



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 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.
- 3. 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.
- 4. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

CHECKLIST OF REQUIREMENTS FOR  
ACCREDITATION OF SCHOOL REPRESENTATIVES

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

- ☐ 1. Endorsement letter from the BI-accredited school;
- ☐ 2. Two (2) original copies of duly accomplished Accreditation ID Application form (BI FORM 2014-02-008 Rev 0);
- ☐ 3. Two (2) pieces of 2x2 colored photograph of the applicant with white background and must be taken within the last three (3) months from the date of application;
- ☐ 4. Valid Police or NBI Clearance;
- ☐ 5. Duly authenticated photocopy of school-issued ID;
- ☐ 6. Proof of employment in the school;
- ☐ 7. Updated school report of foreign students;
- ☐ 8. Photocopy of approved Order of BI-school accreditation;and
- ☐ 9. Two (2) photocopies of official receipt for the accreditation ID application.

[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.