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

<table>
<thead>
<tr>
<th>FRONTLINE SERVICE</th>
<th>CLIENTS</th>
<th>REQUIREMENTS</th>
<th>SCHEDULE OF AVAILABILITY OF SERVICE</th>
<th>FEES</th>
<th>FORMS</th>
<th>PROCESS CYCLE TIME</th>
<th>RESPONSIBLE PERSON/OFFICE/LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Responding to queries of foreign students or potential foreign students</td>
<td>Foreign students, potential foreign students (applicants)</td>
<td>none</td>
<td>Monday - Friday 8:00am – 5:00pm</td>
<td>none</td>
<td>none</td>
<td>5-10 minutes</td>
<td>Director; staff</td>
</tr>
</tbody>
</table>
| 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 BoI | Visa Conversion/Visa Extension forms | 2-3 months | Director (BoI 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client Activity</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Person In Charge</th>
<th>Fees</th>
<th>Form</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inquiry on how to apply at the University and the requirements for application at the University and at the BoI</td>
<td>Providing answers to queries</td>
<td>5 -10 minutes</td>
<td>staff</td>
<td>none</td>
<td>none</td>
<td>Policies for foreign students, and discussion thereof</td>
</tr>
</tbody>
</table>

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

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

**END OF TRANSACTION**