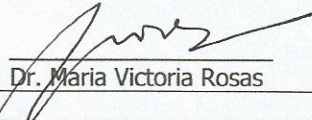


Policy No:	ACA-POL-REG-0019
Policy Title:	Admission of Foreign Students
Implementation Procedure:	ACA-PROC-REG-0019 Admission of Foreign Students
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
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Office of Origin: (Policy Expert)	Office of the Registrar
"Supersedes" Notification:	
Purpose of Policy:	This policy enumerates the Colegio's terms and conditions in the acceptance of foreign students.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. All foreign students should submit the following documents upon application for admission in the Colegio <ol style="list-style-type: none"> 1.1 Photocopy of the passport (authenticated) 1.2 Photocopy of the parent's passport 1.3 Original copies of the school credentials with English translation 1.4 Original copy of the birth certificate with authentication from the Department of Foreign Affairs 1.5 I-card of the parents 2. If the student applicant passes the admission examination and other requirements, the Registrar shall forward the students' documents to the Bureau of Immigration. 3. The Colegio through the Liaison Officer shall process the Special Study Permit (SSP) together with the corresponding fees. 4. Foreign students are required to sign an enrollment contract with the Colegio. 5. Foreign students are required to renew their SSP annually for enrollees in the Basic Education and Collegiate departments and every six months for Graduate School. 6. Foreign students are not allowed to drop their subjects within two years in the Basic Education and Collegiate Departments and one year for the Graduate School.
Applicability:	All foreign students
Policy Approval Authority:	Registrar
Related Policies or References	Registrar's Guidebook page 32 MORPHE Art. XVIII Sec. 82 page 67
Definition:	
Approved by	 <u>Dr. Maria Victoria Rosas</u>
Date of Approval	