

STUDENT VISA AND SPECIAL STUDY PERMIT REQUIREMENTS

FOR Non-Regular Students (non-degree or short term/cross or exchange students)

Tourist Visa Extension Fees

▪ (First time, additional 38 days extension)	
Application Fee	₱ 1,000
Waiver Fee	₱ 500
Bureau of Immigration Clearance	₱ 500
Legal Research Fee	₱ 50
Express Lane	₱ 1,000
Total	₱ 3,050

▪ (After 59 days, Second Time)	
Application Fee	₱ 300
Extension Fee per month*	₱ 1,000
ACR I-Card	₱ 2,190
Head Tax	₱ 250
Exit Clearance	₱ 500
Bureau of Immigration Clearance	₱ 500
Express Lane	₱ 1,000
Total*	₱ 5,740

**varies depending on number of months of stay*

▪ (After 6 months)	
Application Fee	₱ 300
Extension Fee per month*	₱ 1,000
Bureau of Immigration Clearance	₱ 500
Legal Research Fee	₱ 30
Express Lane	₱ 1,000
Total*	₱ 2,830

**varies depending on number of months of stay*

Special Study Permit

1. Notarized letter request from applicant
2. General Application Form duly accomplished and notarized
3. Certificate of acceptance issued by University duly accredited by the Bureau of Immigration to accept foreign students
4. Photocopy of passport containing bio-page and authorization to stay
5. School accreditation order
6. School's Liaison Officer Identification Card

FOR Regular Students and above 18 years old

Tourist Visa Conversion to 9f Student Visa

- | | |
|--|---------|
| 1. National Intelligence Coordinating Agency Clearance – mail to Manila & Fees | ₱ 500 |
| 2. Duly notarized letter request from applicant for intent to convert visa and that all documents were legally obtained | ₱ 100 |
| 3. General Application Form duly notarized and accomplished | |
| 4. Original copy of Notice of Acceptance containing school's dry seal and endorsement from school signed by Registrar | |
| 5. Original copy of medical certificate issued by Bureau of Quarantine and IHO with competence to certify that applicant is not afflicted with any dangerous, contagious, or loathsome disease from date of filing | ₱ 2,000 |
| 6. Photocopy of passport showing bio-page, admission and authorized stay of at least 20 days from date of filing. | |
| 7. BI Clearance Certificate and the above stated fees depending on number of months stayed + ACR I-Card fees. | ₱ 500 |