PRESCRIBING THE RULES GOVERNING THE ISSUANCE OF SPECIAL STUDENT PERMIT (SSP)

BI IMMIGRATION MEMORANDUM CIRCULAR NO. SBM-2014-018, November 05, 2014

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Adopted: 05 November 2014
Date Filed: 06 November 2014

Pursuant to Book IV, Chapter 6, Sections 29 and 36(2) of Executive Order No. 292, as amended, otherwise known as the "Administrative Code of 1987", in relation to Section 3 of Commonwealth Act No. 613, as amended, otherwise known as the "Philippine Immigration Act of 1940", the following rules are hereby prescribed:

Section 1. Coverage. - The following rules on Special Study Permit (SSP) shall apply to non-resident foreign students who come to the Philippines for the purpose of taking up a non-degree or short course of study and who do not qualify for admission as a non-immigrant under Section 9(f) of Commonwealth Act No. 613, as amended.

Section 2. Issuing Authority. - The SSP shall be issued by the Chief of the Student Visa Section and the Alien Control Officers (ACOs) for applications filed by schools or learning institutions within their respective area of responsibility.

Section 3. Qualifications. - The following non-resident foreign students are eligible to secure SSP:

a)

Those below eighteen (18) years of age;

b)

Those enrolled and accepted in non-degree courses;

c)

Those enrolled and accepted in short courses of less than one (1) year;

d)

Trainees/Interns for purposes of completing a degree course[1]; or

e)

Those enrolled in aviation or flying schools, including pilots in training for the completion of required number of flying hours.

Section 4. Documentary Requirements. - Applications for issuance of SSP shall be supported by with the following documents:

a)

Letter-request addressed to the Commissioner from the duly authorized representative of the petitioning school;

b)

Duly accomplished CGAF (BI Form 2014-00-003 Rev 0); if the applicant is a minor, it shall be signed by the parent-or the legal guardian;

c)

Photocopy of passport bio-page and latest admission with valid authorized stay;

d)

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;

e)

Photocopy of Bureau of Immigration (BI) school accreditation ID of the registrar or school representative;

f)

Additional requirements, in case of aviation or flying schools:

i.

National Bureau of Investigation (NBI) Clearance;

ii.

BI Intelligence Clearance;

g)

Photocopy of ACR I-Card (front and back portions), in case of renewal/extension of SSP; and

h)

BI Clearance Certificate.

Section 5. Period to File Application for SSP. – Qualified foreign students shall, through the accredited liaison officer of the school or educational institution, apply and secure SSP within fifteen (15) days from the date of issuance of the Certificate of Acceptance.

The concerned Issuing Authority shall issue the SSP within five (5) working days from receipt of the application.

Section 6. Validity. - The SSP shall be co-terminus with the length of the course of study; Provided, that it shall not be more than six (6) months; Provided further, that for courses exceeding six (6) months, the SSP may be extended co-terminus with the remaining period of the course.

SSPs for foreign students enrolled in secondary and elementary courses shall be issued on a yearly basis.

SSP for foreign students below eighteen (18) years old enrolled in bachelor degree courses shall be issued on a semester or trimester basis.

Section 7. Effect of Departure from the Philippines. – An SSP issued shall remain valid for its duration regardless of the number of times the holder thereof departs from and re-enters the country; Provided, that the holder

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maintains an updated temporary visitor's visa and Alien Certificate of Registration Identity Card (ACR I-Card) for the duration of the course of study; Provided further, that the SSP shall not be valid as an entry visa for visa-required foreign nationals.

Section 8. Supercession Clause. - All circulars, memoranda, orders and other issuances inconsistent with this Circular are hereby repealed, amended of modified accordingly.

Section 9. Effectivity. - This Order shall take effect fifteen (15) days after publication in a newspaper of general circulation.

Let a copy of this Order be furnished to the Office of the National Administrative Register (ONAR), U.P. Law Center, University of the Philippines, Diliman, Quezon City.

City of Manila, Philippines.
November 5, 2014

(SGD) SIEGFRED B. MISON
Commissioner

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[1] Foreign students who will be trained in a Philippine school, learning institution or local company without compensation.

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