

Republika ng Filipinas  
(Republic of the Philippines)  
MINISTRY NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Manila

July 26, 1979

MEMORANDUM  
No. 42, s. 1979

PROCESSING OF APPLICATIONS FOR STUDENT VISA  
AND STUDY PERMIT OF FOREIGN STUDENTS

To: Bureau Directors  
Regional Directors  
Chiefs of Services and  
Heads of Units  
Presidents, State Colleges  
and Universities  
Schools Superintendents  
Heads of Private Schools, Colleges  
and Universities

1. In order to expedite the processing of applications for student visa and the issuance of study permits to foreign students by the proper authorities, an Agreement was entered into by the Ministry of Foreign Affairs (MFA), Ministry of Education and Culture (MEO), the Commission on Immigration and Deportation (CID), and the National Intelligence and Security Authority (NISA) on June 12, 1979.

2. Under said Agreement, the definition of foreign students is as follows:

"Foreign Students- aliens belonging to or owing allegiance to a country other than the Philippines who will study in any educational institution recognized or owned by the government of the Philippines, to include researchers, trainees, grantees, scholars, and other similar categories, who will conduct research work in any other government/private department or agency, or who will study in any special training institution or center in the country."

3. Likewise, the said Agreement has defined the scope of responsibility of each government entity in the implementation thereof. In matters of admission, only foreign students who can present their individual Study Permits issued by the Foreign Students, Foreign Schools and Former Chinese Schools Office (FSFSCSO) under the Office of the Minister of Education and Culture, shall be enrolled in any Philippine school.







4. A system of centralized control in processing applications for student visa at the Ministry of Foreign Affairs has also been formulated. To implement the system, the following procedure shall be observed:

a. Step No. 1 - The foreign student-applicant (at least 18 years of age) first applies to the school.

b. Step No. 2 - The school informs the student-applicant of its admission requirements and requires the student to submit the following MEC requirements:

- (1) Original or certified true copies of scholastic record
- (2) Accomplished Personal History Statement (PHS) form in quadruplicate (Inclosure 1)
- (3) Affidavit of support

c. Step No. 3 - Admitting school, if satisfied with student's records/papers, forwards all the aforementioned documents to the Foreign Students, Foreign Schools and Former Chinese Schools Office, MEC, Manila, together with the following:

✓(1) Letter of Acceptance containing the following information

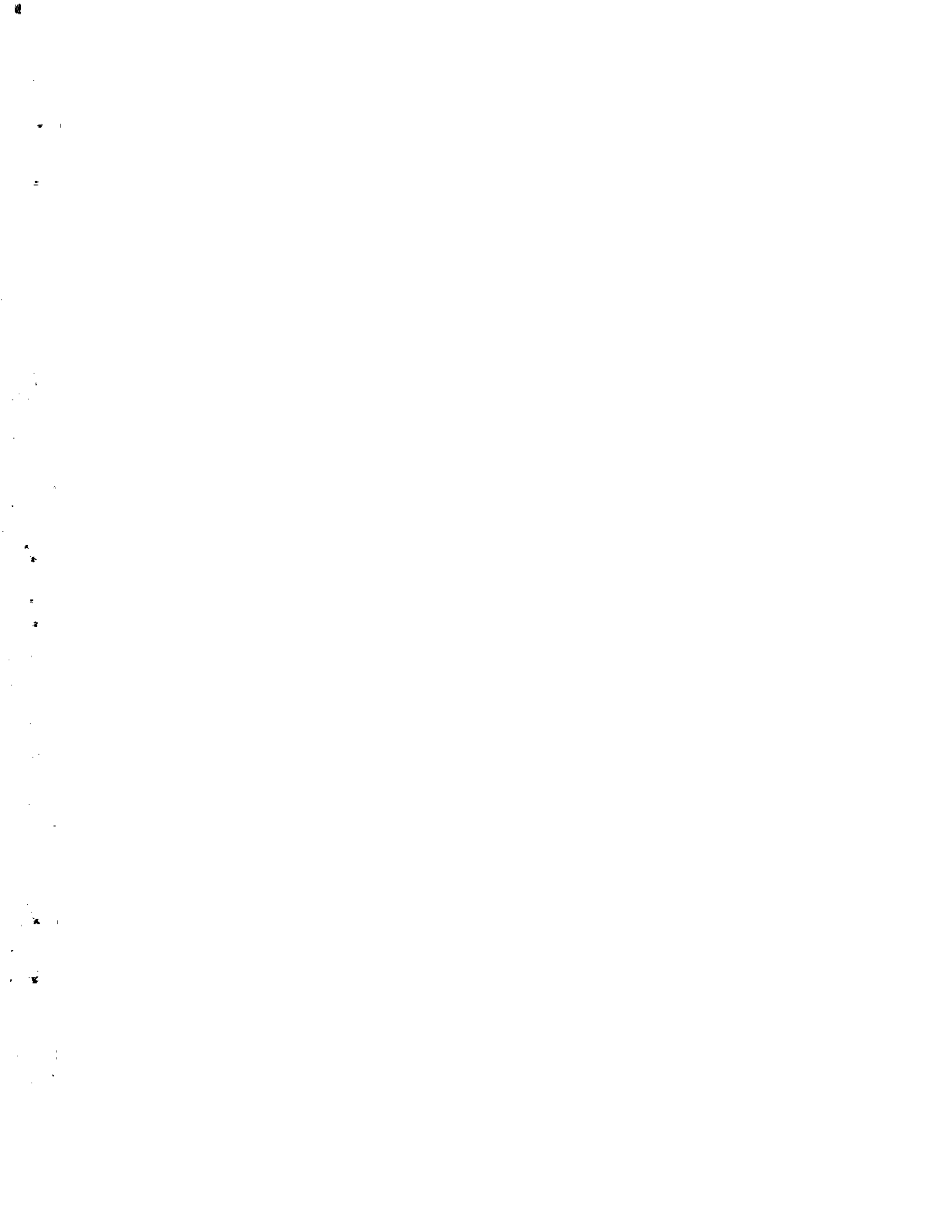
- (a) Student's course and school semester/year of admission; and
- (b) Student's address abroad.

(2) Request from the school for evaluation of scholastic records and issuance of Certificate of Eligibility for Admission (CEA) in tertiary level.

d. Step No. 4 - The MEC's FSFSPCSO reviews all documents/papers submitted and coordinates with MEC support offices/units and other agencies for other requirements.

e. Step No. 5 - If satisfied with all the requirements (academic and non-academic), the MEC, through the FSFSPCSO, recommends to the Ministry of Foreign Affairs (MFA), Manila, the issuance of a student visa, furnishing the latter with information regarding the student's complete name, age, nationality,









address and other means of contact abroad. The MFA in turn notifies the MEC of the date of authority in the issuance of student visa and the Philippine embassy/consulate where the student has to secure his/her student visa. The FSFSFCSO then notifies the admitting school of action taken thereon.

f. Step No. 6 - The admitting school shall inform in writing the student concerned of the action taken by the MEC and the MFA and the information that the study permit, upon compliance with all the requirements, will only be issued by the MEC upon the student's arrival in the Philippines for submission to the admitting school prior to enrolment.

5. The Philippine foreign service establishment (embassy/consulate) notifies the foreign student-applicant.

6. The foreign student-applicant shall report to the Philippine embassy/consulate concerned which shall require the foreign student-applicant to submit the following:

- (a) Visa Application form (FA Form No. 2)
- (b) Medical Certificate (FA Form No. 11 in triplicate duly accomplished by physician designated by the Philippine Consulate to perform the examination) together with life-size chest X-ray film and laboratory reports.
- (c) Police clearance from authorities where applicant has been permanently residing.

7. The Philippine foreign service establishment, through the MFA Home Office, then notifies MEC that a visa has been issued to the student-applicant.

8. ✓ The MEC in turn monitors to other government agencies concerned the status of visa and other information desired.

9. ✓ This Office authorizes the schools concerned to reproduce all the inclosed forms for the use of their prospective foreign students in applying for a student visa.

10. Any provision of existing MEC Orders contrary to or inconsistent with this MEC Order is hereby repealed and/or modified accordingly and made part of this Order.

11. This MEC Order takes effect immediately. Strict observance by all concerned is desired.

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







Incl.:

As stated

Reference:

Department Order: No. 33, s. 1976

Allotment: 1--(D.O. 1-76)

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

~~ADMISSION or ENROLMENT~~  
~~BUREAUS & OFFICES~~  
~~PERMIT~~  
~~RULES & REGULATIONS~~  
~~STUDENTS~~



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PERSONAL HISTORY STATEMENT

(To be submitted by the applicant foreign student in 4 copies in applying for a student visa to the Executive Director, Foreign Students and Foreign Schools Office, Ministry of Education and Culture, Manila, Philippines.)

INSTRUCTIONS:

(Last Name) (First Name) (M.N.)

NAME IN CHINESE CHARACTERS:

IF MARRIED WOMAN, STATE MAIDEN NAME:

PHYSICAL DESCRIPTION: Sex: Height: ft. in Weight

Eyes: Hair: Complexion: Built:

Other distinguishing features:

PERSONAL DATA: Age: Date of Birth: Place of Birth

Citizenship:

Acquired Birth, Naturalization:

If Married, Name of Spouse:

Present Address (Abroad):

Philippine Address:

Guarantor's Name:

Guarantor's Address (Philippines):

Sponsoring Organization:

Address:

Name of Father:

Address:

Name of Mother:

Address:

Name of nearest relative in the Philippines:

Address:

EDUCATIONAL BACKGROUND:

School

Inclusive Dates

Course Taken

Remarks

Elementary:

High School:

College:

Postgraduate:

EMPLOYMENT HISTORY: History of employment. State whether on a permanent, temporary or casual basis. Include employment by a foreign government.

Inclusive Dates

Position

Employer

Employer's Address

Cause of Sep.

CLUBS, SOCIETIES AND ORGANIZATIONS: List names and address of all clubs, societies, employee groups, organization. Include foreign or International organization:

CHARACTER AND CREDIT REFERENCES: Give the names of five (5) persons who know you intimately abroad. (Do not give name of relatives, employers or superiors)

Name

Abroad

Occupation







TRAVEL ABROAD:

| <u>Inclusive Dates</u> | <u>Countries &amp; Address</u> | <u>Purpose</u> |
|------------------------|--------------------------------|----------------|
|                        |                                |                |
|                        |                                |                |

MILITARY SERVICE:

What Country: \_\_\_\_\_ Highest Rank: \_\_\_\_\_ ASN: \_\_\_\_\_  
 Military History: (Use additional sheet if necessary)

| <u>Dates</u> | <u>Rank</u> | <u>Position</u> | <u>Purpose</u> |
|--------------|-------------|-----------------|----------------|
|              |             |                 |                |
|              |             |                 |                |

GENERAL QUALIFICATION: Language and degree of proficiency (oral or written): \_\_\_\_\_

Hobbies: \_\_\_\_\_ Sports: \_\_\_\_\_  
 Skills: \_\_\_\_\_  
 Honors & Awards: \_\_\_\_\_

Publication & Inventions: \_\_\_\_\_  
 Physical handicap or disability: \_\_\_\_\_

CRIMINAL RECORDS:

Have you ever been arrested, indicted or convicted of any violation of law in your country? \_\_\_\_\_ Explain \_\_\_\_\_

GENERAL INFORMATION:

Have you been affiliated with loathsome, dangerous diseases? If so, state nature. \_\_\_\_\_

What is your sole purpose in coming to the Philippines? \_\_\_\_\_

Are you willing to wait for the issuance of your visa in our nearest Philippine Embassy/Consulate abroad? \_\_\_\_\_

Are you willing to abide with all laws in the Philippines? \_\_\_\_\_

I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signed at: \_\_\_\_\_ Date: \_\_\_\_\_

THUMB MARK:

LEFT



RIGHT



(Signature of person accomplishing this form)

Noted:

For the Minister of Education and Culture:

GREGORIO C. EVANGELISTA  
 Acting Executive Director

Picture  
 Passport size



