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MEMORANDUM CIRCULAR NO. 09
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T O: All Concerned
R E: International Students and Researchers Visitor

The Office of the Head of International Affairs is now preparing for the increase in the enrollment of international students and visiting researchers coming to VSU. We already have international graduate and undergraduate students enrolled as full-time and student interns at VSU for the first semester of 2022-2023.

As per the Bureau of Immigration District Office in Tacloban, all international students visiting and conducting research on VSU must apply for a Special Study Permit (SSP). One of the requirements for the SSP application is for the international student to be enrolled at VSU. The conduct of research without SSP is considered illegal, and BI can sanction both the student and the university without SSP.

Thus, College Deans and Department Heads must advise international students doing research with their respective academic units to enroll first. The Office of the Head of International Affairs can assist the academic units in processing the enrollment and facilitating the application for a Special Study Permit.

For guidance and compliance.


EDGARDO E. TULIN
President