

	<p align="center">APPLICATION FORM FOR INTERNATIONAL SANDWICH PROGRAM (ISP) OUTBOUND</p>	Document No.: FM-IL-01-08
		Effective Date: 01 November 2023

Name (Last, First, Middle Initial):		Gender ☐ Male ☐ Female	
Permanent Home Address:			
Contact No/s:		Email Address:	
Passport No:		Date of Issued:	
Valid Until:			
Current Program: ☐ Undergraduate ☐ BS-MS ☐ Masters ☐ Doctoral			
Academic Program:	Student No:	Target Date of Departure	Target Period of Stay in Host Institution:
Host Department/Institution and Address:			
Name and Contact Details (email and contact number/s) of Host Supervisor:			
Research Topic:			
Mode of Research: ☐ Face to Face ☐ Online Delivery			
<p>I certify that all information written on this document and the attached documents are true and correct. That, I am fully qualified and fit to conduct research and relevant activities in foreign institution as certified by the Adviser, Program Coordinator and/or Dean. I also allow Mapua to collect, use and process the above stated information for legitimate purposes, specifically for my application for outbound research, and allow only to authorized personnel of the University to process the same in accordance with the Data Privacy Policy of the University.</p>			
<p align="right">_____ Signature over printed name of applicant</p>			
Office of the Registrar			
GWA: _____ Total No. of Units Left: _____		<p align="center">ENGR. ARIZIEL RUTH D. MARQUEZ _____ Registrar's Signature/ Date Signed</p>	
Endorsements:			
<p>_____ Name and Signature of Research Adviser/s:</p>		<p align="center">MR. TEEM P. TORRES _____ Office of the Prefect of Discipline</p>	
<p>_____ Name and Signature of Program Coordinator:</p>		<p align="center">_____ Dean of Respective School¹</p>	
<p align="center">DR. ALVIN CAPARANGA _____ Dean of Graduate Studies²</p>		<p align="center">DR. DELIA B. SENORO _____ AVP & Head, ILRAD</p>	
Office of the Executive Vice President for Academic Affairs:			
☐ Approved ☐ Declined		<p align="right">_____ DR. LILIBETH D. SABINO/ Date Signed</p>	

Note: Fill up FM-IL-01-00 completely and submit with required documents. (Please see next page for the list of requirements).
¹CBMES students shall secure the signature of Dean of the School of CBMES; ²all graduate students shall secure the signature of the Dean of the Graduate Studies.

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CHECK LIST OF REQUIREMENTS

A] Requirements upon ISP application; i.e., together with the submission of FM-IL-01-08:

☐ CV/Resume ³	☐ Acceptance Letter from Host Supervisor/Institution ⁵
☐ Current Certificate of Matriculation ⁴	☐ Study / Research Plan ⁵
☐ Grade Certification by Registrar ⁴	☐ Scanned/Xerox Copy of Passport
☐ Scanned/Xerox Mapua ID	☐ Host University Application Form ⁶

³ eCopy only with details such as research interests. This may be requested upon expression of interest to apply to ISP especially if finding of potential host is necessary.

⁴ Submit the original printed copy with Mapua seal.

⁵ May submit original copy later if there is an evidence of communication with the potential host professor.

⁶ Shall be accomplished upon notification of the ILRAD Research (Mobility/ISP) Coordinator. This may require medical certificate and/or other medical related document/s.

Note:

1. You may send mail to ilrad@mapua.edu.ph in case additional information is needed.
2. Lead time for ISP application is 3 months.

B] Requirements for visa application; i.e., upon receipt of FM-IL-01-08 approval

☐ Original copy of Passport	☐ Acceptance Letter from Host Supervisor/Institution
☐ Visa Fee ⁷	☐ Original Copy of Study / Research Plan
☐ Ministry of Education Permit ⁹	☐ Bank Certificate ⁸
☐ 2 pcs Original copy of photo ¹⁰	☐ Others _____

⁷ For Taiwan: regular visa fee application is Php2,600 with the processing duration of 8 working days; additional amount of Php1,300 to expedite the processing duration from 8 to 3 working days. Visa fee varies from country to country, and changes without prior announcement. ILRAD accepts the same amount of visa fee required by the Embassy. Any staff/personnel is not allowed to collect any additional fee.

⁸ the Bank certificate shall be current and the date of the bank certificate shall be within a couple of days prior to the target visa application submission. Taiwan requires a bank certificate showing the amount of not less than Php240,000.00. Should the bank certificate be not under the name of the student, a notarized Letter of Support is required. The notarized letter of support shall coincide with the name of the owner of the bank certificate and the name of the student applying for ISP and the visa.

⁹ The required lead time in getting the permit from Taiwan Ministry of Education is 30 days. This is being applied for the student/s by the host university in coordination with the host professor. The 30 day-lead time commences on the day of the submission of your complete requirements⁶ and application form required by the host university.

¹⁰ Submit 2 pcs original copy of your colored photo taken within 3 months complying the photo specifications for visa application.

The original passport shall be valid/active within 6 months beyond the target duration of stay at the host university.