



## DAVAO MEDICAL SCHOOL FOUNDATION

DMSF Drive, Bajada  
Davao City

### OFFICE OF THE REGISTRAR

#### REQUIRED DOCUMENTS FOR FOREIGN STUDENT APPLICANTS

1. Original copy of the **Notice of Acceptance (NOA)** from the Office of the Dean containing a clear impression of the school's official dry seal;
2. \* **Scholastic records** duly **authenticated** by the Philippine Foreign Service Post located in the country where the scholastic records were obtained or in the student applicant's country of origin or legal residence;
3. \* **Proof of adequate support/affidavit of support** to cover expenses for the accommodation and subsistence as well as school dues and other incidental expenses duly **authenticated** by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence;
4. \* **Police Clearance Certificate** by the National Foreign Authorities in the student applicant's country of origin or legal residence duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place of origin or legal residence. (*note from the Bureau of Immigration: for student applicant who resided in the Philippines for more than 59 days at the time he/she applies for change/conversion of admission status to that of a student, he/she shall also be required to submit the National Bureau of Investigation (NBI) clearance*)
5. \* **Certificate of Birth** duly **authenticated** by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence;
6. **Bank account** at Landbank Bajada, Davao City Branch (note: Upon opening an account, inform the bank account officer that you are applying for student visa here in Davao City and you need to open an account as required by the Bureau of Immigration Davao);
7. **Quarantine Medical Clearance Certificate** by the National Quarantine Office, Davao;
8. Six (6) copies **Personal History Statement** with **6-pieces 2x2 inches photo** recently taken;
9. **Photocopy** of the **photo, data and stamp** of the **latest arrival pages** of the student applicant's passport.
10. **Original passport** for the Office of the Registrar's verification and presentation to Bureau of Immigration for the student applicant's **visit extension** and for the **conversion of admission status to that of a student or 9(f)**.

#### Note:

**All items with asterisk (\*) MUST BE completed by the student prior to coming to the Philippines.**