

**[BI IMMIGRATION MEMORANDUM CIRCULAR NO.
SBM-2014-018, November 05, 2014]**

**PRESCRIBING THE RULES GOVERNING THE ISSUANCE OF
SPECIAL STUDENT PERMIT (SSP)**

*Adopted: 05 November 2014
Date Filed: 06 November 2014*

Pursuant to Book IV, Chapter 6, Sections 29 and 36(2) of Executive Order No. 292, as amended, otherwise known as the "Administrative Code of 1987", in relation to Section 3 of Commonwealth Act No. 613, as amended, otherwise known as the "Philippine Immigration Act of 1940", the following rules are hereby prescribed:

Section 1. Coverage. - The following rules on Special Study Permit (SSP) shall apply to non-resident foreign students who come to the Philippines for the purpose of taking up a non-degree or short course of study and who do not qualify for admission as a non-immigrant under Section 9(f) of Commonwealth Act No. 613, as amended.

Section 2. Issuing Authority. - The SSP shall be issued by the Chief of the Student Visa Section and the Alien Control Officers (ACOs) for applications filed by schools or learning institutions within their respective area of responsibility.

Section 3. Qualifications. - The following non-resident foreign students are eligible to secure SSP:

- a) Those below eighteen (18) years of age;
- b) Those enrolled and accepted in non-degree courses;
- c) Those enrolled and accepted in short courses of less than one (1) year;
- d) Trainees/Interns for purposes of completing a degree course^[1]; or
- e) Those enrolled in aviation or flying schools, including pilots in training for the completion of required number of flying hours.

Section 4. Documentary Requirements. - Applications for issuance of SSP shall be supported by with the following documents:

- a) Letter-request addressed to the Commissioner from the duly authorized representative of the petitioning school;
- b) Duly accomplished CGAF (BI Form 2014-00-003 Rev 0); if the applicant is a minor, it shall be signed by the parent-or the legal guardian;
- c) Photocopy of passport bio-page and latest admission with valid authorized stay;
- d) Certificate of Acceptance issued by the learning institution accredited by the Bureau of Immigration to accept foreign students, indicating the number of months (length of study) of the technical/vocational, special