Admission of Foreign Students

**Foreign Students** should apply not later than 6 months before the start of the academic term.

**August** - First Semester **January** - Second Semester **June** - Short Term

Moreover, they should be in Baguio City at least **4 weeks** before the start of classes of the academic term for them to take the English Proficiency Test/Qualifying Examination/GPEE, and Personality Test.

Foreign students applying for the first time either in the undergraduate or graduate program should initially posses satisfactory proficiency in English and have passed the EPT as well as the pertinent Personality Test. Before enrolling, they undergo Pre-admission Processing at the Student Affairs Office.

Foreign students must secure a valid **Student Visa**. There are **two options** in securing a Student Visa. For related information, consult the Foreign Student section of the Registrar’s Office.

**OPTION A: Student VISA Application while Student is in his Home Country**

1. A foreign student applies directly to SLU at least six (6) months before the start of any semester/term, the opening of which is as follows:
   * 1st semester - August
   * 2nd semester - January
   * Short term - June
2. The student-applicant has to send to SLU the following documents/ requirements. Please take note that requirements 2.2, 2.3 and 2.4 must be authenticated by the Philippine Foreign Service Post in the student's country of residence, with the Embassy's official stationery and diplomatic red ribbon and dry seal attached to each:
   1. Six (6) copies of the student's Personal History Statement (PHS), duly accomplished and signed by the applicant in English and in his national alphabet, accompanied by his personal seal, if any, his original left and right thumbprints on the PHS, and an original (2x2) photo in plain white background taken not more than 6 months prior to submission;
   2. Official transcript of records (2 copies), duly authenticated by the Philippine Embassy or Consulate in the applicant's country of origin or legal residence. "SEEN and NOTED" stamp is not acceptable;
   3. A notarized Affidavit of SUPPORT and proof of adequate financial support (such as bank certificates) or notarized Notice of Grant for Institutional scholars to cover the expenses of the student while studying;
   4. Photo copy of the student's passport showing his name, photo, birthdate and birthplace, and birth certificate or its equivalent duly authenticated by the Phil. Embassy; and
   5. SLU application fee of $105.00 (Checks should be payable to Saint Louis University).
3. Upon receipt of the above documents, SLU shall forward the same to the Philippine Department of Foreign Affairs (DFA) and shall issue to the student-applicant, a Notice of Acceptance.    
   In addition to the documents submitted to the DFA, the student shall submit the following requirements to the Philippine Embassy or Consulate in his home country upon the receipt of the Notice of Interview:
   1. Original copy of the SLU's Notice of Acceptance (NOA) containing a clear Impression of the school's dry seal, addressed to the student;
   2. For Medicine students only: Original copy of the Certificate of Eligibility for Admission (CEA) issued by the Commission on Higher Education (CHED) to be processed by Saint Louis University;
   3. Police Clearance issued by the National Police Authorities in the student's country of origin or legal residence, authenticated by the Phil. Foreign Service Post having consular jurisdiction over the place; and
   4. Medical Health Certificate issued by an authorized physician including standardized chest x-ray.
4. Upon arrival in the Philippines, the student reports to the National Quarantine Office in Manila for his Quarantine Clearance, then he proceeds to the Bureau of Immigration (Student Desk) at Intramuros, Manila for registration and for the issuance of his Alien Certificate of Registration (ACR I-Card) and Certificate of Temporary Residence for Students (CTRS).
5. Having satisfied the initial qualifications and submitted the application requirements, the applicant shall undergo and must pass the Intelligence Test, Personality Test and Interview. The appropriate fee shall be paid to the Accounting Office.
   * NOTE: Foreign applicants from non-English speaking countries shall be required to take and pass the English Proficiency Test before taking Personality Test and Interview. Applicants who fail the English Proficiency Test are referred to the Institute of Foreign Languages & International Studies (IFLIS), to undergo a five-month English Proficiency Program. After completion of the Program, they shall re-take the English Proficiency Test and should pass the same.

**IMPORTANT:** The student should not come to the Philippines with a tourist visa but should wait for his student visa in his home country.

## ****OPTION B****: Conversion of Tourist VISA to Student VISA in the Philippines

1. Since it takes months for a foreign student to apply for a student visa while he is in his home country, he can apply for admission to SLU by sending an application letter together with a photocopy of his transcript of records. If he qualifies for admission based on his transcript, he can come to the Philippines with a tourist visa two weeks before classes start.
2. He should bring with him all of the following documentary requirements for the conversion of his tourist visa (9a) into a student visa (9f):
   1. Joint letter request addressed to the Commissioner from the authorized representative of the petitioning school and applicant, using the school letterhead with dry seal;
   2. Duly accomplished CGAF (BI Form 2014-00-003 Rev 0);
   3. Photocopy of passport bio-page and latest admission with valid authorized stay;
   4. Notice of Acceptance of the applicant bearing a clear impression of the school’s official dry seal;
   5. Endorsement addressed to the Commissioner from the school for the conversion of the applicant’s status, signed by the School Registrar;
   6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;
   7. Photocopy of passport page bearing the valid Bureau of Quarantine Clearance and International Health Surveillance stamp;
   8. Medical Certificate issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution with competence to certify that the applicant is not afflicted with any dangerous, contagious or loathsome disease and is mentally fit;
   9. CHED Endorsement for transfer and shifting of course, if applicable;
   10. National Bureau of Investigation (NBI) clearance for a foreign student enrolling from bachelor’s degree to post graduate;
   11. Photocopy of BI school accreditation ID of the registrar or school representative;
   12. National Intelligence Coordinating Agency (NICA) Clearance; and
   13. BI Clearance Certificate.
3. The student submits the above requirements to SLU and pays the SLU application fee of $105.
4. After having complied with all the requirements, the SLU Registrar endorses the student's application for the conversion of his tourist visa (9a) to a student visa (9f) with the Bureau of Immigration through SLU's Liaison Officer.
5. Having satisfied the initial qualifications and submitted the application requirements, the applicant shall undergo and must pass the Intelligence Test, Personality Test and Interview. The appropriate fee shall be paid to the Accounting Office.
   1. NOTE: Foreign applicants from non-English speaking countries shall be required to take and pass the English Proficiency Test before taking Personality Test and Interview. Applicants who fail the English Proficiency Test are referred to the Institute of Foreign Languages & International Studies (IFLIS), to undergo a five-month English Proficiency Program. After completion of the Program, they shall re-take the English Proficiency Test and should pass the same.

**IMPORTANT:** The student shall be required to pay all the fees assessed by the Bureau of Immigration for the conversion of his visa (from tourist to student.)