



Republic of the Philippines  
**MINDANAO STATE UNIVERSITY AT NAAWAN**

MSUN-OGEP-ESIF-\_\_\_\_\_-2026-REV00

**Exchange Student Information Sheet**

*Note that all information shall be used for legitimate purposes by the University, notably for student exchange post assessment, and shall be processed exclusively by authorized staff in compliance with the University's Data Privacy Policy. Only fill in information applicable for you.*

<p>2X2 ID Picture</p>
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University Information	
<b>Student Mobility</b>	<input type="checkbox"/> Inbound <input type="checkbox"/> Outbound
University/Institution	
Complete University Address	
Contact Information (Email / Web Site)	
Name of Exchange/ Internship Program	
Duration of Stay at Host University (dd/mm/yyyy)	
Start:	End:

Personal Information		
First Name:		
Last Name:		
Middle Name:		
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality:	
Birthday:	Birthplace:	
Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others, please specify:		
Religion: Roman Catholic		
Passport No.:	Date Issued:	Date Expires:
Contact Information		
Complete Home Address:		
Email Address:		
Phone Number:		

Emergency Contact Information	
Contact Person/ Coordinator of your Host University	
Email Address:	
Phone Number:	
Contact Information about your Home University	
Contact Person/ Coordinator	
Email Address:	
Phone Number:	

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Academic Information		
Degree / Program		
Department / Faculty		
Student ID Number		
Program Level of Study		
Year level: [ ] Yr. 1 [ ] Yr. 2 [ ] Yr. 3 [ ] Yr. 4	Academic Year: 202__ - 202__	
Semester course will be offered	[ ] 1 <sup>st</sup> Semester [ ] 2 <sup>nd</sup> Semester	
Language Proficiency		
Native Language (Mother Tongue)		
Language of instruction at host university		
ENGLISH PROFICIENCY SCORE		
Other Languages:		
1.	Speaking	[ ] Excellent [ ] Good [ ] Fair
	Reading	[ ] Excellent [ ] Good [ ] Fair
	Writing	[ ] Excellent [ ] Good [ ] Fair
2.	Speaking	[ ] Excellent [ ] Good [ ] Fair
	Reading	[ ] Excellent [ ] Good [ ] Fair
	Writing	[ ] Excellent [ ] Good [ ] Fair
3.	Speaking	[ ] Excellent [ ] Good [ ] Fair
	Reading	[ ] Excellent [ ] Good [ ] Fair
	Writing	[ ] Excellent [ ] Good [ ] Fair

Study Plan		
Course Code	Course Title	Units/Credits

Work Experience/Organizations (if Applicable)		
Name of Company/Organization	Position/Responsibility	Involvement Period

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 msunaawan.edu.ph



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**Documents to be Attached**

1. Accomplish 4 copies of this form and submit it to the MSUN - Office of International Affairs and Linkages (or send to our Email: international.linkages@msunaawan.edu.ph)
2. Attach the following documents
  - a. Updated **Transcript of Records** from the Registrar
  - b. Certificate of Good Moral
  - c. Photocopy of your Passport bio-page
  - d. Letter of Intent (with research outline, if applicable)

**STUDENT DECLARATION**

*(Mark each box if you agree with the statement)*

- I certify that the information on this EXCHANGE STUDENT INFORMATION SHEET is correct and complete.
- I understand that the MSUN has the authority to decline my application and incur fines for intentionally providing false or missing information.
- I accept responsibility for providing any documentation needed in this application.
- I allow MSU at Naawan to request further information as considered necessary.
- I agree to follow the regulations governing foreign student admission and enrollment at host universities as well as the policies governing application, enrollment, and the student exchange program.
- I understand that I am responsible for paying any connected costs as specified in the program for which I am applying on time.
- I authorize the Office of Global Engagement and Partnerships to process all my documents related to the Student Exchange Program University Placement.

**STUDENT'S SIGNATURE OVER PRINTED NAME**

DATE

*Witnessed By:*

**DR. BENJOE REY B. VISAYAS**  
 OGEP DIRECTOR

DATE

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**PARENT'S CERTIFICATE OF PERMISSION**

This is to certify that I am allowing my son/daughter to participate in student mobility as an Exchange Student from (duration of the exchange) to \_\_\_\_\_ at (Host University).

It is understood that he/she will abide by the terms stipulated in the Memorandum of Agreement between MSU at Naawan and (name of home/host university, country).

I fully agree to waive any responsibility on the part of MSUN and (Host University) in case of any untoward incident that may happen to my son/ daughter during the duration of the program.

**PARENT'S SIGNATURE OVER PRINTED NAME**

**DATE**

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