and Culture, Ministry of Foreign Affairs, Commission on Immigration and Deportation, and the National Intelligence and Security Authority on July 24, 1978, pursuant to the provisions of Executive Order No. 104 of the President prescribing the admission of foreign students in the country.

2. At present, while this Office has been extending full assistance to all foreign students desiring to take advantage of the educational opportunities offered by our various educational institutions as one way of promoting international reciprocity, goodwill and understanding, there is a felt need of improving the present system in the issuance of Certificates of Eligibility for Admission (CEA), Study Permits and the evaluation of scholastic records of all foreign students desiring to study in the Philippines. Under existing regulations, a foreign student has to present a valid visa, a letter of acceptance of the admitting school, a Certificate of Eligibility for Admission and a Study Permit issued by this Office before the student is officially enrolled in any Philippine school.

3. Considering the various government offices involved before a student visa is finally issued, it is also imperative that the present system be reorganized in order to achieve a more systematic and coordinated procedure in the regulation of the entry and enrolment of foreign students in the Philippines.

In this connection, the Foreign Students, Foreign Schools and Former Chinese Schools Office shall serve as the monitoring agency in the MEC.

4. Effective, therefore, the second semester of the school year 1978-1979, the following guidelines shall be observed in the processing of applications for the issuance of Certificates of Eligibility for Admission (CEA), Study Permits and the evaluation of scholastic records of all foreign students.

a. All applications for the issuance of CEAs from any school or from a foreign student shall be filed with or referred first to the Foreign Students, Foreign Schools and Former Chinese Schools Office (FSFSFCSO) in the Ministry of Education and Culture, Manila, for appropriate action.

b. The application for CEA shall be accompanied by the following supporting documents:

(1) A letter of acceptance from a school, indicating the course and the semester or summer term of enrolment and that the student is admitted within the approved quota for foreign students of the school or course in the case of Medicine and related courses.

(2) The original scholastic records of the student-applicant properly authenticated by the Ministry of Education or other competent authorities of the country where the student comes from.

c. The FSFSFCSO, after its initial processing, shall refer said applications to the following MEC offices:

(1) Bureau of Higher Education - For foreign students enrolling in the tertiary level in all private schools, colleges and universities, the CEAs for enrolment shall be signed by the Director of Higher Education.

(2) State colleges and universities - For foreign students enrolling in these institutions the CEAs for enrolment shall be signed by the President and/or Dean of Admission of the institution concerned.

(3) Bureau of Secondary Education - For foreign students enrolling in the secondary level, the CEAs for enrollment shall be signed by the Director of Secondary Education.

(4) Bureau of Elementary Education - For foreign students enrolling in the elementary level, the CEAs for enrollment shall be signed by the Director of Elementary Education.

d. All the above-mentioned CEAs, after they are signed by the heads of offices concerned, shall be returned to the Executive Director of FSFSFCO, for indorsement, together with the letter of acceptance, to the Ministry of Foreign Affairs, which in turn shall forward said documents to the Philippine Consular Office abroad where the foreign student will file or has filed his application for a student visa to enter the Philippines.

5. The evaluation of scholastic records, issuance of CEAs, and placement of all students coming from Chinese or Japanese schools or from schools in socialist countries shall be done by the FSFSFCO.

6. In case a student, who is still abroad, files directly with the MEC his application for a Certificate of Eligibility for Admission without a letter of admission from a Philippine school, FSFSFCO shall take the necessary action to find an admitting school and accordingly, inform the student-applicant where to file his application for a student visa to enter the Philippines.

7. The Certificate of Eligibility for Admission merely serves to show academic placement and proper accreditation of scholastic performance of the student concerned. For the purpose of official enrollment, no foreign student shall be enrolled unless he can present a study permit issued by the Foreign Students, Foreign Schools and Former Chinese Schools Office of the MEC. Study permit is issued only upon the student's arrival in the Philippines.

8. All applications for a student visa from the Ministry of Foreign Affairs and the Commission on Immigration and Deportation received by MEC shall be acted upon by the FSFSFCO for the Minister of Education and Culture.

9. As a policy in the implementation hereof, the FSFSFCSO shall directly deal with the school authorities concerned, coordinating government offices stated in the above-mentioned Memorandum of Agreement, and the foreign embassies accredited in the Philippines for the purpose of extending assistance to all students coming to the Philippines and the implementation of other requirements relative to the admission, control, and supervision of such students in the Philippines.

10. Any regulation inconsistent with this MEC Order is hereby rescinded.

11. The contents of this MEC Order should be disseminated to the field immediately.

(SGD.) JUAN L. MANUEL
Minister of Education and Culture

References:

Department Orders: Nos. 33, s. 1976; 44 and 58, s. 1977;
and 11, s. 1978

Allotment: 1-2-3-4-(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

✓ADMISSION or ENROLMENT
✓BUREAUS & OFFICES
✓SCHOOLS
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