



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION



**CHED MEMORANDUM ORDER**

No. 11

Series of 2019

**TO :** ALL ASIAN INTERNATIONAL MOBILITY FOR STUDENTS (AIMS)  
PARTICIPATING HIGHER EDUCATION INSTITUTIONS

**SUBJECT:** PROCEDURE FOR THE ISSUANCE OF THE SPECIAL NON-IMMIGRANT VISA  
UNDER SECTION 47(A)(2) FOR EXCHANGE STUDENTS UNDER THE ASIAN  
INTERNATIONAL MOBILITY FOR STUDENTS (AIMS) PROGRAM

**DATE :** 8 July 2019

In accordance with the provisions of RA 7722, otherwise known as the Higher Education Act of 1994” and pursuant to CHED Memorandum Order No. 11, Series of 2014 and CHED Memorandum Order No. 19, Series of 2015, and approved by the CEB through Resolution No. ~~446-2019~~, the procedure for the issuance of the Special Non-Immigrant Visa under Section 47(a)(2) for exchange students under the AIMS Program of the Southeast Asian Ministers of Education Organization (SEAMEO) Regional Higher Education Development (RIHED) are hereby issued for the information and guidance of all concerned:

1. The Home University shall submit the following documents to the Host Philippine University at least two months before the start of the intended semester of study:
  - a. Endorsement letter to Host Philippine University indicating the name of the exchange student, program to be taken, duration of study, and contact details
  - b. 2 copies of visa application forms to be signed by authorized officials of the Higher Education Institution (HEI)
  - c. Photocopy of valid school ID of the exchange student
  - d. Scanned copy of passport
2. The Host Philippine University shall issue to the Home University the (a.) Notice of Acceptance for the student and (b.) endorsement letter to the Foreign Service Post (FSP).
3. The Host Philippine University shall submit documents of the exchange student to the Visa Division-Office of Consular Affairs (OCA), Manila, together with a letter requesting issuance of 47(a)(2) visa to the student.
4. If the exchange student has no derogatory record, the OCA will advise the Host Philippine University to pay Php 675.00 transmittal fee.
5. Upon receipt of payment, the OCA Visa Division shall transmit proper authorization to the FSP for the issuance of 47(a)(2).

6. After three days from payment of transmittal fee, the Host University shall contact CORATEL, DFA at telephone number (+632) 834-4000 locals: 4021; 4019; 3457; & 3355 for the cable (control) number.
7. The Host Philippine University shall provide the exchange student with the cable number and advice him/her to proceed to the FSP for interview and issuance of 47(a)(2) visa.
8. The exchange student must submit the following to the FSP:
  - A national passport with at least two years and six months validity beyond the contemplated stay
  - Endorsement letter from the Host Philippine University
  - Letter of acceptance from the Host Philippine University
9. The FSP shall conduct interview and issue 47(a)(2) visa to the exchange student.
10. Upon arrival in the Philippines, the Liaison Officer (LO) of the Host Philippine University shall assist the exchange student in securing his/her period of stay at the Department of Justice (DOJ). The exchange student will pay P2,525.00 for filing fee and P25.00 for legal research fee.
11. The LO of the Host Philippine University shall assist the exchange student in applying for Alien Certificate of Registration Identity Card (ACR I-Card) at the Alien Registration (ARD) section, Bureau of Immigration (BI). Fees for ACR I-Card are waived by BI.
12. At the end of the study period, the LO of the Host University shall assist the student in applying for Exit Clearance Certificate (ECC). If the period of stay of the student exceeds more than six months, the student shall pay Php 1,250.00.

For strict compliance.



**J. PROSPERO E. DE VERA III, DPA**  
Chairman

