

SPECIAL STUDY PERMIT (SSP)

Frequently Asked Questions — UP Manila Office of Student Affairs (OSA)

What is an SSP?

A Special Study Permit (SSP) is a mandatory document issued by the Bureau of Immigration (BI) that allows foreign nationals to legally study in the Philippines without needing a student visa.

What office issues the SSP?

The SSP is issued only by the Bureau of Immigration (BI), through its Foreign Student Desk or authorized offices.

Does the University issue the SSP?

No. UP Manila does not issue the SSP. It only assists in preparing and endorsing the required documents for the application.

SSP vs. Permit to Enroll

- SSP – issued by the Bureau of Immigration (BI)
- Permit to Enroll – issued by UP Manila's Office of Student Affairs (OSA)

These are separate documents processed by different offices.

Tourist Visa vs. SSP

A Tourist Visa is different from an SSP. Foreign students on a tourist visa who wish to stay longer must apply for a visa extension through the BI, as needed.

Can the SSP be applied for while still in the home country?

No. The SSP must be applied for upon arrival in the Philippines, through the UP Manila Office of Student Affairs (OSA).

Documents required for OSA submission

- 4 printed copies of the Consolidated General Application Form (CGAF), on A4 bond paper (8.27×11.69 in)
- 4 copies of 2×2 ID pictures (per BI requirements)
- 4 photocopies of the passport bio-page and arrival page/stamp
- Notice of Admission or Acceptance Letter, signed with official stamp or dry seal

Where to submit?

All requirements are submitted to the UP Manila Office of Student Affairs (OSA); applications are then processed by the Bureau of Immigration (BI).

Who will assist the student?

The OSA assists in preparing and submitting the required school documents. The BI evaluates and issues the SSP itself.

Bureau of Immigration requirements

- Letter request to the Commissioner from the petitioning school's representative
- Duly accomplished CGAF for Student Visa and SSP (signed by parent/guardian if a minor)
- Photocopy of passport bio-page and latest admission with valid authorized stay
- Certificate of Acceptance from a BI-accredited institution, indicating length of study
- Photocopy of the registrar's/school representative's BI accreditation ID
- BI Clearance

Is there a fee for the SSP?

Yes. Approximate BI fees are as follows (subject to change without prior notice):

Application Fee	₱2,000.00
Implementation Fee	₱1,000.00
Legal Research Fee	₱40.00
Service Fee	₱200.00
Certification Fee	₱500.00
ACR I-Card Fee	₱3,033.00
Express Lane Fee (I-Card Processing)	₱1,000.00
Express Lane Fee (Filing)	₱1,000.00
Express Lane Fee (Certification)	₱1,000.00
Total Fees	₱9,773.00

How long is the processing time?

Processing time varies depending on the Bureau of Immigration.

Validity of the SSP

Validity depends on BI approval and the duration of the enrolled program.

Who Should I Contact?

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