



G E N E R A L I N S T R U C T I O N S

**To avoid summary dismissal/delay in the processing of your application/petition,
please be advised of the following:**

1. Enter legibly all the information required into the appropriate spaces on the form. If the information required is not applicable, please write "N/A". Do not leave any item blank. Your answers must be in English and all entries must be in CAPITAL LETTERS using English characters only.
2. The Consolidated General Application Form (CGAF) must be accomplished in two (2) ORIGINAL copies. The first copy shall be submitted together with all the documents pertaining to this application and the second copy is intended for application of Alien Certificate of Registration Identity Card (ACR I-Card) to be submitted in a separate folder.
3. All documents required for submission must be complied with, arranged in the order as listed in the Checklist of Documentary Requirements (CDR), compiled in a legal size (8½ x 14 in.) folder and shall be submitted within the prescribed period, if applicable.
4. All sworn statements or affidavits must be original and duly notarized.
5. All civil registry documents issued in the Philippines (i.e. Birth Certificate, Marriage Certificate, Death Certificate, etc.) must be original and issued by the Philippine Statistics Authority (PSA).
6. 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.
7. 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.
8. The original valid passport of the applicant must be submitted to the Central Receiving Unit (CRU) personnel or concerned frontline officer for scanning. Thereafter, it shall be returned.

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR
SPECIAL STUDY PERMIT (SSP)**

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

- 1. Letter request addressed to the Commissioner from the representative of the petitioning school;
- 2. Duly accomplished CGAF (BI Form CGAF-003-Rev 0). If the applicant is a minor, it shall be signed by the parent or the legal guardian;
- 3. Photocopy of passport bio-page and latest admission with valid authorized stay;
- 4. Certificate of Acceptance issued by the learning institution accredited by the Bureau of Immigration to accept foreign students, indicating the number of months (length of study) of the technical/vocational, special and/or primary or secondary level courses for applicants below 18 years of age;
- 5. Photocopy of BI school accreditation ID of the registrar or school representative;
- 6. National Bureau of Investigation (NBI) Clearance, in case of flying schools;
- 7. BI Clearance Certificate.

[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 in accordance with the above checklist.

Student Visa Section 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.