



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED Memorandum Order**

No. **19**

Series of 2015

**SUBJECT : Operational Guidelines for the Implementation of the ASEAN International Mobility for Students (AIMS) Program**

In accordance with the pertinent provisions of R.A. No. 7722, otherwise known as the "Higher Education Act of 1994," Republic Act No. 8292, otherwise known as the "Higher Education Modernization Act of 1997," the Letter of Intent among the participating ASEAN member states including Japan in the AIMS Program, and CHED Memorandum Order No. 11 s. 2014 "Guidelines for Participation of Selected Higher Education Institutions (HEIs) in the ASEAN International Mobility for Students (AIMS) Program," the following provisions are adopted:

**I. Application Procedures and Documentary Requirements**

- A. Participating HEIs in the AIMS Program shall submit their Project Proposals and Work and Financial Plans (Annex A) not later than January 31 of the current year to the International Affairs Staff (IAS).
- B. Upon notification of approval of the project proposal by CHED, the HEIs shall endorse their nominee/s to the IAS, copy furnished the Office of Student Development and Services (OSDS), and CHED Regional Office (CHEDRO), together with the following documents **three (3) months before** the scheduled schooling in the Host University:
  1. Duly accomplished Record of Study Program (Annex B<sub>1</sub> of CMO 11 s. 2014);
  2. Letter of endorsement/recommendation by the head of the institution or authorized representative where applicant is enrolled and details of requested financial allocation;
  3. Copy of Letter of Acceptance from Host University;
  4. Copy of MOA between CHED and Participating HEI duly signed and notarized (Annex B);
  5. Certified true copy of student's grades during the previous semester issued by the registrar or his/her authorized school representative in the home university; and,
  6. Photocopy of valid school ID of the participating student.
- C. IAS submits to appropriate Office the required documents including Approval from Malacañang for the release of funds to the participating HEI.

**II. Duties and Responsibilities of Parties**

**A. Student Grantee**

1. Register with the nearest Philippine Foreign Service Post or embassy within at least two weeks upon arrival at the Host University; and,
2. Within a month upon completion of the mobility program, shall:
  - a. Submit Certificate of Completion/Participation to Home University;

- b. Submit Student Post-Study Report containing observations, learning experiences, and other supporting documents e.g. photos to Home University (Annex D);
- c. Share experiences gained from participating in the Program with prospective participants;
- d. Submit requirements to Home University for reimbursement of expenses for Private HEIs and Liquidation report for SUCS (Annex C);
- e. Reimburse CHED through the HEI the total financial assistance released to him/her in case of failure to complete the program without valid reasons and advance notice to the CHED; and,
- f. Reimburse CHED the unexpended balance of the financial assistance granted due to non-completion of the program for meritorious cases to be determined by the Technical Working Group (TWG) for the Program Development on the Participation of the Philippines in the AIMS Program.

#### **B. HEIs Grantee**

1. Designate an International Relations Officer to oversee the implementation of the program;
2. Assume full responsibility for the fulfilment by the grantee of the terms and conditions of the student;
3. Release to grantees their entitlements;
4. Ensure the participation of the grantee in the sharing of learnings gained from the program upon return to Home University;
5. Submit a copy of the Student Post-Study Report, Study Program Results (Annex B2 of CMO 11 s. 2014), and Certificate of Participation to the TWG through IAS, copy furnished OSDS and CHED Regional Office;
6. Ensure that the grantee shall reimburse CHED full amount/unexpended balance due to non-completion of the program in relation to II.A.2. e. & f.;
7. Submit to CHED liquidation reports on the disbursement of funds received for payment of entitlements of grantees; and,
8. Submit a year-end report on student mobility program at least a month before the attendance in the future review meetings (Annex E).

#### **C. Office of Student Development and Services (OSDS)**

1. Indorses to the Bureau of Immigration the names of student grantees participating in the AIMS program;
2. Reviews, consolidates and analyzes reports submitted by participating HEIs;
3. Recommends improvement of the Program; and,
4. Maintains an updated database.

#### **D. International Affairs Staff (IAS)**

1. Leads in the implementation of the AIMS Program;
2. Participates in negotiations relative to the AIMS Program;
3. Serves as Technical Staff to the TWG; and,





4. Conducts regular general assembly with Home Universities and participating students at least twice a year.

### **III. Entitlements**

The funding support may cover roundtrip domestic and international airfare (economy class), living allowances and appropriate international health insurance based on standards of the respective country of the Host Institution upon the determination of the TWG and the approval of the CEB.

### **IV. Monitoring and Evaluation**

Representatives from the TWG with the participation of concerned Regional Offices shall conduct regular monitoring and evaluation of the program subject to availability of funds.

### **V. Separability Clause**

If any part or provision of this CMO shall be held invalid, other provisions hereof which are not affected shall continue to be in force and effect.

### **VI. Repealing Clause**

All or other existing orders and memoranda issued by the Commission, which are contrary to, or inconsistent with any of the provisions of this CMO will be deemed repealed or modified accordingly.

### **VII. Effectivity**

This CMO shall take effect immediately upon approval by the Commission and 15 days after its publication in the Official Gazette.

Signed this 6<sup>th</sup> day of May 2015 in Quezon City, Philippines.



**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson



## TEMPLATE for PROJECT PROPOSAL

### Proposal of (name of HEI) Outbound Students for ASEAN International Mobility for Students (AIMS)

#### I. Project Details

#### II. Program Objectives

#### III. Background of Participating Universities for Exchange

(Mention information on brief history, status, location and other special features of the HEI including past experiences in the participation or implementation if applicable)

*Home Higher Education Institution*

*Host Higher Education Institution*

#### IV. Timeline

- |   |      |
|---|------|
| a. Processing of Student Visa                 | Date |
| b. Departure for (name of the Host Country)   | Date |
| c. Total duration of stay in the host country | Date |
| d. Schedule of return to the Philippines      | Date |

#### V. Budgetary Requirements and Sources for the outbound (field of study) students

Particulars	CHED	HEI/ STUDENT *
A. Student Visa Processing Fees		X
B. Transportation ( domestic) for Visa processing		X
C. Roundtrip Domestic Airline Tickets from (name of province)to NAIA (if there are no direct flights from point of origin to country of destination)	X	
D. Travel taxes and terminal fees	X	
E. Roundtrip International Airline Tickets (country)	X	
F. Living allowance	X	
G. International Health Insurance Premium (P_____/student)	X	
H. Allowances for school projects		X
I. Incidental expenses		X
<b>Total amount</b>		

\* Subject to internal arrangement between student and HEI

Submitted by:

Signature

President of the HEI





Template  
MEMORANDUM OF AGREEMENT

**KNOW ALL MEN BY THESE PRESENTS:**

This Memorandum of Agreement (MOA) entered into and executed by and between:

The **Commission on Higher Education (CHED)**, a government agency with principal office at Higher Education Center, C.P. Garcia Avenue, UP Diliman, Quezon City, represented herein by its Chairperson, **PATRICIA B. LICUANAN, Ph.D.** and hereinafter referred to as the **"GRANTOR"**

and

(**Name of HEI**), created and operating pursuant to pertinent laws of the Republic of the Philippines, with official address at (Official Address), represented by its Head, (**Name of Head of HEI**) and hereinafter referred to as the **"GRANTEE"**

**WITNESSETH That,**

**WHEREAS**, pursuant to (creation of the institution and its mandates)

**WHEREAS**, pursuant to Section 8-l and 8-o of the Republic Act 7722, otherwise known as The Higher Education Act of 1994, approved on May 18, 1994 that mandates the Commission on Higher Education to "administer the Higher Education Development Fund, as described in Section 10 hereunder, which will promote the purposes of higher education" and to "perform such other functions as may be necessary for its effective operations and for the continued enhancement, growth or development of higher education;"

**WHEREAS**, the ASEAN International Mobility for Students (AIMS) Program is one of the flagship programs of the Southeast Asian Ministers of Education Organization (SEAMEO) Regional Institute of Higher Education and Development (RIHED). Its objectives aspire to create a vibrant Program for the citizens of all SEAMEO member countries, as well as countries outside of the region, and promote the mobility of students in order to establish a common higher education area and cultivate globalized human resources for the region;

**WHEREAS**, AIMS member countries have agreed to realize these objectives by implementing the following strategies: allocating funds for outbound students from identified member higher education institutions and providing support in the processing of special study permit for both inbound and outbound students;

**WHEREAS**, twelve Higher Education Institutions (HEIs) in the Philippines have been selected to participate in the AIMS Program based on the following criteria: Center of Excellence (COE)/Center of Development (COD), autonomous/deregulated, accreditation, and membership in international organizations. These HEIs shall participate in the mobility of students in either one or more of the seven identified academic disciplines;



**WHEREAS**, based on the given criteria, the GRANTEE was identified by the GRANTOR to represent the country in the (field of study) program to participate in student mobility with other member- universities in AIMS;

**WHEREAS, GRANTOR**, recognizes the need to provide financial support to the GRANTEE in sending their students to any of the participating AIMS higher education institutions.

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the parties hereto hereby agree as follows:

#### **I. ROLES AND RESPONSIBILITIES OF THE PARTIES**

1. The **GRANTOR (CHED)** shall:
  - 1.1. through the Higher Education Development Fund, provide funding assistance to the GRANTEE in the amount of \_\_\_\_\_ (Php \_\_\_\_\_) in sending their (field of study) students to participating AIMS higher education institutions through fund transfer (for SUCs) or reimbursement (for Private HEIs). (Please see attached Annex A: Project Proposal of the HEI to fund outbound students participating in the AIMS Program).
  - 1.2. Through its monitoring team, see to it that funds provided to the GRANTEE shall be used properly, for the purpose specified and within the period indicated.
  - 1.3. through its International Affairs Staff (IAS), assist the GRANTEE in complying with all the requirements necessary for the sending and accepting of exchange students under the AIMS program, including the processing of payments/fund transfers to participating AIMS higher education institutions.
2. The **GRANTEE** shall:
  - 2.1 Properly utilize the funds in accordance with the approved work and financial plan provided by the GRANTOR and ensure that these are used for the purpose for which the same are intended subject to the applicable national government accounting and auditing rules and regulations.
  - 2.2 Designate its International Relations Office in coordinating with the GRANTOR in compliance with the necessary requirements for the implementation of the AIMS program.
  - 2.3 Submit to the GRANTOR a project proposal in accordance with CMO No. \_\_\_\_ s. 2015 on the Operational Guidelines for the Implementation of the ASEAN International Mobility for Students (AIMS) Program.
  - 2.4 Submit a comprehensive report to the GRANTOR of the exchange program.
  - 2.5 Submit to the GRANTOR a liquidation report certified correct by the Accountant and approved by the Head of the HEI within 30 days after completion of the program;
  - 2.6 Abide by the provisions of the Commission on Audit (COA) Circular No. 2007-001 dated October 25, 2007 which is made an integral part hereof and other governmental regulations directly or indirectly pertaining to programs funded either fully or partly by government agencies.
  - 2.7 Faithfully observe the provisions of RA 9184 and its implementing Rules and Regulations, if applicable;





## II. SEPARABILITY CLAUSE

In the event that one or more provisions contained herein shall be held invalid, illegal or unenforceable in any respect and for any reason, the remaining provisions shall remain valid, legal and enforceable.

## III. DOCUMENTS COMPRISING THE AGREEMENT

All appendages hereto attached are hereby expressly made and integral part of this Agreement by reference, excluding inconsistencies with any/all part, terms and conditions contained in this Memorandum of Agreement.

## IV. DISPUTE RESOLUTION

Any dispute between the above parties, as to matters arising from this MOA and which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted to arbitration in the Philippines according to the provisions of Presidential Decree No. 242, enacted to govern the administrative settlement or among government offices, agencies, and instrumentalities, in relation to Sections 66-71, Chapter 14, of Executive No. 292.

The exclusive venue of all courts actions request for provisional remedies, should these become necessary, shall be in Quezon City, Philippines.

## V. EFFECTIVITY OF THE AGREEMENT

This MOA shall take effect immediately upon signing by the herein contracting parties for the ASEAN International Mobility for Students Program.

**WITNESS WHEREOF**, the parties hereto have signed this Memorandum of Agreement this \_\_\_\_ day of \_\_\_\_ year at Quezon City.

FOR THE  
COMMISSION ON HIGHER EDUCATION

FOR THE  
(NAME OF INSTITUTION)

\_\_\_\_\_  
**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson  
Commission on Higher Education

\_\_\_\_\_  
(NAME OF HEAD)  
(Designation)  
(Name of HEI)





Signed in the Presence of:

---

**ATTY. LILY FREIDA M. MILLA, CESO IV**  
Director III  
International Affairs Staff  
Commission on Higher Education

---

(NAME OF WITNESS)  
(Designation)  
(Name of HEI)



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES )  
METRO MANILA ) s.s.

BEFORE ME, this \_\_\_\_ day of (month, year) at the Municipality of Quezon City,  
Philippines, personally appeared **PATRICIA B. LICUANAN** with Residence  
Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on  
\_\_\_\_\_, and (**Head of HEI**) with Residence Certificate No. \_\_\_\_\_  
\_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_  
\_\_\_\_\_, known to be the same persons who executed the foregoing  
instrument and they acknowledged to me that same is their free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of (month,  
year).

Doc. No. \_\_\_\_  
Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_

CERTIFIED AS TO AVAILABILITY OF FUND

**MYRA PAZ B. MANALO**  
Chief Accountant, HEDFS



## Record of Study Program

## 1. Student Personal Data

*To be completed by the student and kept private by Home and Host University*

Personal Data	
First Name	
Family Name	
Date of Birth (dd/mm/yyyy)	
Nationality	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female

Education		
	Home Institution	Host Institution
University		
Faculty		
Major/Minor		
Year of study		
Country		
Student ID:		

University Contact Information		
	Home University	Host University
University Address		
University contact person		
Contact number		
Email		

Permanent Address & Contact	
Student contact number	
E-mail address	
Home address	
Home contact number	



Emergency contact		
	Contact 1	Contact 2
Name		
Relationship		
Address		
E-mail:		
Tel:		
Mobile Phone:		
Fax:		

## 2. Details of the Proposed Study Program

*To be completed by the home and host university*

Course unit code (if any)		Course unit title		Number of Credits		
Host institution	Home institution	Host institution	Home institution	Host institution	UCTS / SEA-CTS (host institution to fill out)	Home institution

Student's signature

Date:     /     /

We confirm that the proposed program of study is approved:

Home institution supervisor	Host institution supervisor
Name: Position: (signature)	Name: Position: (signature)
Date	Date



### **Requirements for Reimbursement of Traveling Expenses (Private HEIs )**

1. Authority to Travel/Travel order (certified true copy)
2. Approved Itinerary of Travel (certified true copy)
3. Letter of acceptance from Host University (certified true copy)
4. Quotation of three (3) travel agencies or its equivalent (certified true copy)
5. Flight Itinerary issued by the airline/ticketing Office/travel agencies (certified true copy)
6. Used plane ticket, boarding pass and terminal fee (original)
7. Certificate of Travel Completed (original)
8. Student's Post-Study Report (original)
9. Dollar-peso conversion rate showing date (certified true copy)
10. Certificate of Completion or its equivalent

### **Requirements for Liquidation of Cash Advance or Fund Transfer for SUCs**

1. Authority to Travel/Travel order (certified true copy)
2. Approved Itinerary of Travel (certified true copy)
3. Letter of acceptance from Host University (certified true copy)
4. Quotation of three (3) travel agencies or its equivalent (certified true copy)
5. Flight Itinerary issued by the airline/ticketing Office/travel agencies (certified true copy)
6. Used plane ticket, boarding pass and terminal fee (original)
7. Certificate of Travel Completed (original)
8. Student's Post-Study Report (original)
9. Dollar-peso conversion rate showing date (certified true copy)
10. Certificate of Completion or its equivalent

**Note:**

1. No additional Cash Advance (CA) or Fund Transfer shall be allowed for SUCs unless the previous CA given to HEI is first settled or a proper accounting thereof is made for the full amount of the cash advance.
2. Immediate liquidation/reporting after purpose is served, must be certified by Accountant, approved/noted by President and verified by Resident Auditor/COA for SUCs and Internal Auditor for Private HEIs



**STUDENT'S POST – STUDY REPORT**

NAME OF PARTICIPANT : \_\_\_\_\_

HOME UNIVERSITY : \_\_\_\_\_

DURATION : \_\_\_\_\_

COUNTRY : \_\_\_\_\_

HOST UNIVERSITY : \_\_\_\_\_

---

The Student's Post-Study Report should be submitted to the INTERNATIONAL AFFAIRS STAFF - CHED within a month upon completion of the mobility program. It must contain the following:

- I. Learning Experience:
  - a. Strengths of the university (teaching special personal learning and observation, facilities, services, environment)
  - b. Effectiveness of mobility program
  - c. Personal experiences (from pre-departure to return home country)
- II Impact of the experience on the student:
- III Problems encountered:
- IV Recommendations:

Prepared by:

(Signature)

(Full Name of Student)

Noted by:

(Signature)

(Full Name of IRO)





**YEAR-END REPORT FOR PARTICIPATING HEIs**

The year-end report should be submitted to the International Affairs Staff - CHED not later than December 31. It must contain the following:

- I. Status of students in AIMS Program. See attached Annex E1 and E2
- II. Summary of students' learning experiences
- III. Challenges and Obstacles
  - a. Inbound
  - b. Outbound
- IV. Recommendations and conclusions

Submitted by:

(Signature)  
(IRO)

Noted by:

(Signature)  
(Head of HEI)



**REPORT ON STATUS OF PARTICIPATING STUDENTS IN  
ASEAN INTERNATIONAL MOBILITY FOR STUDENTS (AIMS PROGRAM)  
(OUTBOUND)**

Region : \_\_\_\_\_  
 Name of Philippine HEI : \_\_\_\_\_  
 Address : \_\_\_\_\_

NO.	NAME (2)	GENDER (3)	NATIONALITY (4)	PROGRAM (5)	HOME UNIVERSITY (6)	HOST UNIVERSITY (7)	DURATION OF AIMS PROGRAM (8)	DATE INDORSED TO BI (9)	FINANCIAL ASSISTANCE (10)	STATUS (11)	REMARKS (12)
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
<b>TOTAL</b>											

Prepared by: \_\_\_\_\_

Approved by : \_\_\_\_\_

Date: \_\_\_\_\_

Designated International Relations Officer \_\_\_\_\_

Head of Institution \_\_\_\_\_

## Instructions:

1. Complete the data in filling-up the form. Avoid using abbreviation' or acronyms.
2. On column 2, indicate complete name starting with First Name, Middle Name and Surname.
3. On column 3, write **F** if female and **M** if male.
4. On column 10, indicate the amount granted from CHED.
5. On column 11, write if student is inbound or outbound.
6. On column 12, indicate if on-going, terminated or accomplished.
7. Submit to IAS the electronic copy in excel format cc Office of Student Development and Services (OSDS) and CHEDRO



**REPORT ON STATUS OF PARTICIPATING STUDENTS IN  
ASEAN INTERNATIONAL MOBILITY FOR STUDENTS (AIMS PROGRAM)  
(INBOUND)**

Region : \_\_\_\_\_  
 Name of Philippine HEI : \_\_\_\_\_  
 Address : \_\_\_\_\_

NO. (1)	NAME (2)	GENDER (3)	NATIONALITY (4)	PROGRAM (5)	HOME UNIVERSITY (6)	HOST UNIVERSITY (7)	DURATION OF AIMS PROGRAM (8)	DATE INDORSED TO DOJ (9)	FINANCIAL ASSISTANCE (10)	STATUS (11)	REMARKS (12)
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
<b>TOTAL</b>											

Prepared by: \_\_\_\_\_

Approved by : \_\_\_\_\_

Date: \_\_\_\_\_

Designated International Relations Officer \_\_\_\_\_

Head of Institution \_\_\_\_\_

## Instructions:

1. Complete the data in filling-up the form. Avoid using abbreviation' or acronyms.
2. On column 2, indicate complete name starting with First Name, Middle Name and Surname.
3. On column 3, write **F** if female and **M** if male.
4. On column 10, indicate the amount granted from CHED.
5. On column 11, write if student is inbound or outbound.
6. On column 12, indicate if on-going, terminated or accomplished.
7. Submit to IAS the electronic copy in excel format cc Office of Student Development and Services (OSDS) and CHEDRO





## ANNEX F

### REQUIREMENTS AND PROCEDURES FOR ISSUANCE OF SPECIAL NON- IMMIGRANT VISA UNDER SECTION 47(A)(2)

1. Host University shall submit to the Technical Working Group (TWG) relevant data/information on their inbound students at least two (2) months before the classes start:
  - a. 2 copies of visa application form to be signed by authorized Officers of HEI
  - b. Course to be taken by the student
  - c. Name of Home University of inbound student
  - d. Duration of study
  - e. Acceptance letter from Host University
  - f. Photocopy of valid passport
  - g. Photocopy of Birth certificate
2. TWG shall issue the DOJ a letter of favorable endorsement for inbound students under the AIMS Program and a copy of the Letter of Intent to be attached to the individual application forms;
3. The Department of Justice (DOJ) shall notify the applicant/HEI to pay the DOJ cashier for legal research fee.
4. DOJ shall notify the Bureau of Immigration (BI) to issue the visa of the inbound students
5. BI shall issue the visa to inbound students under 47(a)(2).



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
*Manila*

Revised  
 DOJ Form No. \_\_\_\_\_

DOJ APPLICATION

**APPLICATION FOR ISSUANCE OF VISAS, OR FOR CHANGE OF ADMISSION STATUS,  
 TO, OR FOR EXTENSION OF STAY AS, SPECIAL NON-IMMIGRANT UNDER SECTION  
 47(A)(2) OF THE PHILIPPINES IMMIGRATION ACT OF 1940, AS AMENDED.**

The undersigned, for and in behalf of the foreign national named below, hereby applies for his/her admission as/change of admission status to/extension of his/her stay, as special non-immigrant under section 47(a)(2) of the Philippines Immigration Act of 1940, as amended, and in support thereof submits the following information.

- I 1.) Name of applicant/sponsor: \_\_\_\_\_
- a.) Address: \_\_\_\_\_ Tel.No. \_\_\_\_\_
- b.) Nature of business employment or activity: \_\_\_\_\_
- 2.) Name of foreign national: \_\_\_\_\_
- a.) Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_
- b.) Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Civil Status \_\_\_\_\_
- c.) Nationality: \_\_\_\_\_ Passport No.: \_\_\_\_\_
- d.) Position/Nature of employment: \_\_\_\_\_
- e.) If married:
- Name of spouse: \_\_\_\_\_ Age: \_\_\_\_\_
- Names of children: \_\_\_\_\_ Age: \_\_\_\_\_
- \_\_\_\_\_ Age: \_\_\_\_\_
- \_\_\_\_\_ Age: \_\_\_\_\_
- \_\_\_\_\_ Age: \_\_\_\_\_
- f.) Will the spouse and unmarried minor children join the foreign national?
- ☐ No    ☐ Yes    When? \_\_\_\_\_



3.) Foreign nationals previous residence for the past five (5) years:

---

---

---

4.) Date of Arrival and Length of stay: \_\_\_\_\_

5.) Expected date of arrival (if issuance) and length of stay:

---

6.) Educational background, training and experience:

---

---

---

7.) Undertaking of employer/sponsor:

a. Applicant employer/sponsor shall notify the Department of Justice of the termination of the termination of employment/training of the foreign national within three (3) days after such termination

b. Applicant employer/sponsor shall likewise assume responsibility for the voluntary departure of said foreign national upon termination of employment/training.

II Documents to be submitted:

1. For supervisors, specialists, consultants, contractors, personal staff and dependents:

- a. Valid passport/s of foreign nationals and his/her dependents; if any subject of the application, and when required by the Department of Justice, his/her/their re-entry permit/s to port of embarkation or country of origin
- b. Certificate of registration issued by appropriate agency, of the employer/sponsor, if engaged in business.
- c. Certification from the applicant employer/sponsor that the prospective special non-immigrant is being admitted to the Philippines in pursuant to a contract entered into by the former with a government office/agency or subdivision or private firm
- d. Confirmation of appropriate agency or private firm utilizing the foreign national's services
- e. Certification by employer on the number of personnel employed in the same category as that of the subject foreign national and their nationalities
- f. Copy of the contract/agreement entered into by the employer/sponsor of the prospective special non-immigrant with a government office, agency or subdivision or a private firm.





- g. Marriage contract for dependent spouse
  - h. Birth certificate/s for dependent child/ren
  - i. Affidavit of support and guarantee of return fare by the sponsor/applicant if spouse or dependent child is included in the application
2. For exchanged professors, fellows, students, scholars, participants, volunteers and social workers under sponsorship of locally or internationally recognized educational, scientific cultural, relief and charitable organizations institutions, agencies or foundations and representative of non-recognized foreign government to international organization and their dependents
- a. Valid passport of foreign national, subject of application and when required, re entry permit to port of embarkation or country of origin
  - b. Contract or agreement between local sponsor and foreign national, if any.
  - c. Appointment of foreign national by the host or receiving organization, institution or foundation
  - d. Acceptance signed by the subject foreign national
  - e. Marriage contract for dependent spouse
  - f. Birth certificate/s for dependent children
  - g. Affidavit of support and guarantee of return fare by the sponsor/applicant if spouse or dependent child is included in the application
  - h. Proof of guarantors financial capacity to fulfill his/her undertaking, e.g. Income tax returns, bank accounts, etc.

Done in the City/Province of \_\_\_\_\_, Philippines,

This \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Applicant

REPUBLIC OF THE PHILIPPINES

CITY/PROVINCE OF \_\_\_\_\_



SUBSCRIBED AND SWORN to me before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ in the City/Province of \_\_\_\_\_, applicant exhibited to me his/her ACR or Passport No. \_\_\_\_\_, issued at \_\_\_\_\_, on \_\_\_\_\_, 201\_\_

---

NOTARY PUBLIC

Until December 31, 201\_\_

Doc. No. \_\_\_\_\_

Page no. \_\_\_\_\_

Book no. \_\_\_\_\_

Series of 201\_\_\_\_\_



## Process Flowchart on the Operational Guidelines for the Implementation of the AIMS Program

