



Central Luzon State University
Office of Student Affairs



INTERNATIONAL STUDENT SERVICE UNIT

*Policies for Admission, Enrollment, Visa and Other Requirements for
International Students*

The guidelines from the Bureau of Immigration and Deportation (BID) regarding student visa and other requirements for foreign students, as well as policies from the Office of the Admission of the university to be followed by the international students regarding admission, enrollment and academic concerns.

- I. Requirements followed by the university for admission of international student
 - A. Admission for New International Student (Excerpts/Guidelines from the OAd)
 1. Applicant must meet all the prescribe admission requirements of the University/college and the course applied for:
 - a. Must qualify in the university/college admission test.
 - b. Must have complete and valid credentials;
 - b.1.** Photocopy of date page of the student's passport show date and place of birth, and birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post.
 - b.2.** Certificate of completion of secondary curriculum.
 - b.3.** Scholastic Records duly authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence.
 - b.4.** Five (5) copies of the Student's Personal History Statement (PHS) duly signed by him, both in English, and his national alphabet accompanied by his personal seal, If any and containing, among others, his left and right thumbprint and 2x2 inch photograph on plain white background taken not more than six months prior to submission.
 - b.5.** A notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the student's accommodation and subsistence as well as school dues and other incidental expenses.
 - b.6.** Alien Certificate or Registration (ACR)
 - b.7.** Student Visa (9f)
 - b.8.** Certificate of Proficiency in English issued by the CLSU department of English and humanities for a free. For students who come from countries where English is not the medium on instruction.
 - b.9.** Security clearance from his/her embassy.
 - c. Must pay a non-refundable application fee.
 - d. Must qualify in the physical and health examination conducted by the University Physician.
 - e. Must present an approved application for admission, and;
 - f. Others, as prescribed by the concerned college.
 2. Applicants must meet all the prescribed requirements by the Department of Foreign Affairs (DFA), Bureau of Immigration and Deportation (BID) and the Commission on Higher Education (CHED);
 3. An International Student may be admitted based on availability of slot in the course applied for;
 4. He/she must pledge to abide and comply with all the rules and regulations of the University/college.

After securing all these requirements, an international student can now enroll in the university provided (1) the ISSU's effort of assessing visa and securing clearance for international student's and that (2) the OAd has officially accepted the international student for admission in the university.

B. Admission for Old International Student

Please be reminded that the first step for enrollment is **ISSU assessment** with your student visa, passport, ACR I-Card, Annual Report, OSA fee, GEDF and NCF. After your pertinent documents have been assessed, you may proceed to Office of Admission and undergo the usual process of enrollment (Refer to OAd flow chart for Enrollment for old students).