



**International Student Relations**

University of the Philippines Los Baños

# ISR's Guide for the

# International Student Freshies and Transferees

**AY 2024-2025**

# THE FIRST THING TO DO UPON ARRIVAL

Accepted UPLB international students holding a **Temporary Visitor's Visa (TVV) or Tourist Visa** must report to the UPLB International Student Relations (ISR) **within two days** after arrival for **STUDENT VISA (9F) processing conversion**.



## ! IMPORTANT

Failure to submit complete requirements to the Bureau of Immigration Student Visa Section for 9F visa processing within 15 days upon arrival/admission is subject to penalty per Executive Order No. 285 series of 2000.



## VISA PROCESSING REQUIREMENTS



- Joint letter request addressed to the commissioner to be signed by the authorized representative and the applicant (student), using school letterhead and with UPLB dry seal (c/o ISR).
- Notice of Acceptance/Admission with dry seal.
- Three (3) pcs latest 2X2 ID picture.
- Endorsement letter for the conversion of visa, signed by the University Registrar (c/o ISR).
- CHED endorsement for transfer and shifting of course (if applicable).

- Original and photocopy of the Passport biopage, latest arrival date, visa implementation page.
- Accomplished General Application form (BI Form 003- Rev. 2).
- Medical certificate issued by any level 3 hospital in the Philippines, printed on the official hospital letterhead with **"FIT TO STUDY"** remarks, and **NEGATIVE** drug test result.
- NBI clearance for those who were issued 9A TVV for six (6) months or more from the date of first arrival in the Philippines.

# CREATE AN OSAM ACCOUNT



All UPLB international students must create an \*Office of Student Affairs Management (OSAM) account.

## \*Creating your OSAM Account

- Visit [bit.ly/OSAM-Account-Reg](https://bit.ly/OSAM-Account-Reg) and fill out with the accurate information. (for **MS and PhD students** must select “**Graduate School**” as their college).
- Wait for an email confirmation of your OSAM Account creation within 2-3 working days.
- Make sure to also **check your Spam folder** for the email.

# APPLY FOR A STUDY PERMIT



- Visit the UPLB OVCSA website: [uplbosa.org](http://uplbosa.org). Under services, select **STUDY PERMIT**
- Log-in with your OSAM account.
- Fill-out the necessary information and upload the required files.
- Pay the OSA/processing fee through Landbank Link.BizPortal.



## IMPORTANT

- All UPLB international students, including the exchange students, are required to get a study permit in compliance with the OC Memo No. 085 series of 2022.
- An international student must acquire a study permit. Otherwise, there will be delays in processing their other academic requirements until the balance is settled.

# FEES AND OTHER EXPENSES



REQUIREMENT	AGENCY	AMOUNT
Conversion to Student Visa	Bureau of Immigration c/o University Liaison Officer	₱14,000.00*
Medical Exam	Any Level 3 Hospital	2,800.00 - 5,000.00
NBI Clearance	NBI	₱180.00
2x2 Picture	Photo Studio	₱100.00
OVCSA (OSA) Fee	UPLB Fund	₱2,000.00
Miscellaneous (Transpo) for Visa Processing	-	₱1,500.00*

**\*ESTIMATED AMOUNT**

**IF APPLICABLE**



For questions and concerns, contact the UPLB International Student Relations, Room 12, 2/F of the Student Union Building. Or message us on Facebook messenger, @uplb.isr