



West Visayas State University

(Formerly Iloilo Normal School)
INTERNATIONAL AND LOCAL LINKAGES OFFICE
Luna St., La Paz, Iloilo City 5000
Philippines

* Trunkline: (063) (33) 320-0870 loc 1145 * Telefax No.: (033) 320-0879
* Website: www.wvsu.edu.ph * Email Address: illo@wvsu.edu.ph



GUIDELINES ADMISSION OF FOREIGN STUDENT BOR Resolution No. 154-2015

I. ADMISSION POLICY

A. Degree Programs

A Degree program is one that is offered by a College or Campus of West Visayas State University that may be taken by regular foreign students.

i. Requirements for Submission of Application Form

Application forms of foreign students will be processed upon submission of the following:

- Duly accomplished application form (available at school Registrar's Office and/or WVSU website);
- Non-refundable application fee of \$50 (US-Dollar Rate) in the form of cash, money order, manager's check payable to WVSU;
- Copy of Official Transcript of Records from the last High School or College attended;
- Certification of a reputable bank in the student-applicant's country or in the Philippines to support financial capability to finance travel, educational, personal and other expenses he/she is expected to incur in his/her study in the Philippines;
- Official Test of English Language as a foreign Language (TOEFL) result (if none, applicant has to undergo English Language Training at the WVSU Center for Foreign Languages and get a certificate of having passed the Test of English for Academic Purposes (TOEFAP);
- Duly authenticated copies of birth certificate and passport;
- Personal History Statement (both in English and in native language of the applicant);
- 2 pcs. Of 2X2-inch ID Pictures.

ii. Application Procedure

- **STEP 1:** Fill out Application Form and attach required documents
 - ✓ Accomplished application Form with required pictures;
 - ✓ Student's Personal History Statement (PHS) signed by the student-applicant, right and left thumb marks, and a 2X2-inch ID Picture on plain background taken not more than six months prior to submission.
 - ✓ Transcript of Records and Diploma duly authenticated at the Philippine Foreign Service Post (PFSP) located in the student-applicant's country of origin or legal residence.
 - ✓ Photocopy of students' passport showing the Bio and latest Visa pages.



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- ✓ Birth certificate authenticated by the Philippine Foreign Service Post (PFSP) or its equivalent (e.g. ACR I-Card).]
- **STEP 2:** Pay Application and Testing Fee of \$50 (USD) or 2,000Php in cash at the WVSU Cashier upon enrollment.
- **STEP 3:** Present Official Receipt and submit all documents required in Step 1 at the Registrar and Admission Office before your examinations (**College Admission Test** and **College Aptitude Test**) and secure your exam permits and schedule for a personal interview at the college.
- **STEP 4:** Take required examinations on the scheduled dates and be sure to bring your permits slips on the date of your examination.

***Note:** Status of admission will be mailed to the address indicated in the foreign student's application form. If student-applicant do not receive the exam results two weeks after the examination, he/she is advised to inquire immediately from Registrar's Office.*

- **STEP 5:** After being notified of the admission to the university, the student needs to report to the Director of the International and Local Linkages Office (ILLO) for Orientation and Guidance.
- **STEP 6:** Foreign students undergoes medical exam and submit a copy of its results to his/her respective College.
- **STEP 7:** Foreign Student need to enlist him/herself at his/her college in order to get the Assessment of fees and proceed to WVSU Cashier for payment.

***Note:** Foreign students must comply with the requirements of the Commission on Higher Education (CHED). Students qualified for admission are considered officially registered upon payment of fees. Old students should present their clearances for the preceding term to the Registrar's Office and their ID cards for validation. Late registration may be allowed for valid reasons, but only within one week from the official opening of classes.*

- **STEP 8:** Get your Notice of Acceptance from Registrar through ILLO to process your Student Visa.

***NOTE:** A Student Visa costs around 15,000.00 pesos and is renewable every year.*