



I. Subject:

Policy to Facilitate Foreign Students Visa Services: Student's Information

II. Policy:

1. Effective First Semester A.Y. 2017-2018, the following policy will be carried out to Facilitate Foreign Students' Visa Services.
2. Foreign students are facilitated through the Liaison Officer assigned by the President of the School. In order to recover the cost of performing his or her duties, a Liaison Officer Fund (LOF) is created as follows.

III. Liaison Officer Fund:

1. In order to facilitate the Foreign Students in converting their Tourist Visa into 9F Visa (Student Visa), the Liaison Officer Fund (LOF) was created in 2017.
2. The LOF is made out of the Immigration Facility and Graduate Research Fund (IFGRF) collected from Foreign Applicants for the Doctor of Business Administration (DBA) program.
3. The Liaison Officer shall provide the following facilities to the Foreign Student related to their Immigration matters:
 - a. Providing administrative services in converting Tourist Visa of the applicant into 9F Visa (Student Visa) required to by the Bureau of Immigration following its rules and regulations prior to enrolling in the School;
 - b. Providing administrative services for 9F Visa Renewal as required and allowed by the Bureau of Immigration;
 - c. Submitting and Receiving Foreign Students' visa application, school documents, and other related documents from the Immigration Office;
 - d. Submitting the list of Foreign Students within 45 days from date of enrollment; and
 - e. Keeping the records of all documents related to the above facilities.
4. The IFGRF must be paid before issuance of the Acceptance Letter. Once the Acceptance Letter is issued, the IFGRF is not refundable.
5. To perform the above activities, a Liaison Officer is assigned by the School to facilitate for the applicants/students. Thus, no immigration business is done by the student directly without the presence and knowledge of the Liaison Officer. However, Students are not allowed to directly give any compensation to the Liaison Officer.
6. The LOF does not include any official fees paid to the Bureau of Immigration; that is the responsibility of the Student to pay all immigration fees including transportation to go to the Bureau of Immigration office.

For Implementation, First Semester A.Y. 2017-2018

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1. The LOF is made out of the Immigration Facility and Graduate Research Fund (GRF) collected from Foreign Applicants for the Doctor of Business Administration program.
2. The Liaison Officer shall provide the following facilities to the Foreign students in their immigration matters:
 - a. Providing administrative services in converting Tourist Visa of the applicants into Visa (Student Visa) required to by the Bureau of Immigration following its rules and regulations prior to enrolling in the School;
 - b. Providing administrative services for 9F Visa Renewal as required and allowed by Bureau of Immigration;
 - c. Submitting and Receiving Foreign Students' visa application, school documents, other related documents from the Immigration Office;
 - d. Submitting the list of Foreign Students within 45 days from date of enrollment; and
 - e. Keeping the records of all documents related to the above facilities.
3. The IFGRF must be paid before issuance of the Acceptance Letter. Once the Acceptance Letter is issued, the IFGRF is not refundable.
4. To perform the above activities, a Liaison Officer is assigned by the School to handle for the applicants/students. Thus, no immigration business is done by the student directly without the presence and knowledge of the Liaison Officer. However, Students are allowed to directly give any compensation to the Liaison Officer.
5. The LOF does not include any official fees paid to the Bureau of Immigration, and the responsibility of the Student to pay all immigration fees including transportation to the Bureau of Immigration office.