

Special Study Permit User Manual

Bureau of Immigration

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User Manual

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

Please be advised that when using online pa by the payment service provider. We strive to	yment methods on this website maintain transparency regardi	e, an additional charge may apply. This supplementary fee covers transactions ing any extra costs associated with online transactions.
Kindly review the payment details before co regarding the payment process or associated	mpleting your transaction to en d fees, please feel free to conta	sure awareness of any additional charges that may be applied. If you hav ict our customer support team for assistance.
For the best experience, please update your	browser to the latest version ar	ad clear your browser history and cache. (Press CTRL + F5 on your compu
We appreciate your understanding and thank	x you for choosing our services.	
Bureau of Immigration, Republic of the Philip	pines	
Login L'Register	REGISTER BUTTO	ON
ccount Type: *	CHOOSE INDIVII	DUAL FOR THE ACCOUNT TYPE
Select Value		
hilSys Card Number (Optional): 🕚		
Enter a valid PhilSys Card Number		
iven/First Name: *		Middle Name:
First Name		Middle Name
ast Name: *		Date of Birth: *
Last Name		dd/mm/yyyy
ex:*		Civil Status: *
Select Value	•	Select Value
ountry of Birth: *		Country of Citizenship: *
Select Value	•	Select Value
ontact Number: *		
+63		
ormat: (+63900000000)		
mail Address: *		Verify Email Address:*
aintnaro@gmail.com		veniy ciriali Address
assword: *		Verify Password: *
		Verify Password
	I'm not a robot	CLICK CAPTCHA FOR USER AUTHENTICATION
		- Theory * Hereine



- User Manual
 - 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.

Login Register	LOGIN BUTTON
Email Address: *	
aintd@gmail.com	
Password: *	
Remember Me?	SELECTING THIS BOX WILL ENABLE THE SYSTEM TO SAVE YOUR LOGIN CREDENTIALS FOR FUTURE USE
	🚀 Login



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								
Please be advised that when using online payment methods on this website, an additional charge may apply. This supplementary fee covers ransaction processing costs incurred by the payment service provider. We strive to maintain transparency regarding any extra costs associated with online transactions.								
indly review the payment details before completing your transaction to ensure awareness of any additional charges that may be applied. If you ave any inquiries or concerns regarding the payment process or associated fees, please feel free to contact our customer support team for issistance.								
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 the	hank you for choosing our ser	vices.						
Bureau of Immigration, Republic of the P	hilippines							
Lupdate Profile 🔒 Change Pa		T PERSONAL INFORMATION						
PhilSys Card Number (Optional): 🕕								
Enter a valid PhilSys Card Number			~					
Given/First Name: *		Middle Name:						
JUAN		REYES						
Last Name: *		Date of Birth: *						
CRUZ		14/01/1982						
Sex: *		Civil Status: *						
MALE		MARRIED	⊘ •					
MALE								
Country of Birth: *		Country of Citizenship: *						
Country of Birth: * PHILIPPINES	⊘ -	Country of Citizenship: * PHILIPPINES	⊗ •					
Country of Birth: * PHILIPPINES Contact Number: *	⊗ •	Country of Citizenship: * PHILIPPINES	⊘ •					
VIALE Country of Birth: * PHILIPPINES Contact Number: * +630927209856	⊘ •	Country of Citizenship: * PHILIPPINES	⊘ •					
PHILIPPINES Contact Number: * +630927209856 format: (+63900000000)	⊘ .	Country of Citizenship: * PHILIPPINES	⊘ •					
MILLE Country of Birth: * PHILIPPINES Contact Number: * +630927209856 format: (+63900000000)	⊘ -	Country of Citizenship: * PHILIPPINES	⊘ •					



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.

	vísa.			
	WAIVER OF E	XCLUSION GROUND		Lupdate Profile
uesting for an	Online application for	children below fifteen (15) years of age who are unaccompanied by o	or not coming to a	
	STUDENT VIS	\sim		PhilSys Card Number (C
in the	Online application for higher than high school	\checkmark	study	Enter a valid PhilSys
				Given/First Name: *
		Success!		JUAN
		Your profile has been successfully updated.		Last Name: *
		ок		CRUZ
			_	Sex: *
				MALE
				Country of Birth: *
				DHILIDDINIES

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





User Manual

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

Instructions		
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.		
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; Holders of Perident Vice (CDN) and Section Petident Vice (CSN) and 		
A WARNER AT WARNAME UPA COULD AND CHARTER WARRANT WAS AND AND		
✓ I UNDERSTAND		

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

Last Name: *			First Name: *		Middle Name:	
Last Name			First Name		Middle Name	
LKA (Also Known As):			Date of Birth: *		Sec."	
A.K.A (Also Known As)			dd/mm/yyyy		Select Value	
you have multiple aliases please sep	parate by comma.					
ivil Status: *			Country of Birth: *		Country of Citizenship: *	
Select Value		•	Select Value		Select Value	
leight (cm): *	Weight (kg): *					
Height Applicant's Residential Ad	Weight Idress in the Philippines					
Height Applicant's Residential Ad	Weght Idress in the Philippines					
Height Applicant's Residential Ad Complete Address * Complete Residential Address	Weght Idress in the Philippines					
Height Applicant's Residential Ad complete Address * Complete Residential Address breet Lot No, Unit No, Bidg No, Cit	Weight Idress in the Philippines					
Height Applicant's Residential Ad omplete Address * Complete Residential Address treet Lor No, Unit No, Bidg No, Cit Auricipality: *	Weight Idress in the Philippines		Barangay.*		Zp Code *	
Height Applicant's Residential Ad- ompiete Address * Compiete Residential Address breet. Lor No., Unit No., Bidg No., Cit Annicipality * Select Value	Weght Idress in the Philippines		Barangay:* Select Value	×	Zip Code * Zip Code	
Height Applicant's Residential Ad omplete Address * Complete Residential Address Terret Ler No, Unit No, Bilg No, Cit Aunicipatiys * Select Value Applicant's Contact Inform	Weight Idress in the Philippines		Banngay,* Select Value		Zip Code * Zip Code	
Height Applicant's Residential Ad ompiere Address * Compilere Residential Address breet, cer No. Unit No. Bidg No. Ot Annipolety * Select Wale Applicant's Contact Inform Nuterits/Guardian's Contact No. *	Weekt Idress in the Philippines		Barangayı * Select Value Student's 'Guardian's Email Address *		Zip Code * Zip Code	
Height Applicant's Residential Ad Complete Address * Complete Residential Address Intere Car No. Unit No. Blag No. Cit Wunicipality * Select Value Applicant's Contact Inform Ruderts vCluardian's Contact No. * +63	Weght Idress in the Philippines		Barangay * Select Value Student's/Guardan's Email Address * Student's/Guardan's Email Address *		Zip Code * Zip Code	

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.

Basic Information Requirements	
plicant's Documentary Requirements	
haded parsport picture des LD, picture - colored, with while background, taken within the last three (1) months prior to Hing of spectration, and with backderities (also computer spectrated) same tog slightly abusing signature over prior hell mone which backdee: In Manne, Middle Hind (B ang). Last Hanna, and Edonishan Name (B ang). ¹ <u>Manne a Man</u>	Letter report addressed to the Commissioner from the representative of the petitioning wheak " $\label{eq:comparison} \mbox{ or } \Box_{\rm CP} \mbox{ s for here }$
ter size 20 MB, Volid für fan jage "äng, ang	Annual For size 52 MB, Vold für type auf
Insport bio page and latest admission with valid authorized stays " Some y star use Dops a file here	Certificate of Acceptance issued by the learning incitiation accentified by the lineaus of inmigration to accept foreign students, indicating the master of anomity theorem (master of anomity frequent day) of the technical/uncerimed, special and/ur primary or recentery level courses for applicants below the year of age. The second structure of the second structure
braund ^{the} sizes 50 MR, Weld file types with	Naments Terraine SA Mill, Weide file types and
lational Bureau of Inventigation (NBI) Clearance, in care of thying schools: <u>Solutions Not</u> or Droy a life here	

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

cial Study Permit			yly Special Study Permit > 1
cial Study Permit			
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	ORADE 10		NEW
type of Enrollment:	Duration From:		Duration To:
EXCHANGE STUDENT	01 July 2024		09 July 2024
Applicant's Travel Information			
assport No.:		Valid Until:	
A34015551		12 June 2033	
atest Arrival:		Latest Authorized Stay or Visa Validity:	
21 November 2023		21 January 2025	
Applicant's Residential Address in the Philippines			
Complete Address:			
MANEA			
funicipality:	Barangay:		Zp Code:
AdLINK (QUIRNO)	NAGABGABAN		1600
Contact Information			
pplicant/Guardian's Contact Number:		Applicant/Guardian's Email Address:	
+639614844561		agurokeendavid@gmail.com	
ocumentary Requirements			
Student paraport pictures start ID picture - colored, with white background, taken wit applications, well with background starts computer generated it same tay effoldly should form this background	hin the last three (2) months prior to filling of ing signature over printed full name which includes:	Letter request addressed to the Commission Test policief	ner from the representative of the petitioning school:
Perspect his page and latest admission with valid authorized stage list $\rho df \rho dl$		Certificate of Acceptance issued by the les indicating the number of months (length applicants below 18 years of ager Test pdf.pdf	ning institution accredited by the Burnar of Immigration to accept foreign students, of study) of the technical/vecational, special and/or primary or secondary level courses for
National Bureau of Investigation (NBI) Clearance, in case of Bying schools: NO FLE UPCOADED			

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			Order of Payment Stip > Independent	
BUREAU OF IMMIGRATION	PAYMENT OF FEES	© v ×	OTHER DETAILS	5 V)	
eServices	тем	SUBTOTAL	NAME	VALUE	
lome	ICR.CRTV.CRTS.CRTT.CRPE	#1 ,400.00	REFERENCE NUMBER	BI24C9AD7024423	
iennices >	APPLICATION FEE	P 2,000.00			
A. Transmitting	HEAD TAX	P250.00	REMINDER	5 v	
in managements	IMPLEMENTATION FEE	P1.000.00	Before clicking the PAY NOW, please take not	o of the following:	
eline Verification	LEGAL RESEARCH FEE	P70.00	1 All applications are subject to verification		
Isa Approval Verification	SERVICE FEE	#1.000.00	 No Refund Policy: The client acknowledges and agrees that all fees, initial fee, of the Paid Service will not be refunded once the payment he 		
/ser Manual	ALIEN CERTIFICATE OF REGISTRATION (ADULT)	made. #1,000.00 3 For Clients using Land Bank Lin		k BizPortal, there is a daily scheduled downtime af	
	EXPRESS LANE FEE (CERTIFICATION)	P500.00	11.30 PM - 12:00 AM +8 GMT. 4. You may need to manually go to e-service	es.immigration.gov.ph after your	
i)	CERTIFICATE FEE	#500.00	payment transaction to check your applica 5. After the payment, the status of your appli	tion status. cation will be reflected on your transactio	
eedlack	VISAFEE	P1.000.00	within 24 hours.		
	EXPRESS LANE FEE (FILING)	#500.00			
ontact Us.	ACR LCARD FEE	#2,940.00	maya	GCash	
	EXPRESS LANE FEE (I-CARD PROCESSING)	P500.00	· · · ·		
	TOTAL	P12,660.00	VISA	Р С В 🚟	
	Note: Additional bank feets will be charged upon the use of e-payment service.				
			🔰 🔮 LAND	BANK	

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	=					o ឲ	school_admin7@gmail.com
	Transactions						骨 Transactions > Index
BUREAU OF IMMIGRATION	Notice						
epervices	Application statuses that are PENDIN	GIFOR PAYMENT for more than 5 days will be upd	lated to INACTIVE.				
⊜ Home							
C School & Courses	LIST OF CREATED TRANS	SACTIONS					C v x
@ Services >	Show s v entries					Search:	
My Transactions	Reference Number	Location	Transaction	Status	Date Created	Date Updated	Actions
	BI2495F97026665	ONLINE TRANSACTION	SF STUDENT VISA	FOR PAYMENT	July 09, 2024 11:26 PM	July 09, 2024 11:26 PM	Actions ~
Q. Online Verification	BI24CF677026650	ONLINE TRANSACTION	SF STUDENT VISA	FOR PAYMENT	July 09, 2024 11:10 PM	July 09, 2024 11:10 PM	Actions ~
Q Visa Approval Verification	BI2487AE7024889	ONLINE TRANSACTION	SPECIAL STUDY PERMIT	FOR PATHEDIT	July 08, 2024 05:37 PM	July 08, 2024 05:37 PM	Actions ~
User Manual	BI2476377024457	ONLINE TRANSACTION	9F STUDENT VISA	POR EVALUATION	July 08, 2024 02:20 PM	July 08, 2024 02:36 PM	Actions ~
(b) Executerity Asked Quarteres	BI24C9AD7024423	ONLINE TRANSACTION	SF STUDENT VISA	FOR PAYMENT	July 08, 2024 02:09 PM	July 08, 2024 02:09 PM	Actions ~
(FAQs)	Showing 1 to 5 of 14 entries					Pt	wious 1 2 3 Next
9, Contact Us							



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.

July 08, 2024 05:37 PM			1	Action	s v	
July 08, 2024 02:36 PM	© ₩ ≪7 P	iew D av No)etails)w	ł		
July 08, 2024 02:09 PM	Cancel					
	Previ	ious	1	2	3	Next

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.

Republic of the Philippines Bureau of Immigration Patriotism • Integrity • Professionalism
SPECIAL STUDY PERMIT RELEASED
Your application for SPECIAL STUDY PERMIT with the reference number has been released.
Name: Sex: Date of Birth: Country of Citizenship: Issued Validity: 26 June 2024 - 17 July 2024 Issue Date: 05 July 2024
This email includes the Special Study Permit Order as an attachment.
Go to link NOTE: This is a system generated message, do not reply or send to this address.