



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

31 October 2001

MEMORANDUM CIRCULAR NO. 71

Series of 2001

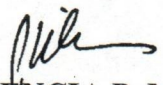
- T O: **Department/Office Heads and Center Directors**
- R E: **Registration with the Office of the President of Foreign Nationals Officially Connected with Various Units of the College**

For the protection of all Foreign Nationals on campus and in submitting reports to higher offices on the number of foreign nationals in LSU, all department/office heads and center directors are requested to inform this office one week in advance the expected date of arrival, length of stay, contact person and purpose of visit of foreign nationals.

For foreign nationals who are already on campus, department/office heads and center directors concerned are required to fill-up and submit the attached information sheet to OP.

Your cooperation is requested for the protection of our foreign visitors during their stay in LSU.

For compliance.


PACIENCIA P. MILAN
President



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RECORD OF FOREIGN NATIONALS IN LSU

Name: _____ Citizenship: _____

Type of VISA: _____ Date of Arrival: _____

Purpose of visit: _____

Length of stay: _____ Contact person in LSU: _____

Dept./Office/Center Head