



# Special Study Permit User Manual

Bureau of Immigration



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1. Navigate to <https://e-services.immigration.gov.ph/>.
2. If you are a first-time user, click the Register button.
3. Fill in the required information in the provided data fields.

**Disclaimer**

Please be advised that when using online payment methods on this website, an additional charge may apply. This supplementary fee covers transaction process by the payment service provider. We strive to maintain transparency regarding any extra costs associated with online transactions.

Kindly review the payment details before completing your transaction to ensure awareness of any additional charges that may be applied. If you have any inquiries regarding the payment process or associated fees, please feel free to contact our customer support team for assistance.

For the best experience, please update your browser to the latest version and clear your browser history and cache. (Press CTRL + F5 on your computer).

We appreciate your understanding and thank you for choosing our services.

Bureau of Immigration, Republic of the Philippines

[Log In](#) [Register](#) [Forgot Password](#) **REGISTER BUTTON**

**Account Type: \*** **CHOOSE INDIVIDUAL FOR THE ACCOUNT TYPE**

Select Value

PhilSys Card Number (Optional): 

Enter a valid PhilSys Card Number

Given/First Name: *	Middle Name:
<input type="text"/>	<input type="text"/>
Last Name: *	Date of Birth: *
<input type="text"/>	<input type="text"/>
Sex: *	Civil Status: *
<input type="text"/>	<input type="text"/>
Country of Birth: *	Country of Citizenship: *
<input type="text"/>	<input type="text"/>
Contact Number: *	
<input type="text"/>	
<small>format: (+639000000000)</small>	
Email Address: *	Verify Email Address: *
<input type="text"/>	<input type="text"/>
Password: *	Verify Password: *
<input type="text"/>	<input type="text"/>

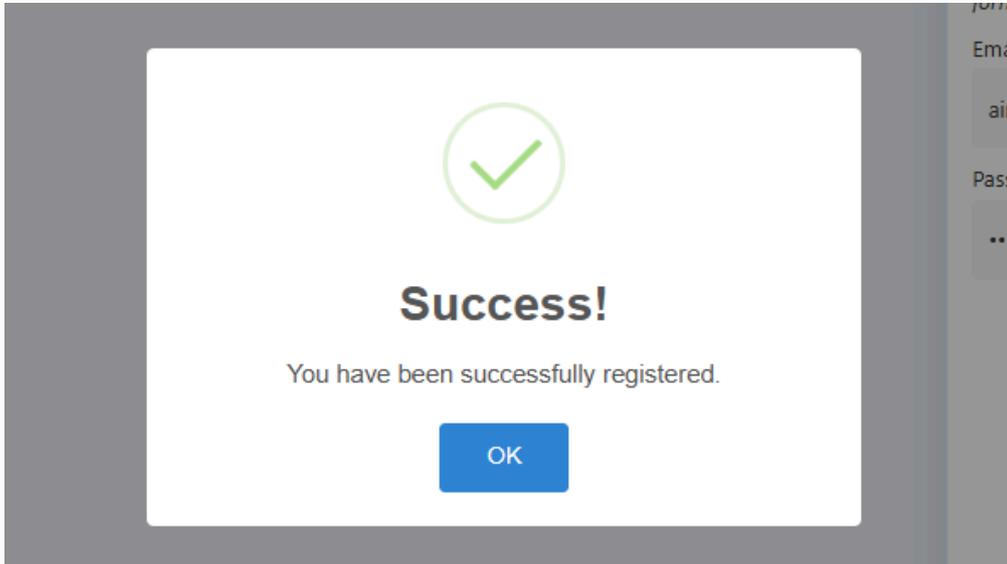
I'm not a robot  **CLICK CAPTCHA FOR USER AUTHENTICATION**

I hereby certify that the information stated above are true and accurate.

I understand that non-cooperation to disclose truthful and significant data on matters of public interest concerns are punishable under applicable laws. Further, I assent that the information collected can be shared only in relation to Bureau of Immigration's internal protocols and in accordance to the site's [Privacy Policy](#).

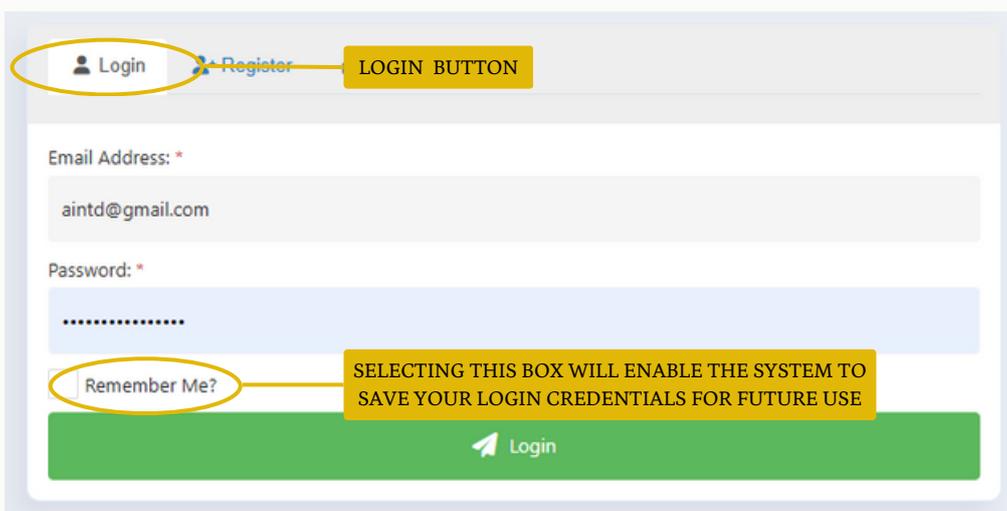
**Register**

4. A confirmation message will appear upon successful registration.



5. Click the login button and enter your newly registered credentials .

NOTE: For already registered users, skip the registration step and proceed directly to this step.



6. Read the 'Disclaimer' for detailed instructions and additional information.
7. Review the personal information generated by the system for accuracy, and make any necessary updates.
8. Click 'Update Profile' to confirm the changes.

### Disclaimer

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For the best experience, please update your browser to the latest version and clear your browser history and cache. (Press CTRL + F5 on your computer).

We appreciate your understanding and thank you for choosing our services.

Bureau of Immigration, Republic of the Philippines

[Update Profile](#) [Change Password](#)

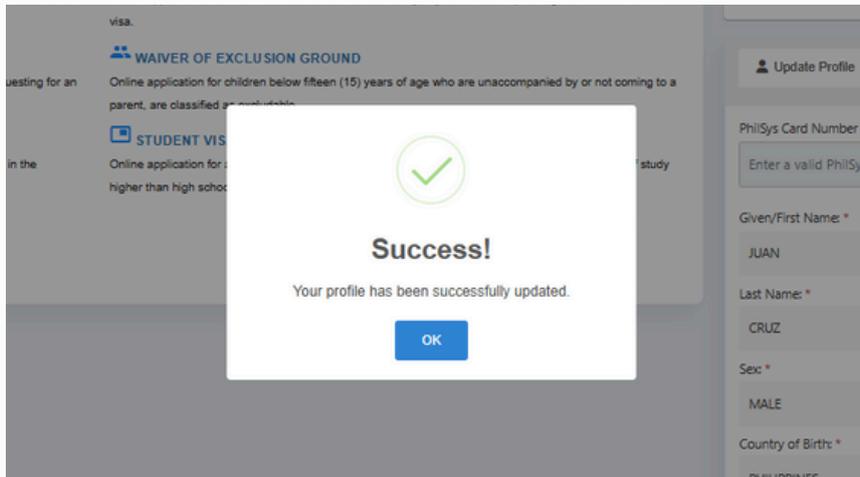
**CLIENT PERSONAL INFORMATION**

PhilSys Card Number (Optional):

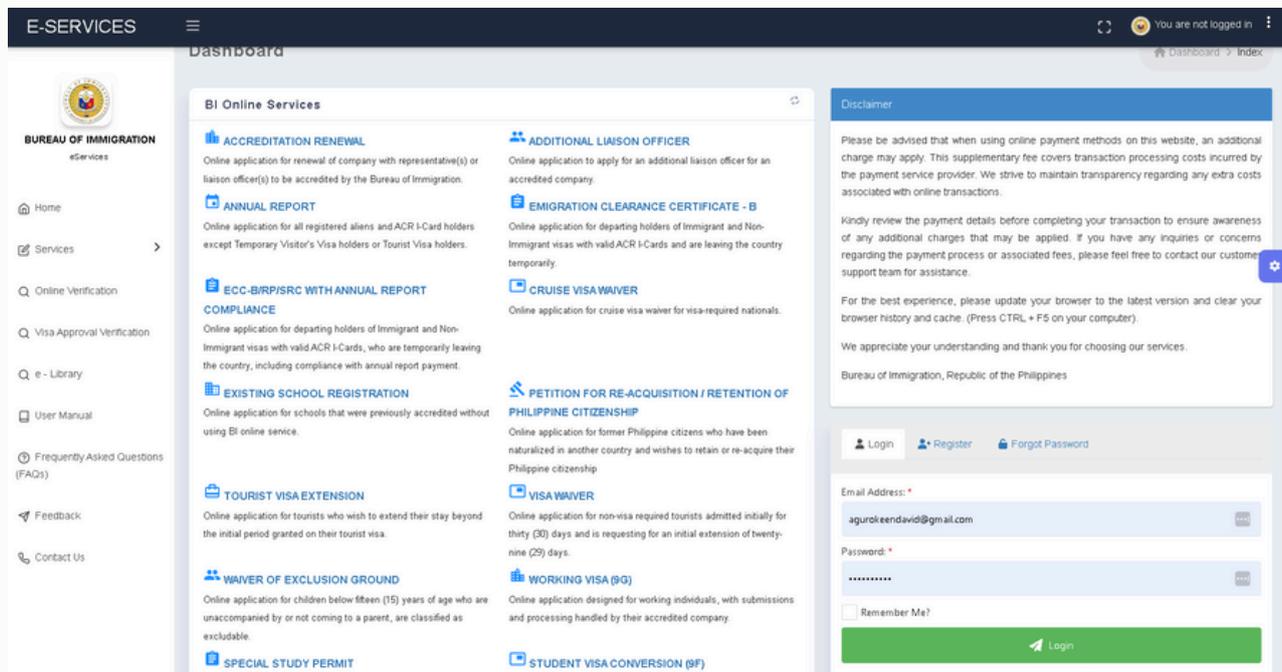
Given/First Name: *	Middle Name:
<input type="text" value="JUAN"/>	<input type="text" value="REYES"/>
Last Name: *	Date of Birth: *
<input type="text" value="CRUZ"/>	<input type="text" value="14/01/1982"/>
Sex: *	Civil Status: *
<input type="text" value="MALE"/>	<input type="text" value="MARRIED"/>
Country of Birth: *	Country of Citizenship: *
<input type="text" value="PHILIPPINES"/>	<input type="text" value="PHILIPPINES"/>
Contact Number: *	
<input type="text" value="+630927209856"/>	
<small>format: (+639000000000)</small>	

[Update Profile](#)

9. A notification will appear confirming that the client profile has been successfully updated.  
NOTE: If there are no updates required to the client's profile information, skip steps 7 and 8.



10. Click the 'Special Study Permit' icon from the list of available online services on the E-Services main page.



11. Read the 'Instructions' for detailed information about 'Special Study Permit' application.

### Instructions

**i** Who can apply for Special Study Permit?

All foreign nationals, who are:

- Below eighteen (18) years of age;
- Enrolled and admitted in a non-degree course;
- Enrolled and admitted in a short course of less than one (1) year;
- A trainee/intern for purposes of completing a degree course; and
- Enrolled in aviation or flying schools for the purpose of completing the required number of flying hours.

**i** The following foreign nationals shall be **exempt** from securing Student Visa and Special Study Permit (SSP):

- Tertiary enrolment in the Philippine schools of the spouses and unmarried dependent children below twenty-one (21) years old:
  - A permanent foreign resident;
  - Foreign nationals with valid working visas under Section 9(d), 9(g) and 47(a)(2) of Commonwealth Act No. 613, as amended;
  - Personnel of foreign diplomatic and consular missions residing in the Philippines;
  - Personnel of duty accredited international organizations residing in the Philippines;
  - ~~Holder of Resident Visa (RDV) and Special Resident Visa (SRV) and~~

[✓ I UNDERSTAND](#)

12. Fill in all required fields in the 'Applicant's Personal Information' page then click 'Proceed'.

#### Applicant's Personal Information

<b>Last Name *</b> <input type="text"/>	<b>First Name *</b> <input type="text"/>	<b>Middle Name:</b> <input type="text"/>
<b>A.K.A (Also Known As):</b> <input type="text"/>	<b>Date of Births *</b> <input type="text"/>	<b>Sex *</b> <input type="text"/>
<small>If you have multiple aliases please separate by comma.</small>	<b>Country of Births *</b> <input type="text"/>	<b>Country of Citizenship *</b> <input type="text"/>
<b>Civil Status *</b> <input type="text"/>	<b>Height (cm): *</b> <input type="text"/>	<b>Weight (kg): *</b> <input type="text"/>

#### Applicant's Residential Address in the Philippines

**Complete Address: \***

Complete Residential Address

**Street, Lot No., Unit No., Bldg No., City**

<b>Municipality *</b> <input type="text"/>	<b>Barangay *</b> <input type="text"/>	<b>Zip Code *</b> <input type="text"/>
-----------------------------------------------	-------------------------------------------	-------------------------------------------

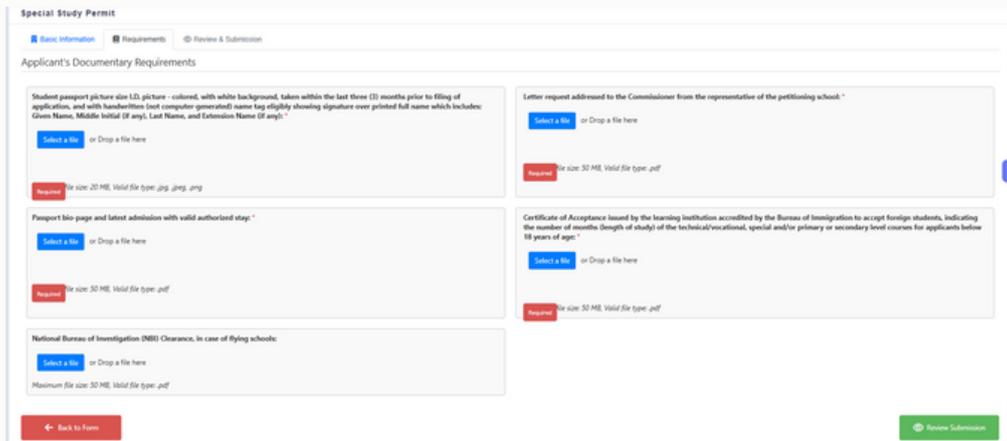
#### Applicant's Contact Information

<b>Student's/Guardian's Contact No. *</b> <input type="text"/>	<b>Student's/Guardian's Email Address *</b> <input type="text"/>
<small>+63</small>	<small>Student's/Guardian's Email Address</small>
<small>format: (+639000000000)</small>	

[Proceed](#)

13. Upload necessary document using the 'Select a File' button located in bottom left corner of the page then click 'Proceed'.

Note: Documents with \* at the end of each description are required and application cannot be submitted without.



**Special Study Permit**

Basic Information | Requirements | Review & Submission

Applicant's Documentary Requirements

Student passport picture size 1D, picture - colored, with white background, taken within the last three (3) months prior to filing of application, and with handwritten (not computer generated) name tag slightly showing signature over printed full name which includes: Given Name, Middle Initial (if any), Last Name, and Extension Name (if any).\*

Select a file or Drop a file here

Required file size: 20 MB, Valid file type: jpg, jpeg, png

Letter request addressed to the Commissioner from the representative of the petitioning school.\*

Select a file or Drop a file here

Required file size: 50 MB, Valid file type: pdf

Passport bio page and latest admission with valid authorized stay.\*

Select a file or Drop a file here

Required file size: 50 MB, Valid file type: pdf

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.\*

Select a file or Drop a file here

Required file size: 50 MB, Valid file type: pdf

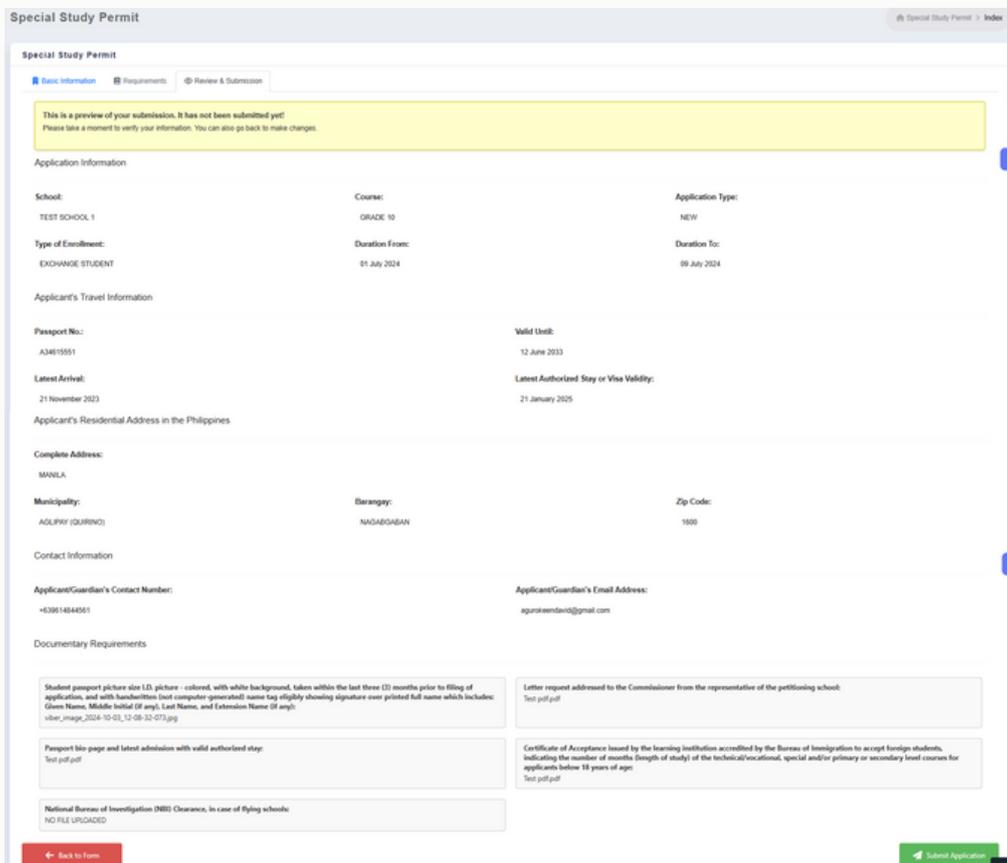
National Bureau of Investigation (NBI) Clearance, in case of flying schools:

Select a file or Drop a file here

Maximum file size: 50 MB, Valid file type: pdf

Back to Form | Proceed Submission

14. Review the information generated, then click the 'Submit Application' button.



**Special Study Permit**

Special Study Permit | Index

Basic Information | Requirements | Review & Submission

This is a preview of your submission. It has not been submitted yet!  
Please take a moment to verify your information. You can also go back to make changes.

Application Information

School:	COURSE:	Application Type:
TEST SCHOOL 1	GRADE 10	NEW
Type of Enrollment:	Duration From:	Duration To:
EXCHANGE STUDENT	01 July 2024	09 July 2024

Applicant's Travel Information

Passport No.:	Valid Until:
A34815551	12 June 2033
Latest Arrival:	Latest Authorized Stay or Visa Validity:
21 November 2023	21 January 2025

Applicant's Residential Address in the Philippines

Complete Address:

MANILA

Municipality:	Barangay:	Zip Code:
AGUIFAY (GUMINDO)	NAGABONAN	1800

Contact Information

Applicant/Guardian's Contact Number:	Applicant/Guardian's Email Address:
+63961484961	aguroreandao@gmail.com

Documentary Requirements

Student passport picture size 1D, picture - colored, with white background, taken within the last three (3) months prior to filing of application, and with handwritten (not computer generated) name tag slightly showing signature over printed full name which includes: Given Name, Middle Initial (if any), Last Name, and Extension Name (if any):  
what\_image\_2024-10-01\_12-08-32-073.jpg

Letter request addressed to the Commissioner from the representative of the petitioning school.  
Test.pdf.pdf

Passport bio page and latest admission with valid authorized stay.  
Test.pdf.pdf

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.  
Test.pdf.pdf

National Bureau of Investigation (NBI) Clearance, in case of flying schools:  
NO FILE UPLOADED

Back to Form | Submit Application

15. The 'Order of Payment Slip' will be displayed after clicking the 'Submit Application' button. The page will show the total amount to be paid, a breakdown of fees, and the available payment portals.

**Order of Payment Slip**

**PAYMENT OF FEES**

ITEM	SUBTOTAL
ICR,CRTV,CRTS,CRTT,CRPE	₱1,400.00
APPLICATION FEE	₱2,000.00
HEAD TAX	₱250.00
IMPLEMENTATION FEE	₱1,000.00
LEGAL RESEARCH FEE	₱70.00
SERVICE FEE	₱1,000.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	₱1,000.00
EXPRESS LANE FEE (CERTIFICATION)	₱500.00
CERTIFICATE FEE	₱500.00
VISA FEE	₱1,000.00
EXPRESS LANE FEE (FILING)	₱500.00
ACR I-CARD FEE	₱2,940.00
EXPRESS LANE FEE (I-CARD PROCESSING)	₱500.00
<b>TOTAL</b>	<b>₱12,660.00</b>

**OTHER DETAILS**

NAME	VALUE
REFERENCE NUMBER	BI24CSAD7024423

**REMINDER**

Before clicking the **PAY NOW**, please take note of the following:

- All applications are subject to verification.
- No Refund Policy** - The client acknowledges and agrees that all fees, including the initial fee, of the #Paid Service will not be refunded once the payment has been made.
- For Clients using I and Bank Link (in/portal), there is a daily scheduled downtime at 11:30 PM - 12:00 AM +8 GMT.
- You may need to manually go to [e-services.immigration.gov.ph](http://e-services.immigration.gov.ph) after your payment transaction to check your application status.
- After the payment, the status of your application will be reflected on your transaction within 24 hours.

Payment Portals: **maya | GCash**, **VISA**, **MasterCard**, **JCB**, **Amex**, **LANDBANK**

Note: Additional bank fees will be charged upon the use of e-payment service.

16. This can also be accessed on the main page of E-Services through the navigation menu on the left side, titled 'My Transactions.' The user will be directed to a page displaying the transactions performed by the client and the status of each application.

**E-SERVICES**

**Transactions**

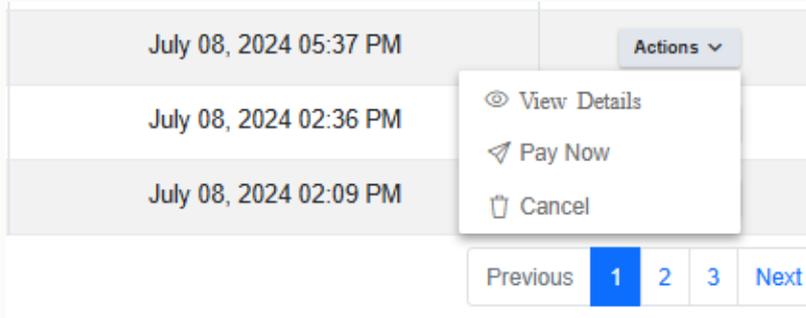
Application statuses that are **PENDING FOR PAYMENT** for more than 5 days will be updated to **INACTIVE**.

**LIST OF CREATED TRANSACTIONS**

Reference Number	Location	Transaction	Status	Date Created	Date Updated	Actions
BI2495F9702665	ONLINE TRANSACTION	9F STUDENT VISA	Paid	July 09, 2024 11:26 PM	July 09, 2024 11:26 PM	Actions
BI24CF67702650	ONLINE TRANSACTION	9F STUDENT VISA	Paid	July 09, 2024 11:10 PM	July 09, 2024 11:10 PM	Actions
BI24B7AE7024889	ONLINE TRANSACTION	SPECIAL STUDY PERMIT	Paid	July 08, 2024 05:37 PM	July 08, 2024 05:37 PM	Actions
BI2476377024457	ONLINE TRANSACTION	9F STUDENT VISA	Paid	July 08, 2024 02:20 PM	July 08, 2024 02:36 PM	Actions
BI24CSAD7024423	ONLINE TRANSACTION	9F STUDENT VISA	Paid	July 08, 2024 02:09 PM	July 08, 2024 02:09 PM	Actions

Showing 1 to 5 of 14 entries

17. The 'Action' column dropdown includes the options 'Pay Now' and 'View Details.' Selecting 'Pay Now' from the dropdown list will direct the user to the 'Order of Payment Slip,' as described in the previous steps.



18. After a successful payment, an official receipt will be sent to the email address used during the registration process in E-Services for confirmation and reference.

