



GENERAL INSTRUCTIONS

To avoid summary dismissal/delay in the processing of your application/petition,
please be advised of the following:

- 1. All documents required for submission must be arranged in the order as listed in the Checklist of Documentary Requirements and compiled in a legal size (8½ x 14 in.) folder. Otherwise, your application or petition shall not be accepted.
- 2. All sworn statements or affidavits must be original and duly notarized.
- 3. All civil registry documents issued in the Philippines (i.e. Birth Certificate, Marriage Certificate, Death Certificate, etc.) must be original and issued by the National Statistics Office (NSO) of the Philippines.
- 4. All foreign documents must be original and authenticated by the Philippine Foreign Service Post (FSP), which has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if said document is issued by the local Embassy in the Philippines with English translation if written in other foreign language.
- 5. If the application is filed by an authorized representative, attach a photocopy of the Bureau of Immigration (BI) Accreditation Identification (ID) Certificate or an original Special Power of Attorney (SPA) for **EACH** applicant with a photocopy of a valid government-issued ID of attorney-in-fact.
- 6. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

CHECKLIST OF REQUIREMENTS FOR SCHOOL ACCREDITATION

Please read carefully the above-stated General Instructions
before proceeding with the completion of the documentary requirements.

- ☐ 1. Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws for a private institution, **OR** Charter for State Universities and Colleges;
- ☐ 2. Certificate of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP);
- ☐ 3. Commission on Higher Education (CHED)/Department of Education (DepEd)/Technical Education and Skills Development Authority (TESDA) accredited courses and program;
- ☐ 4. Information Bulletin;
- ☐ 5. Faculty Profile; and
- ☐ 6. Pictures of buildings, laboratories and libraries.

[To be filled out by Authorized BI Personnel Only]

CERTIFICATION

This is to certify that the documents submitted in support of the application of _____
(Name of Applicant)

_____ are complete and in accordance with the provided checklist.

Central Receiving Unit Evaluator:

Signature over Printed Name

Date

Note: Submission of additional supporting documents may be required by the Bureau for further verification and evaluation of application.