

Republic of the Philippines  
Department of Justice  
**BUREAU OF IMMIGRATION**  
Manila

**MCL-08**

**NOTICE TO ALL APPLICANTS/PETITIONERS**

To avoid the summary denial / delay of your applications/petition, please be advised of the following:

1. All sworn statement or affidavits must be duly notarized.
2. Documents executed outside of the Philippines must be authenticated by the Philippine embassy/consulate official of the Philippine Foreign Service at the place of issuance or nearest to it, with English translation, if written in other foreign language. Any document executed within the Philippines must be duly certified by the offices having official custody of the originals.
3. All documents required for submission must be arranged in the order as listed hereunder; otherwise your application or petition cannot be processed immediately.

**CHECKLIST OF DOCUMENTARY REQUIREMENTS  
FOR APPLICATIONS FOR SPECIAL STUDY PERMIT**

1. ( ) Duly notarized letter request from the applicant;
2. ( ) General Application Form duly accomplished and notarized (BI Form No. MCL-07-01);
3. ( ) Certificate of acceptance issued by learning institutions duly accredited by the Bureau of Immigration to accept foreign students; and
4. ( ) Plain photocopy of the applicant's passport showing applicant's bio-page, admission stamp and authorized stay of at least twenty (20) calendar days from date of filing; and
5. ( ) Bureau of Immigration (BI) Clearance Certificate.

**CERTIFICATION**

This is to certify that the documents submitted in support of the application/petition for \_\_\_\_\_ are complete and in order.

Bureau of Immigration  
Legal Officer of the Day:

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date