



Republic of the Philippines

BILIRAN PROVINCE STATE UNIVERSITY

OFFICE OF INTERNATIONALIZATION AFFAIRS



LIST OF REQUIREMENTS FOR SHORT TERM INTERNATIONAL FACULTY/STAFF/STUDENT

LIST OF REQUIREMENTS FOR CHED IAS Endorsement

- Completed and duly signed [Application Form](#)
- Cover Letter signed by the University President
- Evaluation Form for the Necessity of Foreign Travel for SUCs [\(IAS Form 15\)](#) endorsed and certified correct by the IRO
- Invitation Letter/Letter of Acceptance
- Profile of the Organizer and its website link
- Background Information of International Conference/Meeting
- Approved proposal with Approved Resolution if applicable
- Approved resolution (if applicable or letter request from the office of the President).
- [REAP](#) Accomplished CHED IAS Form 15
- Certificate of Availability of Funds (CAF)
- Proposed Itinerary of the Travel with Estimated Expenses
- For paper presentations: Proof indicating that papers presented in the conference will be published in journals that are indexed by Elsevier/Scopus/ASEAN Citation Index (ACI) and other certification and documents the Research office may require.
- List of participants/delegates (if more than 1 participant)
- [Certification](#) of the Concerned Department for the Legitimacy of the event
- Copy of the MOU/MOA and BOR Resolution
- Selection Mechanism (if more than 1 participant)
- Personnel with previous official travel abroad must attach their [travel report](#).
- BI Endorsement (for Students)
 - Duly signed and notarized [Parents Consent](#)
 - Medical Certificate
 - Scanned copy of passport
 - Scanned copy of original PSA/NSO
 - Certificate of Enrollment/registration
 - Pre-departure Orientation Seminar (Minutes/ACR, Attendance)
 - List of students with complete informations including Full Name, Age, Gender, Passport Number, School and Program, Complete Address

**Note: All BI endorsement documents must be submitted in their original form. If colored photocopies are provided, they must be duly certified as true copies, as the hard copies of these requirements will be submitted to CHEDRO.*

FOR BOARD OF REGENT'S RESOLUTION/ APPROVAL

- CHED IAS Endorsement
- All submitted documents/attachment to CHED IAS

Note: Submit both the soft and hard copy of the requirements to the International Affairs Office. The IAO will provide a drive for uploading the digital copies.

ACCESS THE DOWNLOADABLE FORMS IN THIS LINK:

[mailto:https://drive.google.com/drive/folders/1_QIV5KNksJF9RceoTN5PjcJztOoax9Jd?subject=downloadable Forms](mailto:https://drive.google.com/drive/folders/1_QIV5KNksJF9RceoTN5PjcJztOoax9Jd?subject=downloadable%20Forms)





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