

CHED Memorandum Order (CMO) Operational Guideline for AIMS Program

In Accordance with the pertinent provisions of R.A. No. 7722, otherwise known as the “Higher Education Act of 1994,” Republic Act No. 8292, otherwise known as the “Higher Education Modernization Act of 1997,” the Letter of Intent among the participating ASEAN member states including Japan in the AIMS Program, and CHED Memorandum Order No. 11 s. 2014 “Guidelines for Participation of Selected Higher Education Institutions (HEIs) in the ASEAN International Mobility for Students (AIMS) Program” the following provisions are added:

I. Selection of Higher Education Institutions (HEIs) to participate in the ASEAN International Mobility for Students (AIMS) Program

A. Selection Criteria

HEIs participating in the AIMS program are selected on the following basis:

1. Autonomous/Deregulated

- Deserving private colleges and universities that have consistently shown exemplary performance in the provision of education, research and extension services.

2. Center of Excellence or Center of Development

- HEIs that have demonstrated academic excellence as evidenced by the designation of that programs as Center of Excellence (COE) or Center of Development (COD) by the CHED.

3. Level III accreditation status & above

- Programs of HEIs that have been re-accredited by a CHED recognized accrediting agency and duly certified by the accreditation federation/network, effective for a period of three or five years based on the appraisal of the accrediting agency. International awards, extension and other higher education services, recognition of international and external validation from international body may be considered in the absence of Level III accreditation.

4. Member of International Network

- Active member of recognized, reputable international organizations, i.e. UMAP, AUN, etc.

5. International Relations Office

- Has an operational International Relations Office (IRO) capable of implementing international programs.

6. Facilities pertaining to the discipline and to student life

- Has learning resources, support facilities and services to help international students study and adjust to life in the Philippines.

7. Capacitate to cultural life

- Cultural and religious sensitivity.

B. Requirements to Maintain Status as AIMS Participating Institution

1. Active participation in the program. Inactivity in the program for at least two years shall result to termination of status as AIMS participating institution. Inactivity means the HEI does not send and receive exchange students.

2. The HEI must be fully compliant to all Policies, Standards and Guidelines (PSG) applicable to all institution.

II. Procedures for the Issuance of Special Non-Immigrant Visa Under Section 47 (a) (2)

1. The student or Home University shall submit the following to the Host University at least two months before the start of the intended semester of study:

- Endorsement letter to Host University indicating the name of the student, program to be taken, and duration of study.
- Two copies of visa application form to be signed by authorized Officers of the HEI.
- Certified true copy of student's grades during the previous semester issued by the registrar or his/her authorized school representatives in the home university.
- Photocopy of valid school ID of the inbound student.
- Scanned copy of passport

2. The HEI shall submit the documents to the Visa Division-Office of Consular Affairs (OCA) together with the Letter of Endorsement, endorsing the student for the issuance of 47(a)(2) visa.

3. The OCA will do the necessary background check for the student.

4. If the applicant has no derogatory record, OCA will then transmit the authority to issue the 47 (a) (2) visa to the concerned Foreign Service Post (FSP).

NOTE: Prior to the transmittal of the said authority, HEI shall pay Six Hundred Seventy Five Pesos (Php 675.00) at OCA for the transmittal of the authority.

5. The HEI shall advise the student to go to the FSP for interview and issuance of 47 (a) (2) visa

NOTE: The student must present the following to the FSP:

- A national passport with at least two years and six months validity beyond the contemplated stay.
- Letter of acceptance from the Host University in the Philippines.

6. Upon arrival in the Philippines, the HEI shall assist the student in securing his/her period of stay at the Department of Justice (DOJ). Proceed to the Bureau of Immigration (BI) for implementation and then proceed to the Alien Registration (ARD) section for ACR I-card application.

7. At the end of their study period, the HEI shall assist the student in applying for Exit Clearance Certificate (ECC) and pay the corresponding fee at the BI fifteen days prior to departure.

II. Allowable to Expenses and Allowance of AIMS Outbound Students

A. Funding Source

- The funding for the entitlement to expenses and allowances for outbound students under the AIMS Program shall be sourced from CHED Fund.

B. Allowable Items for Expenditures

The following are the allowable items for expenditures.

- Roundtrip domestic and international airfare restricted (economy class)
- Living Allowances
 - Food
 - Accommodation
 - Transportation
- School Expenses- textbooks; other fees (library, laboratory), administrative fee, and immersion and similar expenses imposed by the host HEIs
- International health insurance

C. Applicable Rate

- Applicable rates are based on the Cost of living in AIMS Member Countries provided by SEAMEO RIHED.

D. Release of Fund

- The HEI can receive grant in advance provided they have no pending un-liquidated fund transfer, otherwise payment shall be done through reimbursement basis.

E. Financial Requirements

- The following are the documentary requirements needed for cash advance, liquidation and reimbursement:

A. Fund Transfer

- Letter from the Office of the President of the Philippines Malacañang informing that AIMS Program is not covered by the suspension of foreign travels contemplated under the provision of A.O. 103, s 2004 (certified true copy)
- MOA between CHED and participating HEI duly signed by & notarized (certified true copy)
- Summary of expenses to be incurred during the student exchange program (original copy and certified true copy)
- Letter of endorsement/recommendation by the Head of Institution
- Notice of acceptance from the HEI (certified true copy)
- Dollar-peso conversion rate showing date
- SEAMEO RIHED rates (certified true copy)
- For private HEIs to comply with the requirements pursuant to COA Circular #2007-01 dated 10/25/07 under Section 4.4 to 4.4.8 "Requisites for Entitlement to Government Fund " (Annex A)

B. Liquidation

- Letter from the Office of the President of the Philippines Malacañang informing that AIMS Program is not covered by the suspension of foreign travels contemplated under the provision of A.O. 103, s 2004 (certified true copy)
- MOA between CHED and participating HEI duly signed by & notarized (certified true copy)
- Summary of expenses to be incurred during the student exchange program (original copy and certified true copy)
- Letter of endorsement/recommendation by the Head of Institution
- Notice of acceptance from the HEI (certified true copy)
- Certificate of Completion or its equivalent (certified true copy)
- Student's Post-Study Report (original copy and certified true copy)

- Other supporting documents (e.g. photos)
- Used plane ticket, boarding pass and other pertinent official receipt (original copy and certified true copy)
- Dollar-peso conversion rate showing date
- SEAMEO RIHED rates (certified true copy)

C. Reimbursement

- Letter from the Office of the President of the Philippines Malacañang informing that AIMS Program is not covered by the suspension of foreign travels contemplated under the provision of A.O. 103, s 2004 (certified true copy)
- MOA between CHED and participating HEI duly signed by & notarized (certified true copy)
- Summary of expenses to be incurred during the student exchange program (original copy and certified true copy)
- Letter of endorsement/recommendation by the Head of Institution
- Notice of acceptance from the HEI (certified true copy)
- Certificate of Completion or its equivalent (certified true copy)
- Student's Post-Study Report (original copy and certified true copy)
- Other supporting documents (e.g. photos)
- Used plane ticket, boarding pass and other pertinent official receipt (original copy and certified true copy)
- Dollar-peso conversion rate showing date
- SEAMEO RIHED rates (certified true copy)

IV. Repealing Clause

All provisions stipulated in CMO No. 19, series of 2015 that are inconsistent with the provisions of these guidelines are hereby repealed or modified accordingly.

V. Effectivity

This CMO shall take effect beginning first semester of academic year 2017-2018.

Signed this _____ day of _____, _____ in Quezon City, Philippines.

PATRICIA B. LICUANAN, PH.D.
Chairperson