



Exchange Student Arrival Guide

Arrival at NAIA Airport

The University provides transportation from and to the Ninoy Aquino International Airport (NAIA) for its exchange students. To avail of this service, incoming exchange students are requested to email the Public and International Affairs Office (pia@uap.asia) as soon as their flight details become available. At the airport, a representative from the University's Center for Student Affairs (CSA) will meet the newly-arrived exchange students and will transport them to their accommodations using a University vehicle. On the way, the CSA representative will provide the student with a student handbook.

Orientation Program

International exchange students will be given individual orientations on the day after their arrival. It will include a tour of the university and a meeting with their school's representative so that the students may review the courses they intend to take.

Enrollment and first week of classes

The school representative will assist the student with their enrollment. During the first week of classes, the university representative will monitor the student

Visa and Immigration

Exchange students who come here for a single semester may enter the country using a tourist visa, which may later be converted to a student visa. An employee from the university will assist you for the conversion process. Do not forget to bring with you the following documents:

1. Photocopy of the passport bio-page and latest admission with valid authorized stay.
2. Birth certificate
3. Affidavit of support and proof of financial capacity
4. (2) Passport photos
5. Confirmed return tickets for return/onward journey
6. Letter/certificate of acceptance issued by UA&P.
7. Checklist: BI FORM p-001-Rev 2
8. Application form: BI FORM CGAF-003- Rev 2

*As of November 2016, the fee for the conversion to a student visa is PhP 9,720.00 plus the additional I-card fee of USD 50.00

Breakdown of visa fees [1]:

Application fee	Php 2,000.00
Implementation fee	Php 1,000.00
Service fee	Php 1,000.00
Certificate fee	Php 500.00
Legal Research fee	Php 40.00
ICR, CRTV, CRTS, CRTT, CRPE	Php 1,400.00
Legal research fee	Php 70.00
Alien certificate of registration (ACR)	Php 1,000.00
Head tax	Php 250.00
Visa fee	Php 1,000.00
Express fee (Certification)	Php 500.00
Express fee (Filing)	Php 500.00
Express fee (I-card processing)	Php 500.00

TOTAL **Php 9,720.00**

Additional I-card fee **USD 50.00**

Important Contact Details

Center for Student Affairs -(Housing and Transfer)

(Mr. Jon Granada or Ms. Ariane Vitocruz)
T: +632-637-0912 ext 280
M: +63 922 890 5844
E: bernardo.granada@uap.asia
: ariane.vitocruz@uap.asia

Center for Student Affairs-(Visa)

(Mr. Jonas Gallego)
T: +632-637-0912 ext 322
E: Jonas.gallego@uap.asia

Admissions Office

T: +632-637-0912 ext. 321 or 310
E: admissions@uap.asia

Public and International Affairs:

T: +632-637-0912 ext. 206 (Mr. Philip Peckson)
E: Philip.peckson@uap.asia

Mentoring and Guidance Desk

T: +632-637-0912 ext 365 or 300
M: +63-922-886-7672

University Clinic:

T: +632-637-0912 ext 252

Department of Foreign Affairs

T: +632-834-4000

Emergency Hotline

T: 911