

The logo of Batangas State University is a circular emblem. It features a central shield with a sunburst at the top and a quill pen in the center. Below the shield is a banner with the text 'SERVICE VIRTUE' and '1903 EXCELLENCE'. The outer ring of the emblem contains the text 'BATANGAS STATE UNIVERSITY' at the top and 'PHILIPPINES' at the bottom, separated by green laurel branches.

Batangas State University Citizens' Charter

Revised 2015

Office of the Director for External Affairs

Profile

Directly under the Office of the Vice President for Administration and External Affairs, we spearhead the internationalization and external affairs initiatives of the University.

Location

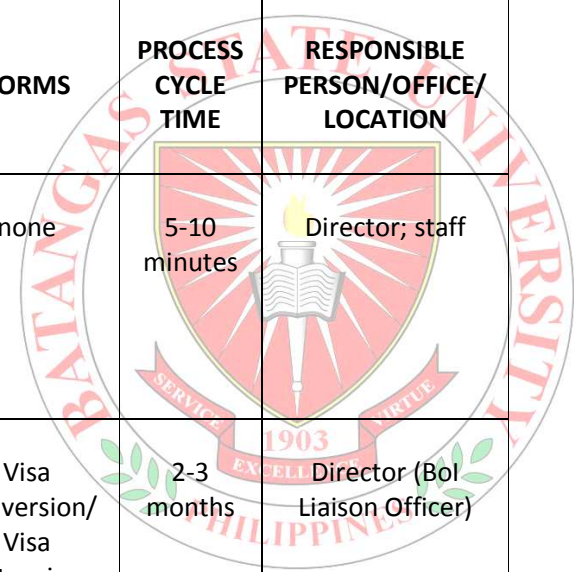
Second Floor, CITE Building

Contact Details

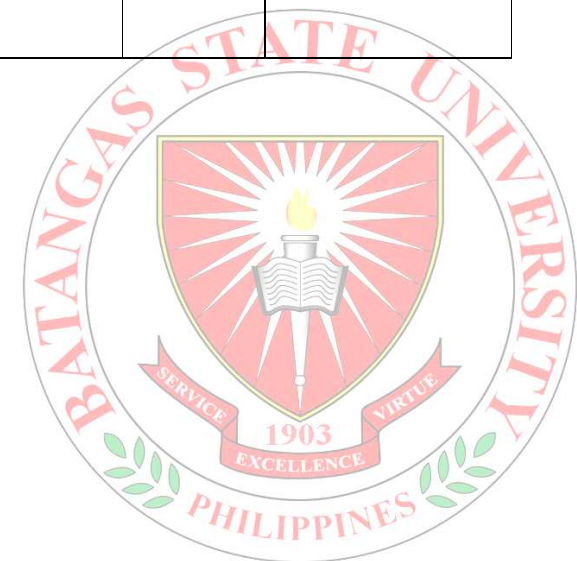
(043) 723-8427

email address: batstateuexternalaffairs@gmail.com

FRONTLINE SERVICE	CLIENTS	REQUIREMENTS	SCHEDULE OF AVAILABILITY OF SERVICE	FEES	FORMS	PROCESS CYCLE TIME	RESPONSIBLE PERSON/OFFICE/ LOCATION
1.Responding to queries of foreign students or potential foreign students	Foreign students, potential foreign students (applicants)	none	Monday - Friday 8:00am – 5:00pm	none	none	5-10 minutes	Director; staff
2. Visa Conversion and Visa Extension at the Bureau of Immigration	Foreign students	a. Passport (original and photocopy) b. Birth Certificate (original and English translation) c. Affidavit of Support d. Notice of Acceptance	Monday - Friday 8:00am – 5:00pm	Depends on the required fees of the Bol	Visa Conversion/ Visa Extension forms	2-3 months	Director (Bol Liaison Officer)



(BoI) Students' Desk in Quezon City		e. Filled up application form f. 2 pcs passport size photos					
3. Request for visit	Academic Institutions, Foundations, International Agencies, Foreign Students, Representatives of Foreign Universities and Agencies, Communities, Alumni, Media	Request letter addressed to the University President stating therein: a. Purpose of the visit b. Persons/offices to be visited c. Number of persons coming for the visit d. Preferred time and date of visit (Request letters should be sent two weeks prior)	Monday - Friday 8:00am – 5:00pm	none	none	10-15 minutes	Director; staff



Responding to Queries from Foreign Students

Schedule of Availability of Service

January to December

Monday-Friday

8:00am-5:00 pm with noon break

Who May Avail of the Service

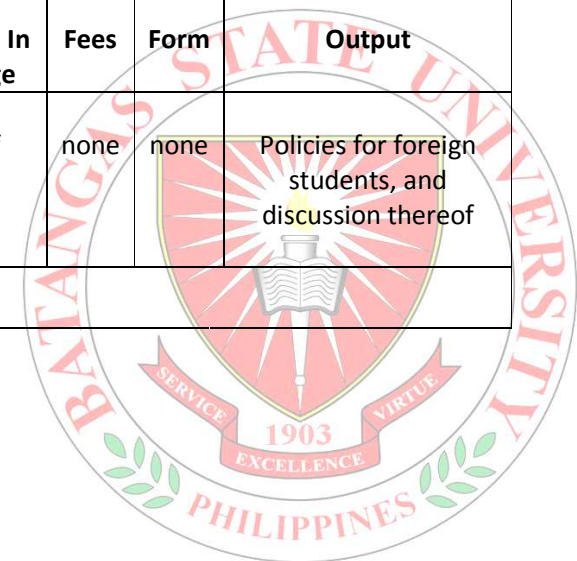
Foreigners who may want to enrol in the University

Duration

5-10 minutes

How to Avail of the Services

Step	Applicant/Client Activity	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form	Output
1	Inquiry on how to apply at the University and the requirements for application at the University and at the Bol	Providing answers to queries	5 -10 minutes	staff	none	none	Policies for foreign students, and discussion thereof
END OF TRANSACTION							



Visa Extension/Conversion

Schedule of Availability of Service

January to December, Monday-Friday
8:00am-5:00 pm with noon break

Who May Avail of the Service

Foreign students of the University

Duration

2-3 months including processing at the Bureau of Immigration

How to Avail of the Services

Step	Applicant/Client Activity	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form	Output
1	Submits all required documents	Evaluates all documents as to accuracy/correctness of entries and completeness of such	20-45 minutes	staff	none	none	Documents of the foreign student(s)
2	Pays visa fee	Assists the applicant, if needed	5 minutes	staff	Depends on the required fees of the Bol	none	Receipt
3	Presents receipt of payment of visa fee to the Office	Photocopies receipt	5 minutes	staff	none	none	Photocopy of receipt
4	Applies visa conversion or extension at the Bol	Implements visa and pays fees at the Bol	1-2 days	Director (Liaison Officer)	Depends on the required fees of the Bol	none	Receipts and documents from the Bol
5	Claims passport with converted or extended visa	Process at the Bol	Depends on the release of the Bol (from 2-3months)	Director (Liaison Officer)	none	none	Documents from the Bol and ACR I-Cards
END OF TRANSACTION							