

GENERAL INFORMATION ON FOREIGN STUDENT ADMISSIONS

Who may be considered as Foreign Students?

Foreign students are those belonging or owing allegiance to a country other than the Philippines and studying in any educational institution recognized or owned by the government of the Philippines (MECS Memo, No. 183, s. 1983).

A student, having means sufficient for his education and support in the Philippines, who is at least eighteen years of age and who seeks to enter the Philippines temporarily and solely for the purpose of taking up a course of study higher than high school at a university, seminary, academy, college or school approved for such alien students by the Commissioner of Immigration (Section 9(f), Philippine Immigration Act of 1940, as amended).

Who may apply for Admissions?

A prospective foreign student-applicant for the tertiary or college level should be a graduate of high school or secondary school or its equivalent (CHED Guidebook for Foreign Students, 1995).

Documentary Requirements

All foreign students seeking admission to the University are required to submit the following:

- Application for the Angeles University Foundation College Admissions Test (AUF CAT) (for bachelor's degree applicants)
- National Medical Admission Test (NMAT) Result Certificate (for Doctor of Medicine applicants)
- Certificate of Good Moral Character from two (2) previous professors (for Doctor of Medicine applicants)
- Certificate of Eligibility for Admission (CEA) issued by the Philippine Commission on Higher Education (for Doctor of Medicine applicants)
- Official Transcript of Records
Two copies of Official Transcript of Records duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate in the applicant's country of origin or legal residence
- Medical Fitness Certificate duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate in the applicant's country of origin or legal residence
- Police Clearance issued by the National Police Office or a certification from an appropriate government agency that applicant has neither been convicted of a crime nor has any pending criminal case against him. Either document must be duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate in the applicant's country of origin or legal residence
- A notarized Affidavit of Support from parents AND proof of adequate financial support (Bank Certificate) duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate in the applicant's country of origin or legal residence
- Birth Certificate duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate in the applicant's country of origin or legal residence
- Personal History Statement (1998 Revised PHS)
Six (6) copies of PHS must be duly accomplished and signed by the applicant with left and right hand thumb prints and pictures
- Passport
Photocopy of passport pages where name, photo, birth date and birthplace appear
- Photos
Six (6) copies of 1-½ X 1-½ colored photographs on plain white background, taken not more than six months prior to submission

Admissions Requirements

A foreign student-applicant is qualified for admission in the University provided that he satisfies the following requirements:

- ✓ Satisfactory evaluation of academic records by the Dean
- ✓ Satisfactory performance in the AUF College Admissions Test (AUF CAT) or in any equivalent international collegiate qualifying tests (for bachelor's degree applicants)
- ✓ At least 40 percentile rank in the National Medical Admission Test (NMAT) (for Doctor of Medicine applicants)
- ✓ Satisfactory performance in English Proficiency Test, where necessary
- ✓ Favorable psychometric tests results
- ✓ Favorable interview results
- ✓ Favorable physical/medical examination results
- ✓ Valid Visa for Study and ACR/I-CARD

A foreign student-applicant for bachelor's degree may apply for admission to start in either June (First Semester) or November (Second Semester). Deadlines for the filing of applications are as follows:

First Semester intake – April 30

Second Semester Intake – September 30

The intake for the Doctor of Medicine is only in June of each year. Applicants must apply for admission not later than May 15.

Admissions Procedure

1. Present entrance credentials at the Office of Admissions.
2. Report to the Dean concerned for evaluation of academic records.
3. Pay the application and testing fee at the Accounting Office. A non-refundable application fee is required to cover expenses for the application processing and admissions tests.
4. Obtain application forms from the Office of Admissions.
5. Submit accomplished application forms at the Office of Admissions.
6. Take AUF CAT (for bachelor's degree applicants) / psychometric tests (for Doctor of Medicine applicants).
7. Report for interview by the Dean concerned (for bachelor's degree applicants) / School of Medicine Admissions Committee (for Doctor of Medicine applicants).
8. Obtain Letter of Acceptance / Notice of Acceptance (NOA) from the Office of Admissions.
9. Submit the following to the Office of Admissions:
 - ❑ Official Transcript of Records duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate in the applicants' country of origin or legal residence
 - ❑ Personal History Statement (1998 Revised PHS) duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate in the applicants' country of origin or legal residence
 - ❑ Police Clearance issued by the National Police Office or a certification from an appropriate government agency that applicant has neither been convicted of a crime nor has any pending criminal case against him. Either document must be duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate.
 - ❑ Medical Fitness Certificate duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate in the applicants' country of origin or legal residence
 - ❑ Notarized Affidavit of Support from parents AND proof of adequate financial support (Bank Certificate) duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate
 - ❑ Passport

Note: Credentials and other documents submitted in support of the application and/or registration become the property of the Angeles University Foundation and will not be returned to the applicant/student.

Application for Student Visa - (9f)

There are two possible ways of securing Student Visa. A student may obtain it in his country of origin or in the Philippines.

➤ **Procedure in Securing Student Visa - (9f) in the Country of Origin**

1. The student-applicant must send the following requirements to:

The University Registrar
Angeles University Foundation
2009 Angeles City, Philippines

- ❑ Six (6) copies of the Original Personal History Statement (Revised 1998 PHS) duly accomplished and signed by the applicant in English and in national alphabet, accompanied by personal seal, if any, original left and right hand prints on PHS and pictures.
- ❑ Transcript of Records (original and photocopies) duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate in the applicant's country of origin or legal residence.
- ❑ Medical Fitness Certificate duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate in the applicants' country of origin or legal residence
- ❑ A notarized Affidavit of Support and proof of adequate financial support (Bank Statement) to cover expenses for student's accommodation and subsistence, school dues and other incidental expenses, duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate
- ❑ Photocopy of Passport pages where name, photo, birth date and birth place appear, and
- ❑ Certified true copy of the Certificate of Eligibility for Admission (CEA) for students of Medicine.

2. The school with the Notice of Acceptance to the student-applicant endorses the above-cited documents to the Department of Foreign Affairs (DFA), Philippines.

3. The student shall submit the following requirements to the Consular Officer at the Philippine Foreign Service Post in the student's country of origin upon notice of interview:

- ❑ Original copy of the school's Notice of Acceptance (NOA) containing a clear impression of the school's dry seal, addressed to the student;
- ❑ Original copy of the Certificate of Eligibility for Admission (CEA) issued by the Commission on Higher Education (CHED), if enrolled in courses or programs where restrictions may exist due to shortage of facilities, as in Medicine;
- ❑ Police Clearance issued by the National Police Office or a certification from an appropriate government agency that applicant has neither been convicted of a crime nor has any pending criminal case against him. Either document must be duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate.
- ❑ Medical Health Certificate issued by an authorized physician including standard- size chest x-ray.
- ❑ Birth Certificate
- ❑ Passport pages where name, picture, birth date, and birthplace appear duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate in the applicant's country of origin or legal residence.

➤ **Procedure in Securing Student Visa - (9f) in the Philippines (Conversion of Visa from Temporary Visitor to Student Visa)**

Students who prefer to obtain Student Visa in the Philippines must first secure a Temporary Visitor Visa and apply for conversion to Student Visa upon fulfillment of the admissions requirements of the higher learning institution where they applied for enrolment.

1. The student needs to prepare the following before going to the Philippines:

- ❑ Six copies of the Original Personal History Statement (Revised 1998 PHS)
- ❑ Police Clearance issued by the National Police Office or a certification from an appropriate government agency that applicant has neither been convicted of a crime nor has any pending criminal case against him. Either document must be duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate.
- ❑ Transcript of Records from the previous school duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate in the country of origin (*2 official copies*)
- ❑ Honorary Dismissal from the previous school
- ❑ Medical Fitness Certificate duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate in the applicants' country of origin or legal residence
- ❑ A notarized Affidavit of Support from parents AND proof of adequate financial support (Bank Certificate) to cover expenses for student's accommodation and subsistence, school dues and other incidental expenses, duly authenticated by the Philippine Foreign Service Post, Embassy or Consulate
- ❑ A valid tourist visa of at least 59 days.

2. Once the student arrives in the Philippines, documentary requirements that he needs to secure/accomplish for the conversion of his Temporary Visitor Visa to Student Visa include the following:

- ❑ National Intelligence Coordinating Agency (NICA) Clearance, which must be applied upon arrival
- ❑ Original copy of the Notice of Acceptance (NOA) and Endorsement Letter containing the University's official dry seal and signed by the University Registrar.
- ❑ Duly notarized letter of request from the applicant
- ❑ Duly notarized General Application Form accomplished by the applicant (BI Form No. MCL-07-01), which can be downloaded from www.immigration.gov.ph or obtained from the AUF Office of International Affairs.
- ❑ Original copy of Medical Clearance from the Bureau of Quarantine certifying that the applicant is not afflicted with any dangerous or contagious disease and is mentally fit. *The applicant is required to appear personally at the Bureau of Quarantine to secure the Medical Clearance.*
- ❑ ACR- Icard to be secured upon approval of the student visa

** Students must submit the above-cited documents at the AUF Office of the University Registrar and Admissions. The Liaison Officer of the University assists the students in the processing of visa conversion at the Philippine Bureau of Immigration subject to the payment of applicable Government and AUF fees.*

Important Notice:

AUF reserves the right to make revisions on the policies and procedures without prior notice by virtue of statutory requirements and/or in exercise of management prerogative. AUF does not warrant the accuracy of its statements as regard Philippine laws and regulations.

Important Contacts:

Office of the University Registrar and Admissions

Angeles University Foundation

McArthur Highway, Angeles City – 2009

Philippines

Telephone Numbers: +63 (45) 625-2888 local 1707

Fax Numbers: +63 (45) 888-5000 / +63 (45) 888-6000

Email Address: registrar@auf.edu.ph