



**G E N E R A L I N S T R U C T I O N S**

**To avoid summary dismissal/delay in the processing of your application/petition,  
please be advised of the following:**

1. The Consolidated General Application Form (CGAF) is written in English language. Enter legibly all the information required into the appropriate spaces on the form. If the information required is not applicable, please write "N/A". Do not leave any item blank. The Bureau will not act on application forms that are incomplete and incorrectly accomplished. Your answers must be in English and all entries must be in CAPITAL LETTERS using English characters only. Letters like ñ, é, ü and ç are not recognized by the system. For instance, please enter names like "Muñoz" and "Sémonin" as "Munoz" and "Semonin" respectively.
2. The CGAF must be accomplished in two (2) **ORIGINAL** copies. The first copy shall be submitted together with all the documents pertaining to this application and the second copy is intended for application of Alien Certificate of Registration Identity Card (ACR I-Card) to be submitted in a separate folder.
3. All sworn statements or affidavits must be original and duly notarized.
4. All documents required for submission must be complied with, arranged in the order as listed in the Checklist of Documentary Requirements (CDR), compiled in a legal size (8½ x 14 in.) folder and shall be submitted within the prescribed period, if applicable. Otherwise, your application or petition shall not be accepted.
5. All civil registry documents issued in the Philippines (i.e. Birth Certificate, Marriage Certificate, Death Certificate, etc.) must be original and issued by the National Statistics Office (NSO) of the Philippines.
6. All foreign documents must be original and authenticated by the Philippine Foreign Service Post (FSP), which has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if said document is issued by the local Embassy in the Philippines, with English translation if written in other foreign language.
7. If the application is filed by an authorized representative, attach a photocopy of the Bureau of Immigration (BI) Accreditation Identification (ID) Certificate or an original Special Power of Attorney (SPA) for **EACH** applicant with a photocopy of a valid government-issued ID of attorney-in-fact.
8. The original valid passport of the applicant must be submitted to the Central Receiving Unit (CRU) personnel or concerned frontline officer for scanning. Thereafter, it shall be returned.
9. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

- more at the back -

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR  
SPECIAL STUDY PERMIT (SSP)**

***Please read carefully the above stated General Instructions  
before proceeding with the completion of the documentary requirements.***

- 1. Letter request addressed to the Commissioner from the representative of the petitioning school;
- 2. 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;
- 3. Photocopy of passport bio-page and latest admission with valid authorized stay;
- 4. 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;
- 5. Photocopy of BI school accreditation ID of the registrar or school representative;
- 6. Submit the following additional requirements, in case of flying schools:
  - a. National Intelligence Coordinating Agency (NICA Clearance);
  - b. National Bureau of Investigation (NBI) Clearance;
  - c. Bureau of Immigration (BI) Intelligence Clearance;
- 7. Photocopy of ACR I-Card (front and back portions), in case of renewal/extension of SSP; and
- 8. BI Clearance Certificate.

**[To be filled out by Authorized BI Personnel Only]**

**CERTIFICATION**

This is to certify that the documents submitted in support of the application of \_\_\_\_\_  
(Name of applicant)

\_\_\_\_\_ are complete in accordance with the above checklist.

Central Receiving Unit Evaluator:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

Note: Submission of additional supporting documents may be required by the Bureau for further verification and evaluation of application.

**Website:** www.immigration.gov.ph  
**E-mail:** xinfo@immigration.gov.ph  
**Facebook:** officialbureauofimmigration  
**Twitter:** immigrationPH

**INSTRUCTIONS TO PROPERLY ACCOMPLISH THE CONSOLIDATED GENERAL APPLICATION FORM (CGAF)  
FOR STUDENT VISA AND SPECIAL STUDY PERMIT**

**I. APPLICATION INFORMATION**

- **Present Immigration Status** - Write the type of your current valid visa.
- **Nature of Application** - Check the appropriate box that corresponds to your application.
  1. **Conversion** - For change of visa
  2. **Extension** - For extension of existing visa
  3. **Permit** - For Student Permit
- **Type of Application** - Check the corresponding box of your answer.
- **Course/Degree** - Write the intended or enrolled course / degree.
- **Number of Months/Year Applied for** - Write the number of months being applied for or check the corresponding box, if the application is for a 1 year validity of visa/permit.
- **School Year** - Write the school year of your intended or enrolled course/degree.
- **Name of School Representative** - Write the Last Name, First/Given Name and Middle Name of the authorized representative of the petitioner in the spaces provided.
- **School Representative Identification Number** - Write the identification number assigned by the BI to the school representative.
- **Photograph** - Attach your "2x2" colored photograph with white background using permanent glue in the photograph box. The photograph must be taken within the last three (3) months from the date of application to reflect current appearance. A scanned photograph is not allowed. The applicant should not wear any eyewear (e.g. sunglasses, colored contact lenses, etc.) or headwear on the photograph submitted.

**II. APPLICANT'S TRAVEL INFORMATION**

- **Passport number** - Write the passport number as written in the bio-page of your current valid passport.
- **Expiry Date/Valid Until** - Write the "valid until" date indicated in the bio-page or amendment page of your current valid passport in day-month-year (DD-MMM-YYYY, e.g. 01 JAN 1990) format.
- **Place of Issuance** - Write the specific place and country where your current valid passport was issued.
- **Date of Latest Arrival** - Write the date of the latest arrival in the Philippines as stamped in your passport in day-month-year (DD-MMM-YYYY, e.g. 01 JAN 1990) format.
- **Flight Number** - Write the accurate flight number of latest arrival in the Philippines as stamped in your passport.
- **Last Day of Authorized Stay** - Write the expiration date or last day of authorized stay of your current valid visa in day-month-year (DD-MMM-YYYY, e.g. 01 JAN 1990) format. Month should be written in capital letters and in its abbreviated form (e.g. MAY, JUL, SEP).

**III. APPLICANT'S PERSONAL INFORMATION**

- **Name of Applicant**
  1. **Last Name** - Write the last name or family name as written in your current valid passport.
  2. **First/Given Name** - Write the first or given name as written in your current valid passport.
  3. **Middle Name** - Write the middle name, if any, as written in your current valid passport.
  4. **Other Name(s)/Alias(es)** - Write all other names or aliases, if any, you have used or indicated in other documents submitted in support of the application.
- **Date of Birth** - Write your date of birth in day-month-year (DD-MMM-YYYY, e.g. 01 JAN 1990) format.
- **Gender** - Check the corresponding box of your answer, "M" for Male and "F" for female.
- **Country of Birth** - Write the country where you were born.
- **Citizenship/Nationality** - Write the country where you are currently a citizen or a national of.

- **Civil Status** - Check the appropriate box that corresponds to your present civil status.
- **Height** - Write your present height in centimeters. (1 foot = 30.48 centimeters, 1 inch = 2.54 centimeters)
- **Weight** - Write your present weight in kilograms. (1 pound=0.4536 kilograms)
- **Contact Number(s) in the Philippines** - Write your landline and mobile numbers.
- **Email Address** - Write your active email address.
- **Complete Address**
  1. **Residential Address in the Philippines** - Write your complete Philippine address, indicating the house/unit number, street, subdivision/village, barangay, city or municipality, province and zip code.
  2. **Residential Address Abroad** - Write your complete address of current country of residence abroad or citizenship, indicating the house/unit number, street, subdivision/village, city, state, country and zip code.
- **Spouse** - Write the Last Name, First/Given Name, Middle Name and other names/aliases of your wife or husband, as the case may be, in the corresponding spaces.
- **Name(s) of Child(ren) and Date(s) of Birth** - Write the name(s) of your child(ren) and their respective date(s) of birth. If you have more than two children, please use **BI Form 2014-00-005 Rev 0** to provide the required information.

**IV. SCHOOL'S INFORMATION**

- **Name of School** - Write the complete name of the school.
- **School Accreditation Number** - Write the school accreditation number assigned by the Bureau.
- **Registered Address of School** - Write the complete registered address of the school, indicating the room number, floor number, building, street, barangay, municipality/city, province, zip code and contact number(s) in the Philippines.

**V. GUARDIAN'S INFORMATION**

- **Name of Guardian** - Write the Last Name, First/Given Name, Middle Name and other names/aliases of your guardian in the spaces provided.
- **Relationship with the Applicant** - Write the guardian's relationship or affiliation with the applicant [e.g. Aunt, Grandmother].
- **Residential Address in the Philippines** - Write the complete Philippine residential address of your guardian, indicating the house/unit number, street, subdivision/village, barangay, city or municipality, province and zip code and contact number(s) in the Philippines.

**VI. ACR I-CARD**

- **ACR Number** - Write the ACR number as written in your current valid ACR I-Card, if applicable.
- **Date of Issuance** - Write the date when your current valid ACR I-Card was issued in day-month-year (DD-MMM-YYYY, e.g. 01 JAN 1990) format.
- **Expiry Date/Valid Until** - Write the last date of validity of your current ACR I-Card in day-month-year (DD-MMM-YYYY, e.g. 01 JAN 1990) format.
- **Certificate of Residence Number (CRN)** - Write the CRN as written in your current valid ACR I-Card, if applicable.

**VII. CERTIFICATION**

- **Content of the Certification** - You must first carefully read and understand the statements in the Certification.
- **Signature and Date** - You and your petitioner, if applicable, shall affix your respective signatures in the spaces provided and write the date when the CGAF was accomplished and signed.

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR ACR I-CARD APPLICATION  
(NEW)**

Please submit all documents required for this application in a separate folder.

- 1. Duly accomplished Consolidated General Application Form (CGAF);
- 2. Photocopy of passport bio-page, visa implementation page and latest admission; and
- 3. Photocopy of the official receipt of payment for the applicable fees.

---

*[To be filled out by Authorized BI Personnel Only]*

**CERTIFICATION**

This is to certify that the documents submitted in support of the application of \_\_\_\_\_  
*(Name of Applicant)*

\_\_\_\_\_ for ACR I-Card are complete and in accordance with the provided checklist.

Alien Registration Division Evaluator:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

