

Republika ng Pilipinas  
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MINISTERI NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
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MEC O R D E R  
No. 17, s. 1981

ADDITIONAL GUIDELINES IN THE RENEWAL OF STUDY  
PERMITS OF FOREIGN STUDENTS

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

1. Executive Order No. 104 provides that foreign students should be able to complete the course he is taking within the specified period of study (paragraph 2b) and that they should carry a full load each semester (paragraph 2d).
2. In pursuance of the foregoing provisions, it is therefore required that a foreign student should finish his/her approved course within the prescribed period of study.
3. In the processing of renewal study permits, the following additional guidelines are to be observed:
  - a. Failing in two or more subjects of 3 units each - Denial of Study Permit;
  - b. Dropping two or more subjects - Denial of the Renewal of Study Permit;
  - c. Having two or more subjects with incomplete grades - Denial of Study Permit;
  - d. Enrolling with under-load - Denial of Study Permit. (The normal load should be 18-24 units per semester except for graduating students);
  - e. Failing in three subjects of 1 unit each - Denial of Study Permit;

- f. Failing in one subject of 3 units - Condition should be indicated in the Study Permit, "The study permit shall not be renewed next school term if the student will repeatedly fail in his subject"; and
- g. Repeatedly failing in one subject of 3 units after being given the condition - Denial of Study Permit.

4. For purposes of determining the units enrolled in by the student, the subjects taken by him/her during the previous semester/summer with the corresponding grades should be certified by the registrar. To expedite the processing of the study permit, the grades obtained by the students during the midterm duly certified by the registrar should be submitted. However, when the student comes back to get the study permit he/she should present his/her final grades duly certified by the registrar.

5. Since it is physically impossible to issue at once the valid study permit due to the large number of students applying for the renewal, the practice of issuing a slip to the student after all requirements for renewal have been complied with, will continue. For those who have submitted the midterm grades as a requirement for renewal, this condition should be indicated in the slip, "Provided that the student will pass all the subjects during the final term." To facilitate locating of the students' previous records, the student should present the slip when he/she comes back on the date indicated on the slip to claim for the study permit.

6. Students whose extension of visa expires a day or two after the start of regular classes each school term shall be considered, provided that the student applies for the renewal of study permit a week or two before the expiration of the visa and provided further that all other requirements for the renewal are complete. However, valid study permit shall not be released until the extension of visa is submitted. The slip issued to him/her shall bear this condition, "Subject to the presentation of the extension of visa."

7. Receipts for the payment of extension of visa as well as application form for extension shall not be considered if the visa has already expired on the date of the application.

8. . The cooperation of all concerned in the implementation of this Order is earnestly requested.

(SGD.) ONOFRE D. CORPUZ  
Minister of Education and Culture

Reference:

MEC Order: No. 42, s. 1979

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

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

✓ADMISSION or ENROLMENT  
✓PERMIT  
✓RATING  
✓RULES & REGULATIONS  
✓STUDENTS