



**University of Southeastern Philippines**  
*Office of the Dean of Advanced Studies*

**Admission Requirements for Foreign Students in Graduate Programs  
(International Affairs Division Guidelines)**

**1. For Foreign Nationals still abroad applying for 9(f) student visa**

Foreign nationals presently residing and living abroad who desire to enroll at USeP for Undergraduate and Graduate Programs shall secure a Student Visa 9(f) from the Philippine Foreign Service Post (PFSP) with jurisdiction in their home country or place or legal residence prior to their departure. Foreign Student applicants who wish to enroll in USeP shall apply for admission not later than six (6) months before the start of the semester.

The table below shows the deadline of application for each intended semester to enroll.

<b>Deadline of Application</b>	<b>Semester</b>
First working day of February	1 <sup>st</sup> Semester (August to December)
First working day of July	2 <sup>nd</sup> Semester (January to May)
First working day of December of the preceding year	Off-Semester (June to July)

**Step 1:** The Foreign student applicant fills out the application form for Foreign Students. (Downloadable at <http://www.usep.edu.ph/?p=3748>)

**Step 2:** Email the filled out form to [FSAdmission@usep.edu.ph](mailto:FSAdmission@usep.edu.ph). After, the Foreign student applicant takes necessary assessment prescribed by the University (preferably SAT/GSAT).

**Step 3:** Once the foreign student applicant passes the assessment, the Admissions Unit notifies the foreign student applicant via email.

**Step 4:** Foreign student applicant pays the processing fee of a non-refundable Php 5,000.00 through the official USeP bank account shown below and emails the proof of payment such as the receipt of transfer or deposit slip to [FSAdmission@usep.edu.ph](mailto:FSAdmission@usep.edu.ph).

Bank: Development Bank of the Philippines  
Account Name: University of Southeastern Philippines  
Account Number: 0915-010315-030  
Swiftcode: DBPHPHMM

**Step 5:** The Foreign student applicant submits the following documentary requirements to the International Affairs Division for review and verification:

- a. Foreign Student Application Form. (Downloadable at <http://www.usep.edu.ph/?p=3748>)

- b. Original Scholastic Records duly translated and authenticated by the Philippine Foreign Service Post located in the foreign student applicant's home country or legal residence;
- c. Five (5) copies of Personal History Statement in English and in the national alphabet of the foreign student applicant; (Downloadable at <http://www.usep.edu.ph/?p=3748>)
- d. Accomplished Recommendation Forms from any two of the following to be placed in a sealed envelope: (Downloadable at <http://www.usep.edu.ph/?p=3748>)
  - i. Principal or Dean
  - ii. Student Affairs Director or Guidance Director
  - iii. Research/Thesis Adviser
  - iv. Immediate Supervisor (if working)
- e. Notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for foreign student's accommodation and subsistence, as well as school dues and other incidental expenses;
- f. Original Medical Certificate issued by an authorized physician including, but not limited to, standard-sized chest x-ray and Hepatitis B clearance;
- g. Photocopy of the data page of passport with name, photo, birthdate and birthplace duly authenticated by the Philippine Foreign Service Post located in the foreign student applicant's home country or legal residence;
- h. Original Birth Certificate duly authenticated by the Philippine Foreign Service Post located in the foreign student applicant's home country or legal residence;
- i. Police Clearance issued by the National Police Authorities in the foreign student applicant's home country or legal residence, authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place;
- j. Six (6) recent passport-size (4.5 cm x 3.5 cm) colored pictures with white background;
- k. IELTS with a total band score not lower than 6 in all areas and/or TOEFL score of 60-78 taken within the last two years; and
- l. Proof of payment of the processing fee.

*Note: Documents shall be placed in a 10 in X 15 in document envelope and must be sent to:*

**International Affairs Division**  
 University of Southeastern Philippines  
 Iñigo Street, Bo. Obrero,  
 Davao City 8000  
 Philippines

*NOTE: The International Affairs Division reviews and verifies the documents received from the foreign student within three (3) working days upon receipt, then forwards the verified documents to the College. The College assesses the merits of the scholastic documents subject to the College and program admission requirements and recommends for the admission of the foreign student applicant. The Admissions Unit sends the Notice of Acceptance (NoA) to the foreign student applicant via email and registered mail after assessment of the submitted documents.*

**Step 6:** The foreign student applicant appears in person before the Consular Office (in his/her home country) for interview and compliance with the following additional consular requirements:

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 Iñigo St., Bo. Obrero, Davao City  
 Philippines 8000

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 Website: [www.usep.edu.ph](http://www.usep.edu.ph)  
 E-mail: [international@usep.edu.ph](mailto:international@usep.edu.ph)



- a. Original copy of USEP's Notice of Acceptance (NoA) containing a clear impression of the University's dry seal;
- b. Police clearance issued by the national police authorities in the student's home country or legal residence, authenticated by the Philippine Foreign Service Post having consular jurisdiction of the place; and
- c. Medical certificate issued by an authorized physician including, but not limited to, standard chest x-ray, and Hepatitis B clearance.

*NOTE: The Department of Foreign Affairs (DFA) shall furnish USEP, CHED, BI, NBI and NICA the notice of issuance of visa. The foreign student applicant must not arrive in the Philippines with a tourist visa and shall wait for the release of the student visa in his/her home country.*

**Step 7:** Within seven working (7) days upon the arrival in the Philippines, the foreign student applicant reports to:

- a. National Quarantine Office for Quarantine Clearance;
- b. USEP for enrollment and the release of the Certificate of Registration (COR) from the Office of the University Registrar (OUR); and
- c. Bureau of Immigration (Visa Section) for the application of ACR I-Card and Certificate of Temporary Residence for Students.

**Step 8:** The foreign student, through the International Affairs Division, processes the registration and processing of ACR I-Card application upon submission and compliance with all the documentary requirements prescribed by the Bureau of Immigration (BI) (please see Checklist of Requirements below) for Registration of Foreign Students with Philippine Foreign Service Post Issued Student Visa (Immigration Memorandum Circular No. SBM-2015-007, Article II, Sec. 2).

Checklist of Requirements:

- a. Accomplished application form (BI Form 2014-08-006 Rev 0);
- b. Certified true copy issued by the Records Section of the Board of Commissioners (BOC)'s Order granting the visa (for internal verification purposes);
- c. Certified true copy issued by the Records Section of the Commissioner's Order of Approval granting the Student Visa (for internal verification purposes);
- d. Photocopy of passport bio-page and passport pages bearing valid visa implementation and latest admission with authorized stay;
- e. Photocopy of official receipt(s) of payment of applicable fees; and
- f. Two (2) pieces of 2x2 in. photograph of the applicant with white background and must be taken within the last three (3) months from the date of application.

**Step 9:** After securing the ACR I-Card and Certificate of Temporary Residence for Students from the Bureau of Immigration, the foreign student shall furnish the International Affairs Division and the Office of the University Registrar with a copy of the said documents.

## 2. Change/Conversion of Admission Status of Foreign Nationals already in the Philippines

Authorization for conversion from 9(a) (temporary Visitor's Visa) to 9(f) Student Visa and issuance of Special Study Permit (SSP) shall be allowed upon compliance with

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E-mail: [international@usep.edu.ph](mailto:international@usep.edu.ph)



the requirements stated in the Immigration Memorandum Circular No. SBM-2015-007, BI Form V-NI-00 Rev 0 ‘Conversion to Student Visa’, to wit:

- a. He/She is at least eighteen (18) years of age;
- b. He/She has the means sufficient for his/her education and support in the Philippines;
- c. He/She seeks to enter the country temporarily and solely for the purpose of taking up an Undergraduate or Graduate course;
- d. He/She does not belong to any class of excluded foreign nationals nor any ground for deportation exist against him/her under Sections 29 and 37 of Commonwealth Act No.613, as amended; and
- e. He/She and USEP have submitted and complied with all the documentary requirements prescribed in the checklist for Conversion to Student Visa

**Step 1:** The Foreign student applicant fills out the application form for Foreign Students. (Downloadable at <http://www.usep.edu.ph/?p=3748>)

**Step 2:** The Foreign student applicant takes the necessary assessment prescribed by the University preferably SAT/GSAT.

**Step 3:** Once the foreign student applicant passes assessment, the Admissions Unit notifies the foreign student applicant via email.

**Step 4:** The foreign student applicant pays the processing fee of a non-refundable Php 5,000.00 at the Cashier and presents the receipt of payment at the International Affairs Division.

**Step 5:** The foreign student applicant submits to the International Affairs Division the following requirements for review and verification:

- a. Foreign Student Application Form
- b. Original Scholastic Records duly translated and authenticated by the Philippine Foreign Service Post located in the foreign student applicant’s home country or legal residence;
- c. Five (5) copies of Personal History Statement in English and in the national alphabet of the foreign student applicant;
- d. Accomplished Recommendation Forms from any two of the following to be placed in a sealed envelope:
  - i. Principal or Dean
  - ii. Student Affairs Director or Guidance Director
  - iii. Research/Thesis Adviser
  - iv. Immediate Supervisor (if working)
- e. Notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for foreign student’s accommodation and subsistence, as well as school dues and other incidental expenses;
- f. Original Medical Certificate issued by an authorized physician including, but not limited to, standard-sized chest x-ray and Hepatitis B clearance;

- g. Photocopy of the data page of passport with name, photo, birthdate and birthplace duly authenticated by the Philippine Foreign Service Post located in the foreign student applicant's home country or legal residence;
- h. Original Birth Certificate duly authenticated by the Philippine Foreign Service Post located in the foreign student applicant's home country or legal residence;
- i. Police Clearance issued by the National Police Authorities in the foreign student applicant's home country or legal residence, authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place;
- j. Six (6) recent passport-size (4.5 cm x 3.5 cm) colored pictures with white background;
- k. IELTS with a total band score not lower than 6 in all areas and/or TOEFL score of 60-78 taken within the last two years; and
- l. Proof of payment of the processing fee.

*NOTE: The International Affairs Division reviews and verifies the documents received from the foreign student within three (3) working days upon receipt, then forwards the verified documents to the College. The College assesses the merits of the scholastic documents subject to the College and program admission requirements and recommends for the admission of the foreign student applicant. The Admissions Unit sends the Notice of Acceptance (NoA) to the foreign student applicant via email and registered mail after assessment of the submitted documents.*

**Step 6:** The foreign student applicant claims the original NoA at the Admissions Unit and processes the conversion of visa from 9(a) to 9(f).

**Step 7:** The foreign student applicant submits the following documentary requirements to the Bureau of Immigration (Student Visa Section) through the International Affairs Division:

- a. Joint letter request from the Admissions Director and the foreign student applicant addressed to the Commissioner, using the University letterhead with dry seal;
- b. Duly accomplished Consolidated General Application Form for Student Visa and Special Study Permit (BI Form CGAF-003-Rev0);
- c. Photocopy of passport pages bearing the bio-page, latest admission with valid authorized stay and Bureau of Quarantine stamp;
- d. Original copy of the NoA with USEP's official dry seal;
- e. Written endorsement addressed to the Commissioner from USEP for the conversion of the applicant's status, signed by the Admissions Director with official dry seal;
- f. CHED endorsement for transfer and shifting of course, if applicable;
- g. Police clearance issued by the National Police Authorities in the foreign student applicant's home country or legal residence duly authenticated by the Philippine Foreign Service Post having consular jurisdiction of the place for foreign student applicants who reside in the Philippines for less than 59 days. However, for foreign student applicants who reside in the Philippines for more than 180 days at the time they apply for the change/conversion of admission status to that of a student, they shall submit an NBI clearance;
- h. Photocopy of the BI school accreditation ID; and
- i. BI Clearance Certificate.



**Step 8:** The foreign student applicant pays the required filing fee including conversion fee, visa fee and implementation fee at the BI. The Student Visa Section of BI will implement the approved conversion of an alien from temporary Visitor's Visa category to that of a Student Visa in the applicant's passport.

**Step 9:** The foreign student reports to the Alien Registration Division for the issuance of Alien Certificate of Registration (ACR) and Certificate of Residence for Temporary Student (CRTS) upon payment of all corresponding immigration fees and other charges.

*NOTE: The foreign student's authorized period of stay shall be consistent with the length of the degree program to which he/she has been admitted. Upon conversion, the initial validity of the Student Visa is one (1) year from the date of issuance without change of school, extendible by the Student Visa Section (SVS) every one (1) year thereafter until such time that the Foreign Student completes his/her studies consistent with the length of the program (Immigration Circular No. SBM-2015-007. Art. II. Sec. 4).*

**Step 10:** The foreign student applicant proceeds to the College for enrollment.

**Step 11:** The Office of the University Registrar (OUR) releases the Certificate of Registration (COR) to the foreign student.

### **3. Admission of Foreign Student from another Higher Education Institution (HEI)**

Transfer of a foreign student to another HEI may be allowed only after one (1) year residency period, subject to evaluation and compliance with the requirements and existing guidelines, provided further that HEI transfer shall be done only twice within the duration of the same degree program.

If the foreign student has only one (1) year left to finish his/her study and is expected to graduate at the end of the academic year from his/her previous HEI, he/she shall not be allowed to transfer to USEP, except for a cause.

USEP shall not accept a foreign student whose authorized period of stay in the Philippines has expired.

**Step 1:** The Foreign student applicant fills out the application form for Foreign Students. (Downloadable at <http://www.usep.edu.ph/?p=3748>)

**Step 2:** The Foreign student applicant takes the necessary assessment prescribed by the University (preferably SAT/GSAT).

**Step 3:** Once the foreign student applicant passes the assessment, the Admissions Unit notifies the foreign student applicant via email.

**Step 4:** The foreign student applicant pays the processing fee of a non-refundable Php 5,000.00 at the Cashier.

**Step 5:** The foreign student applicant presents the receipt of payment at the International Affairs Division and submits the following requirements for review and verification:

- a. Foreign Student's Application Form
- b. Transcript of Records with dry seal;
- c. Letter of Intent and reason for the transfer of the Foreign Student;
- d. Photocopy of the data page of passport with name, photo, birthdate and birthplace
- e. ACR of the Foreign Student;
- f. Five (5) copies of Personal History Statement in English and in the national alphabet of the foreign student applicant;
- g. Notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for foreign student's accommodation and subsistence, as well as school dues and other incidental expenses;
- h. Certificate of Good Moral Character from school previously attended (with school seal or dry seal);
- i. Birth Certificate;
- j. NBI Clearance; and
- k. IELTS with a total band score not lower than 6 in all areas and/or TOEFL score of 60-78 taken within the last two years.

*NOTE: The International Affairs Division reviews and verifies the documents received from the foreign student within three (3) working days upon receipt, then forwards the verified documents to the College. The College assesses the merits of the scholastic documents subject to the College and program admission requirements and recommends for the admission of the foreign student applicant. The Admissions Unit sends the Notice of Acceptance (NoA) to the foreign student applicant via email and registered mail after assessment of the submitted documents.*

**Step 6:** The foreign student applicant who qualifies to transfer to USEP claims the original NoA at the Admissions Unit.

*NOTE: The Office of the University Registrar requests shall request the transfer of credentials from the college/university last attended by the foreign student.*

**Step 7:** The foreign student, through the International Affairs Division, secures CHED clearance/endorsement for the BI. The clearance/endorsement will be issued by CHED upon receipt of the request supported by the following documents which are all certified true copies. The International Affairs Division submits the necessary documents to CHED:

- a. Official endorsement from the Admissions Unit;
- b. Notice of Admission;
- c. Transfer credentials from HEI where the foreign student was enrolled in/studying;
- d. Certificate of Good Moral Character;
- e. Transcript of Records with dry seal;
- f. Letter of Intent and reason for the transfer of the foreign student;
- g. Photocopy of the Passport; and
- h. ACR of the foreign student.

**Step 8:** Foreign student furnishes the Office of the University Registrar (OUR) and the International Affairs Division a copy of the CHED endorsement then proceeds to the College for enrollment.

**Step 9:** The Office of the University Registrar (OUR) releases the Certificate of Registration (COR) to the foreign student.

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