MAPÚA UNIVERSITY

OFFICE OF INTERNATIONAL LINKAGES FOR RESEARCH AND DEVELOPMENT

INTERNATIONAL HANDBOOK

FOR STUDENT AND STAFF

For more information: Trunk Line: +63 (2) 8 2475000 ilrad@mapua.edu.ph





OFFICE OF INTERNATIONAL LINKAGES
FOR RESEARCH AND DEVELOPMENT

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ABOUT THIS HANDBOOK

This handbook is here to guide both international and local members of our community—students and faculty alike—through the essentials of joining Mapúa's global programs. Whether you are arriving from abroad to study or teach, or you are a local member preparing to take part in an exchange or international collaboration, this resource is designed to help you navigate university policies, academic expectations, and the many support services available.

It offers practical tips for adapting to campus life, succeeding in your studies, and making the most of international opportunities. You'll also find guidance on mobility processes, from visas and enrollment for inbound participants to program requirements and preparation for outbound exchanges.

Because Mapúa University continuously enhances its programs and aligns with both national and international standards, updates may occur. For the latest information, please check official announcements or reach out to the International Office.

If you have questions or need assistance, the Office of International Linkages, Relations, and Development Cooperation (ILRAD) is ready to support you. Contact us at **ilrad@mapua.edu.ph** or **call +63 (2) 8 2475000.**

We encourage all students and faculty—whether inbound or outbound—to read this handbook carefully and follow the guidelines for a smooth and enriching experience.

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Greeting message

from ILRAD Team

Dear Students and Faculty,

Welcome to Mapúa University! Whether you are joining us from across the globe or are part of our local community eager to explore international programs, we are thrilled to have you with us.

Choosing Mapúa means joining a community that values inclusivity, collaboration, and cultural exchange. We believe that learning goes beyond classrooms—it's about building friendships, sharing experiences, and discovering new ways of seeing the world.

To help you settle in and make the most of your journey, we've prepared this International Handbook. Inside, you'll find practical guidance on university policies, campus life, and resources to support both your academic success and personal growth. For international students, it also includes helpful information on visas, enrollment, and adjusting to life in the Philippines. For our local community, it offers insights into international programs and opportunities to connect globally.

All times mentioned in this handbook follow Philippine Standard Time (UTC+8).

We look forward to seeing you thrive, explore, and create lasting memories at Mapúa University. Welcome to your new adventure!

SEE YOU SOON AT MAPÚA UNIVERSITY!

https://www.mapua.edu.ph

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WELCOME TO MAPÚA UNIVERSITY

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WELCOME TO MAPÚA UNIVERSITY

RELEVANT OFFICES IN YOUR STAY IN MAPÚA

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ACADEMIC SCHOOLS & DEANS

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INTRAMUROS CAMPUS

ACADEMIC SCHOOLS & DEANS

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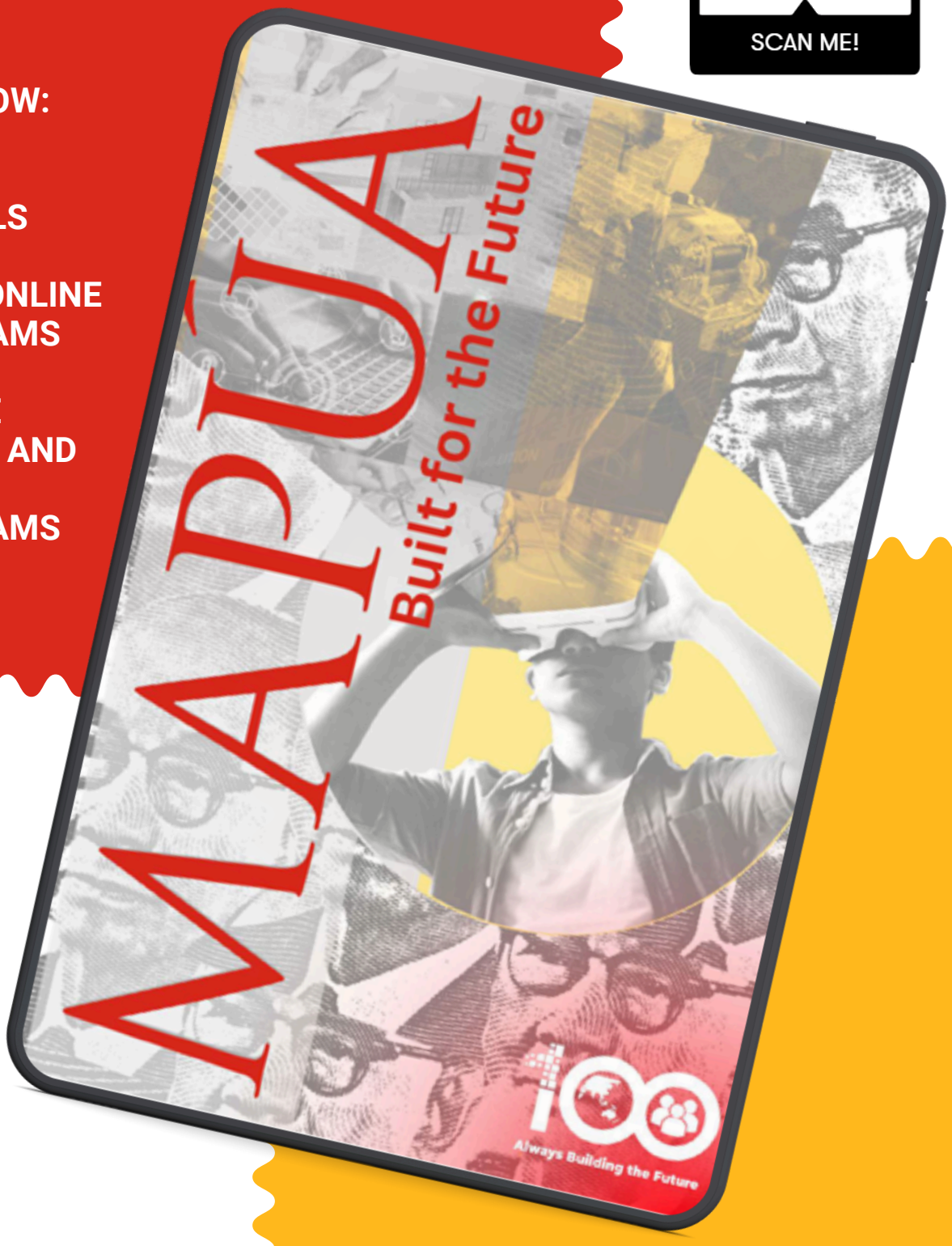
MAKATI & AYALA MALLS MANILA BAY EXTENSION CAMPUS

MAPÚA UNIVERSITY VIEWBOOK 2025

SCAN ME!

GET TO KNOW:

- MAPÚA SCHOOLS
- FULLY ONLINE PROGRAMS
- DOUBLE DEGREE AND JOINT PROGRAMS



AVAILABLE ONLINE

STUDENTS MOBILITY PROGRAM











INBOUND STUDENT MOBILITY PROGRAM (RESEARCH OR COURSEWORK)

OUTBOUND STUDENT MOBILITY PROGRAM





















INTERNATIONAL EDUCATION TRIP

INTERNATIONAL SANDWICH PROGRAM & STUDENT EXCHANGE MOBILITY

PERSONNEL MOBILITY PROGRAM





OUTBOUND PROFESSOR MOBILITY PROGRAM

INBOUND PROFESSOR MOBILITY PROGRAM











Mapúa students, Ready to Explore the World?



JOIN OUR INTERNATIONAL PROGRAMS TODAY!

- INTERNATIONAL SANDWICH PROGRAM
- INTERNATIONAL STUDENT EXCHANGE
- STUDENT GLOBAL EXPERIENCE
- INTERNATIONAL EDUCATION TRIP



REQUIREMENTS

- Filled-out Application Form (FM-IL-01-08)
- CV/ Resume
- Current Certificate of Matriculation
- Grade Certificate
- Scanned copy of Mapúa ID
- MOE Permit and Acceptance Letter
- Research/ Study Plan
- Scanned Copy of Passport
- Host University Application Form

01

The student participant submits the initial requirements for the ISP Application.

02

ILRAD personnel reviews the completeness of the submitted documents and prepares endoresement materials

03

Endorsement of FM-IL-01-08 and visa application and submission of requirements for the visa application.

04

ILRAD personnel prepares the documents for submission to the consular office for visa application.

05

ILRAD personnel conducts the pre-departure orientation.

06

ILRAD personnel conducts debriefing, collect, signed forms, issue an ISP certificate, and process the SGE100x certification application

INTERNATIONAL SANDWICH PROGRAM & STUDENT EXCHANGE APPLICATION PROCESS

INTERNATIONAL SANDWICH PROGRAM

A research program in which a host professor welcomes and supervises a student for collaborative research.

INTERNATIONAL STUDENT EXCHANGE PROGRAM

A program in which the student takes credit courses in a host university.

INTERNATIONAL EDUCATION TRIP APPLICATION PROCESS

1. Expression of Intent

Faculty expresses their interest through a formal communication with the Outbound Coordinator (OC) and completes the initial requirements. These requirements are for signature of the President, Academic Affairs, and ILRAD.

INITIAL REQUIREMENTS

1. FM-IL-23-02 Application Form
2. Travel Order (prepared)
3. Substitution Form (approved)
4. Proof of Announcement made to students (w/ signatures) and parents
5. Proposed Itinerary
6. Initial List of Students
7. Course Syllabus / Program Curriculum

2. Bidding

Faculty confirms the participation of at least 3 quotations from different travel agencies based on their intended dates. (allot 1-2 days prepare)

Outbound coordinator informs the bidding committee and prepares the venue and evaluation score sheet for the bidding.



3. Requirements

Students complete the requirements to be submitted to the outbound coordinator.

REQUIREMENTS

1. Signed individual Student Letter of Intent for IET (FM-IL-24-00)
   - Needs signature of student and dean/program chair)
   - DO NOT Notarized until signed by ILRAD head
2. Passport (for foreign: ACR I-Card, SRRV, PH Passport)
3. E - Certificate of Matriculation
4. Medical Clearance
5. Signed parental consent (FM-IL-25-00)

4. Travel Agency Documents

Travel agency sends the needed documents for Commission on Higher Education (CHED) and Bureau of Immigration (BI) submission.

DOCUMENTS

1. Itinerary
2. Risk and Assessment Plan
3. Medical and Travel Insurance
4. Roundtrip Ticket and Hotel Accommodation
5. Visa - copy (if any)

5. Compiling & Checking

OC checks and compiles the required documents for submission to CHED. OC endorses the binder/s to Global Program Specialist for quality and content checking in compliance with CHED and BI.

6. Submission to government agencies

Documents are submitted to CHED by the Auxiliary and Externals Service Specialist (AESS). After CHED releases the endorsement letter, AESS brings the documents to Bureau of Immigration (BI) for travel clearance. The travel clearance is sent to the faculty after release (1 month process)

SGE APPLICATION PROCESS

1. Students participate and attend international activities, events.
2. Students secure event's certificates, photos, video, or any supporting document.
3. ILRAD requests for SGE Certificate from ILRAD using FM-IL-14-00; Present evidences, supporting document to ILRAD
4. ILRAD coordinator evaluates the SGE application
5. ILRAD encodes Grade "P" for SGE 100x in the exit exam module.
6. ILRAD issues SGE certificate.

Student Global Experience (SGE) is an academic requirement of zero credit unit, inclusive in the students' academic program curriculum.

Discover a world-class community at Mapúa University



JOIN OUR INBOUND STUDY PROGRAMS!

- RESEARCH PROGRAM
- COURSEWORK
- SHORT-TERM PROGRAMS

At Mapúa University, you'll find more than just world-class education. You'll discover a vibrant community in the heart of Manila. As an international student, you'll gain access to cutting-edge programs in engineering, architecture, business, and the sciences, all designed to prepare you for global success. Beyond the classroom, immerse yourself in Filipino culture, build lifelong friendships, and experience a city that blends tradition with innovation.

INBOUND APPLICATION PROCESS

01. EXPRESSION OF INTENT

The student contacts his /her institution's OIA to express his/her intent to study in Mapúa University.

02. OIA INFORMS ILRAD

The institution's OIA endorses the student to the Mapúa ILRAD office through email.

03. REQUIREMENTS

Mapúa's inbound student coordinator informs the student of the initial list of requirements for submission.

04. EVALUATION & APPROVAL

The inbound student coordinator evaluates the student's documents and endorse the application of student to the head of ILRAD office for approval.

05. NOTICE OF ACCEPTANCE

The notice of acceptance is sent to the student through e-mail.

06. ARRIVAL INFORMATION

The student informs Mapúa ILRAD through the inbound student coordinator about the details of his/her arrival by sending the travel itinerary through e-mail

REQUIREMENTS

- Filled-out Application Form (FM-IL-06-03)
- CV/ Resume
- Endorsement Letter from Home Institution
- Certificate of Enrollment from Home Instituion
- Study/ Research Plan (if applicable)
- Official Transcript of Record
- Copy of Passport (at least 6 months validity after the stay)



SEMESTER INFORMATION

Mapúa University follows a four-term academic calendar each school year.

ACADEMIC TERM	NOMINATION PERIOD
July to October (1st Term)	February to April
November to January (2nd Term)	May to July
February to April (3rd Term)	August to October
May to July (4th Term)	November to January

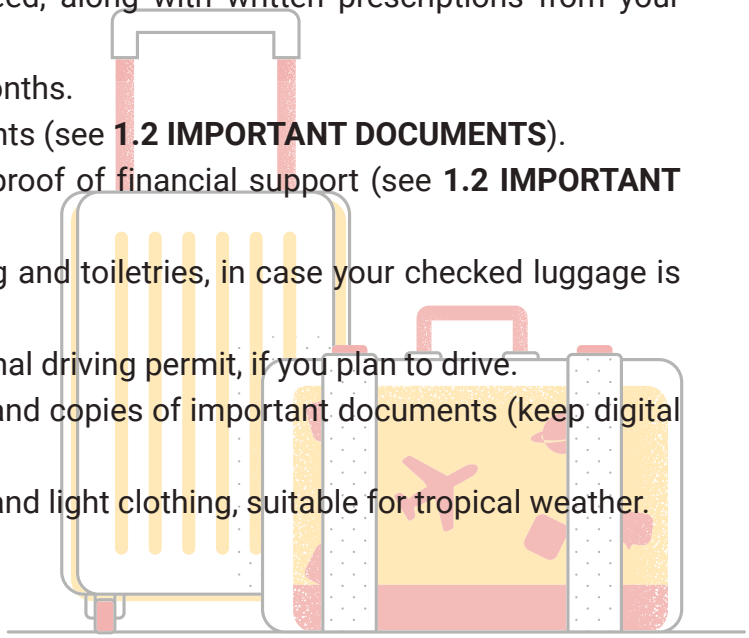
PREPARATION BEFORE COMING TO THE PHILIPPINES



1.1 WHAT TO PACK

We recommend carrying cash, credit cards, and a discreet money belt for security. Be sure to bring:

1. Airline ticket/s for your flight/s to the Philippines.
2. Prescription medications you need, along with written prescriptions from your doctor.
3. Passport, valid for at least six months.
4. Student visa and permit documents (see **1.2 IMPORTANT DOCUMENTS**).
5. University admission letter and proof of financial support (see **1.2 IMPORTANT DOCUMENTS**).
6. One complete change of clothing and toiletries, in case your checked luggage is delayed.
7. Driver's license and an international driving permit, if you plan to drive.
8. Emergency contact information and copies of important documents (keep digital backups).
9. Rain gear (umbrella or raincoat) and light clothing, suitable for tropical weather.



IMPORTANT DOCUMENTS

1.2

In coming to the Philippines as an international student, you are required to bring essential documents for immigration control at the airport and for enrollment at Mapúa University.

The following is the list of the documents you must bring:



VALID PASSPORT

Must have at least six (6) months validity beyond your intended stay in the Philippines.



STUDENT VISA OR SPECIAL STUDY PERMIT (SSP)

Issued by the Philippine Bureau of Immigration or Philippine Consulate.



TRAVEL AND INSURANCE DOCUMENTS

Including health/travel insurance coverage.



LETTER OF ACCEPTANCE

Official Notice of Acceptance for your program



EDUCATIONAL DOCUMENTS FOR ENROLLMENT

Original and photocopies of academic transcripts, diplomas, and language proficiency certificates (if required).



PROOF OF FINANCIAL CAPACITY

Bank statement, sponsor's affidavit, or scholarship approval showing ability to cover tuition and living expenses.



(4) PCS. OF 2 INCH X 2 INCH COLORED SIZED PHOTOGRAPHS IN A WHITE BACKGROUND

For visa, ID, and enrollment purposes.

PHOTOCOPIES OF ALL ESSENTIAL DOCUMENTS

Making photocopies of all-important documents will be useful in case of loss and emergency

COST OF STAY

Amount in US Dollars

1.3

DESCRIPTION	ESTIMATED AMOUNT	REMARKS
Roundtrip Airfare	$800 - $1,500	*for economy flights
Accommodation 1 *Dormitory in Intramuros Area*	$60 - $155	*4 persons per room*
Accommodation 2 *Condominium Unit/s*	$250 - $1,700	*Single room or Double room*
Food Allowance	$200 - $350	*per month*
Travel Allowance	$60-$200	*Public transport per month*
Health Insurance Fee	$360 - $1,000	*coverage for 6 months*
Special Study Permit Fee	$197	*fees are subject to change*
Extension of Tourist Visa *For 29 days of stay*	$57 - $70	*Regular or Expedite fee*

Estimated initial cost:

Total: $1,984 – $4,975

Amount in Japanese Yen

DESCRIPTION	ESTIMATED AMOUNT	REMARKS
Roundtrip Airfare	¥36,000 - ¥80,000	*for economy flights
Accommodation 1 *Dormitory in Intramuros Area*	¥10,500 - ¥31,500	*4 persons per room*
Accommodation 2 *Condominium Unit/s*	¥31,000 - ¥65,500	*Single room or Double room*
Food Allowance	¥15,500- ¥39,000	*per month*
Travel Allowance	¥4,000 - ¥10,500	*E-tricycle per month*
Health Insurance Fee	¥47,000 - ¥125,000	*coverage for 6 months*
Special Study Permit Fee	¥30,059	*fees are subject to change*
Extension of Tourist Visa *For 29 days of stay*	¥8,730 - ¥10,612	*Regular or Expedite fee*

Estimated initial cost:

Total: ¥182,789– ¥362,1121

NOTE:

The amount shown above is an estimated cost as of April 2026. You may check other sources for more information.

Amount in Euros

DESCRIPTION	ESTIMATED AMOUNT	REMARKS
Roundtrip Airfare	€350 - €1,050	*for economy flights
Accommodation 1 *Dormitory in Intramuros Area*	€100 - €200	*4 persons per room*
Accommodation 2 *Condominium Unit/s*	€315 - €450	*Single room or Double room*
Food Allowance	€200 - €300	*per month*
Travel Allowance	€60-€100	*E-tricycle per month*
Health Insurance Fee	€500 - €600	*coverage for 6 months*
Special Study Permit Fee	€170	*fees are subject to change*
Extension of Tourist Visa *For 29 days of stay*	€50 - €60	*Regular or Expedite fee*

Estimated initial cost:

Total: €1,745 – €2,760

Amount in Chinese Yuan

DESCRIPTION	ESTIMATED AMOUNT	REMARKS
Roundtrip Airfare	CN¥910 - CN¥2,600	*for economy flights
Accommodation 1 *Dormitory in Intramuros Area*	CN¥520 - CN¥1,560	*4 persons per room*
Accommodation 2 *Condominium Unit/s*	CN¥1,560 - CN¥3,250	*Single room or Double room*
Food Allowance	CN¥780 - CN¥1,950	*per month*
Travel Allowance	CN¥195 - CN¥520	*E-tricycle per month*
Health Insurance Fee	CN¥390 - CN¥1,040	*coverage for 6 months*
Special Study Permit Fee	CN¥1,413	*fees are subject to change*
Extension of Tourist Visa *For 29 days of stay*	CN¥410 - CN¥499	*Regular or Expedite fee*

NOTE:

The amount shown above is an estimated cost as of April 2026. You may check other sources for more information.

Estimated initial cost:

Total: CN¥6,178– CN¥11,419

IN THE PHILIPPINES

1.4 WEATHER AND RECOMMENDED CLOTHINGS

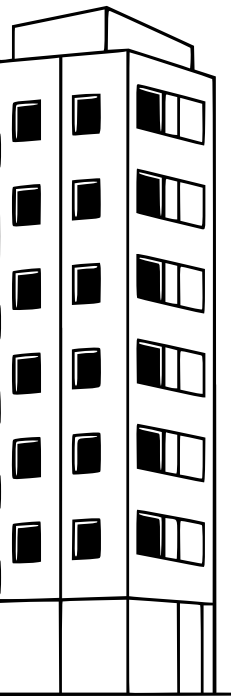
WEATHER (TEMP.)	MONTHS	CLOTHINGS
Dry Season (75–95°F / 24–35°C)	November to May	Light, breathable clothes; sunglasses and hats for sun protection.
Hot Dry / Summer (80–100°F / 27–38°C)	March to May	Very light clothing; sleeveless tops, shorts, sandals; sunscreen.
Wet Season (75–90°F / 24–32°C)	June to October	Light clothes; umbrella or raincoat; waterproof shoes.
Cooler Months (70–85°F / 21–29°C)	December to February	Light layers like thin jackets for evenings.

Recommended attires for school/site visit/ churches in Philippines:

- Collared shirts or blouses
- Long pants or skirts that cover the knees
- Closed shoes (comfortable but formal enough for visits)



1.5 OFF-CAMPUS LIVING



Plan Early

There is no on-campus housing in Mapúa University. Arrange your off-campus accommodation before arrival. You can check the list of off-campus accomodation using this link: https://www.mapua.edu.ph/pages/admissions/faqs.

Verify Remotely

Request a copy of the lease and the landlord's ID. Schedule a video tour and never pay full rent upfront.

Watch for Red Flags

Avoid properties without written agreements or receipts. Be cautious of very low rent prices or pressure to pay before arrival.

Budget Wisely

Expect rent near universities to range from ₱5,000–₱15,000 per month. Include utilities, internet, and transportation in your budget.



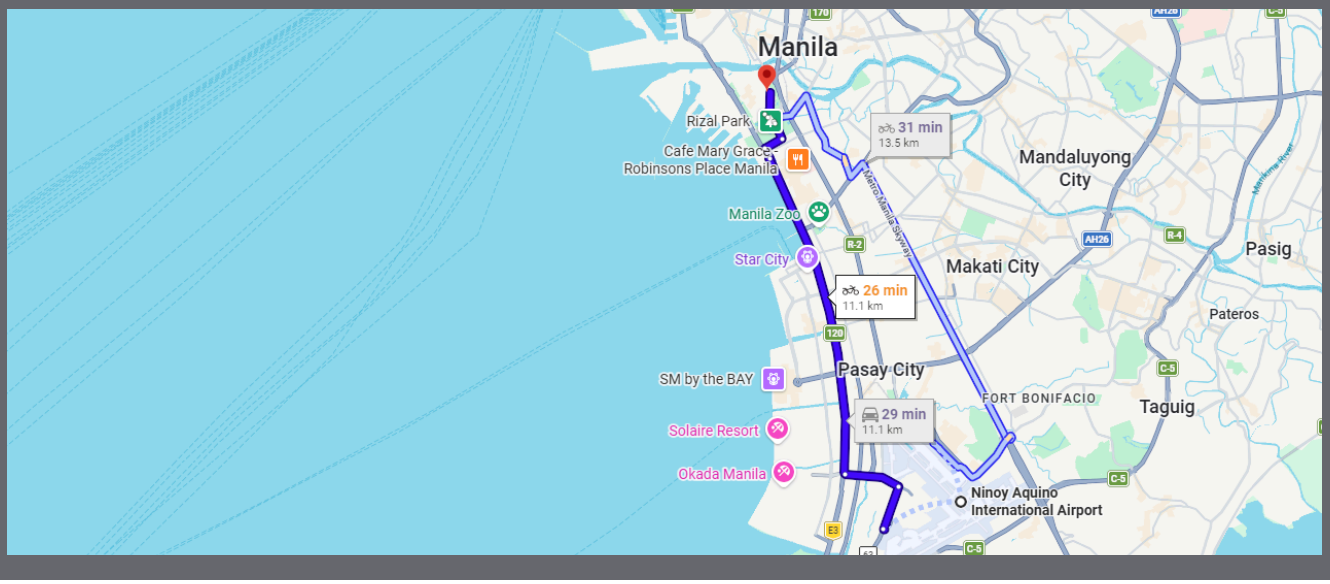
UPON ARRIVAL IN THE PHILIPPINES AND GETTING AROUND

ARRIVING FROM NAIA TERMINAL 2.1

1. Proceed to Immigration and Customs
   - Have your passport, visa, and admission documents ready.
   - Complete the arrival card provided during your flight.
   - Claim Your Baggage
2. Double-check your luggage tags before leaving the baggage claim area.
3. Transportation Options to Mapúa University (Intramuros Campus)
   - Airport Taxi - Use **official airport taxis or Grab** (ride-hailing app).
   - Estimated fare: ₱300–₱500 depending on traffic.
   - From there, transfer to a local taxi or Grab to Mapúa University.

TRAVEL TIME Approximately **30–60 minutes** depending on traffic.

NINOY AQUINO INTERNATIONAL AIRPORT TO MAPÚA UNIVERSITY



2.2

MUST HAVE PHONE APPS

DOWNLOAD NOW!

International students should ensure they have essential mobile tools for transportation, cashless payments, navigation, communication, and food delivery. These will make getting around, paying for services, staying connected, and ordering meals much easier during your stay.

Know these apps?

- **Transport:** Grab, Angkas, Move It
- **Food & Groceries:** Foodpanda, GrabFood,
- **Payments**: GCash, Maya
- **Navigation:** Google Maps
- **Social & Fun:** Tiktok, Messenger
- **Lifestyle:** Shopee, Lazada

ASK ILRAD STAFF FOR MORE INFO!

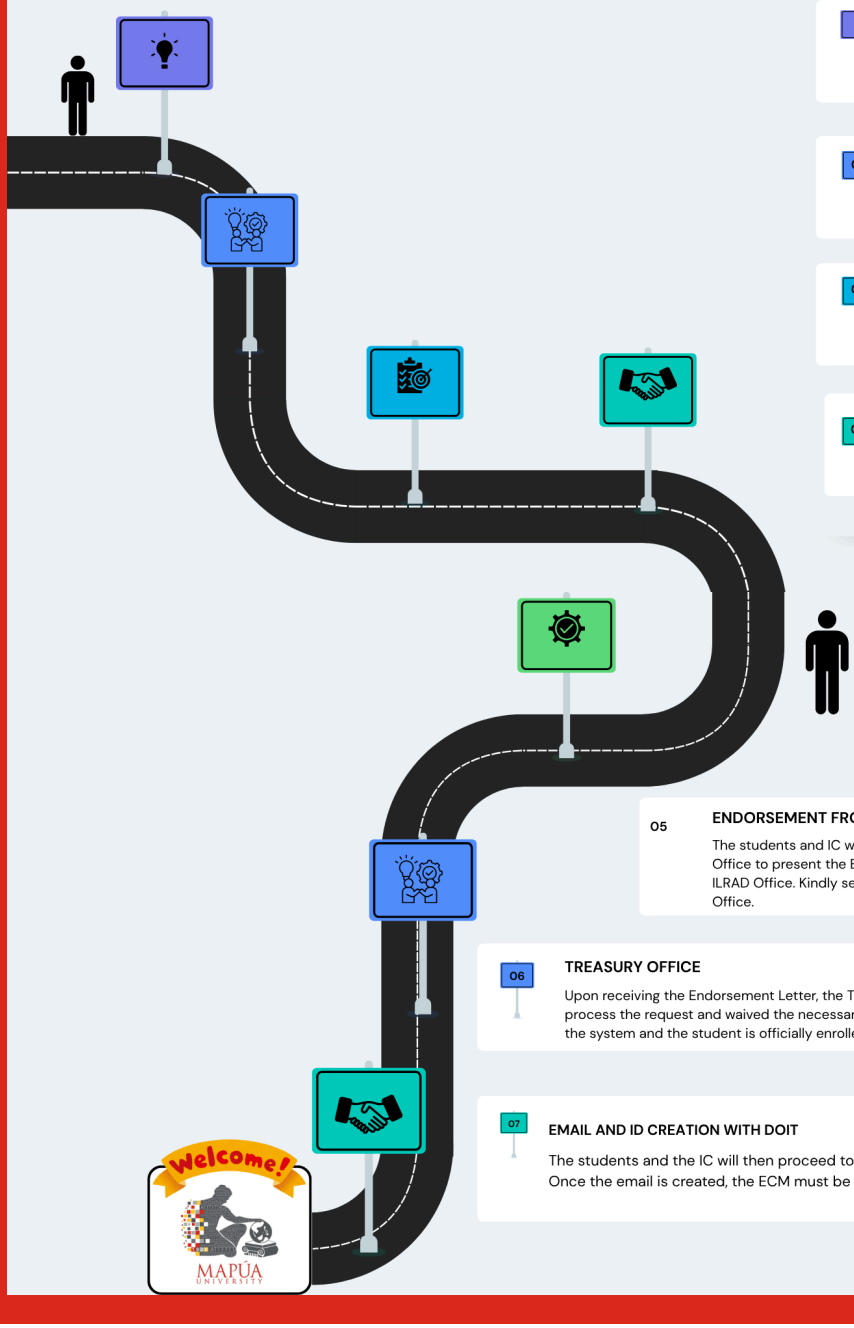


THE START OF THE JOURNEY

WHAT TO DO: ADMISSION TO THE UNIVERSITY

3.1

Here is the final process to complete your admission to the university. **DO NOT WORRY!** The International Inbound Students Mobility Coordinator of ILRAD will be with you all through out the process. You will never get confused or lost!



Reference: IC = Inbound Coordinator

WHAT TO DO: ACR I-CARD, STUDY VISA AND PERMIT

3.2

Foreign nationals intending to study at Mapúa University must first be admitted to an academic program and hold a valid visa, usually a **9(F) Student Visa**. The 9(F) visa may be obtained **before arrival** through a Philippine Embassy or Consulate, or **after arrival** through visa conversion, subject to approval by the Bureau of Immigration.

Tourist visa and **dependents 21 years old and above** under **working or investor visas** (such as 9G, SIRV, 47(a)(2), and similar visa types) are required to **convert** to a 9(F) Student Visa to continue studying. Dependents of **diplomatic visa (9E) holders** and **SRRV holders** are exempt from this requirement, provided the principal's visa status remains valid; otherwise, conversion to a 9(F) visa is required.

General Requirements

(Subject to Bureau of Immigration assessment)

- Duly accomplished **CGAF Form (Consolidated General Application Form For Student Visa And Special Study Permit)**
- Valid passport with **(2)** photocopies of the biographical page including a copy of Arrival Stamp & Tourist visa validity
- **(4)** pcs. of 2-inch x 2-inch colored sized photographs in a white background *(no wearing of sunglasses, headgears and helmets)*
- Notice of Acceptance (NOA) issued by Mapúa University
- Letter of Endorsement from the Office of the Registrar
- Medical Examination Report from the Bureau of Quarantine, if applicable
- Photocopy of your Mapúa ID, front and back
- Applicable visa and processing fees

Estimated processing time for student visa is six (6) weeks.



PENALTY WITHOUT VALID STUDENT VISA

20,000 PHP applies to international students who studies in the University without a valid visa

Visa Extension

- Duly accomplished **CGAF Form (Consolidated General Application Form For Student Visa And Special Study Permit)**
- Original Passport and ACR I-Card
- Certificate of Enrolment
- Certificate of Matriculation
- Photocopy of your Mapúa ID, front and back

Estimated processing time for student visa extension is four (4) weeks.

INTERNATIONAL EVENTS AT MAPUA UNIVERSITY







Research Learning & Immersion Program

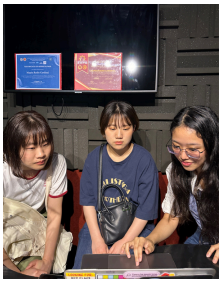
Event period: June or July
2 weeks

The Research and Learning Immersion Program (RLIP) is an initiative designed for high school students. Its aim is to teach students effective research practices and inspire them to pursue courses in science and engineering in the future.

English Camp

Event period: August
2 weeks online, 2 weeks on-site

English Camp is an engaging and immersive program where participants practice and improve their English skills through interactive lessons, cultural activities, and interaction with Filipino student buddies.









ASEAN Month Celebration

Event period: August

The ASEAN Month Celebration is a vibrant event that highlights the rich cultures of ASEAN nations while featuring scientific events that showcase the role of science, technology, and engineering in fostering unity and innovation across the region.

International Month

Event period: October

International Month is an event that brings together foreign and outbound students and faculty members. Its primary goal is to promote unity and cooperation within the community. The event also provides an opportunity for cultural exchange and enriching experiences.



















International Conference for Sustainable Environmental Technolgies (ICSET)

Event period: January

ICSET is a global gathering held every three years, bringing together experts, researchers, and innovators to advance eco-friendly solutions, share cutting-edge research, and foster collaboration for a greener and more resilient future.

Year-round seminars and lectures from international speakers

Year-round seminars and lectures feature international speakers who share global perspectives, cutting-edge insights, and expertise across diverse fields to enrich learning and professional growth.









OTHER RELEVANT INFORMATION



Are foreign students allowed to work in the Philippines?

Foreign students in the Philippines **cannot** work for pay on a regular student visa.

Working without permission can lead to fines, deportation, or visa cancellation.

Can foreign students drive or rent a car in the Philippines?

Yes. Foreign students can drive with a **valid International Driving Permit (IDP)** and their home country license, or a **Philippine driver's license** if staying long-term. They can **rent a car** if they meet the rental company's requirements, usually including passport, valid license, and minimum age.

Can foreign students travel abroad while studying in the Philippines?

Yes, but they must have a **valid student visa** and **re-entry permit** (if required). They should also ensure their passport is valid and check entry requirements of the destination country.

For dual passport holders, they will use their Philippine passport when leaving the country.

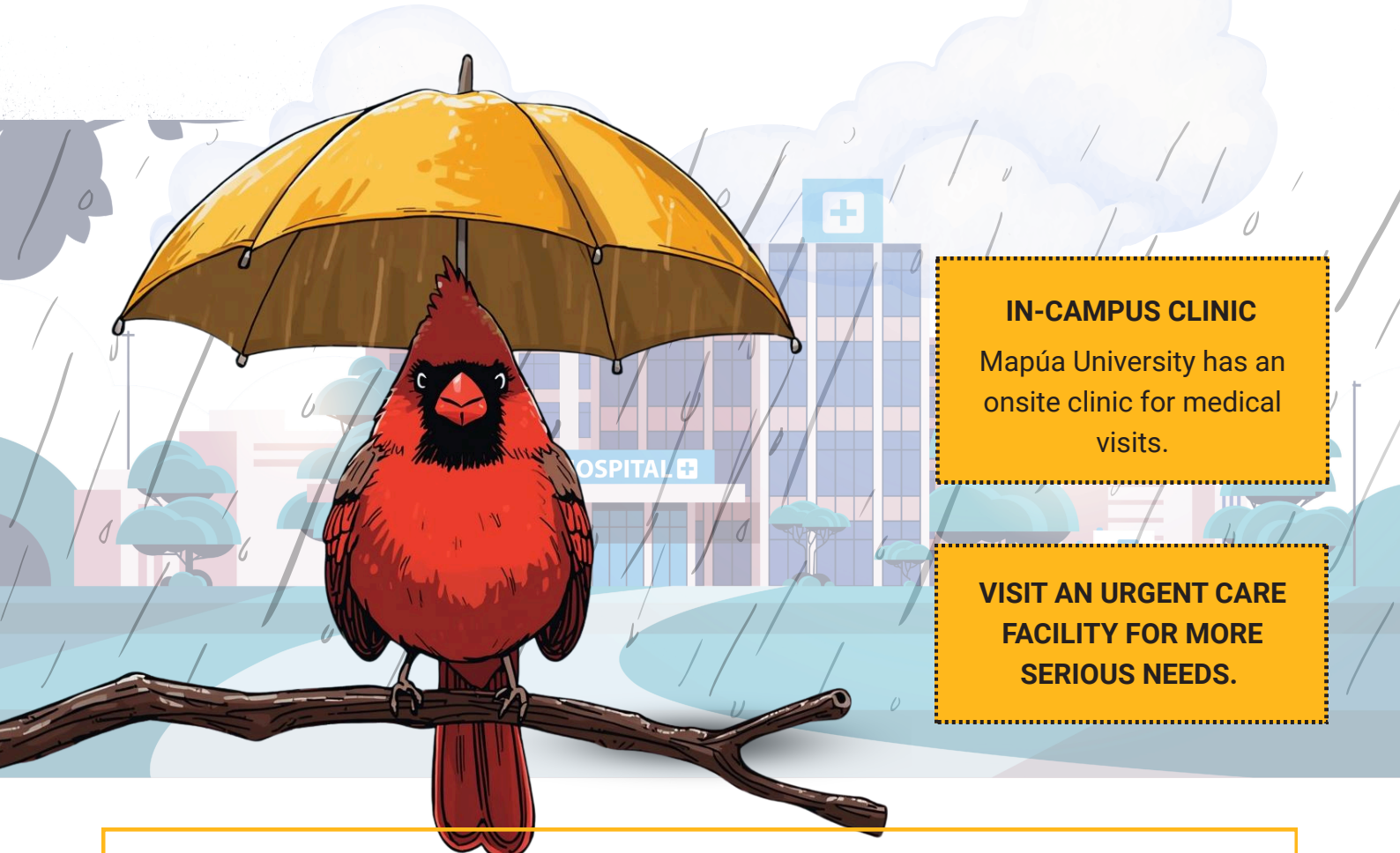
For naturally-born Filipinos but are naturalized citizens of foreign countries, an active Philippine passport or ACR i-CARD is required.

ALWAYS INQUIRE WITH ILRAD INTERNATIONAL INBOUND STUDENTS MOBILITY COORDINATOR

OTHER RELEVANT INFORMATION

Ensure Your Wellbeing

All foreign students are required to have a medical or health insurance before arriving in the Philippines and must stay valid throughout their stay.



IN-CAMPUS CLINIC

Mapúa University has an onsite clinic for medical visits.

VISIT AN URGENT CARE FACILITY FOR MORE SERIOUS NEEDS.

Q: What should a foreign student do if hospitalized in the Philippines?

A: Inform the **ILRAD's Int'l Inbound Students Mobility Coordinator** immediately and present your insurance documents. Family or school representatives should assist with hospital admission, and communication. Keep the clinic or school informed throughout your stay

COMPLETING YOUR SEMESTER IN MAPÚA UNIVERSITY

Completing your Semester

After completing your studies in Mapúa, talk the International Inbound Students Mobility Coordinator for the requirements on securing your Transcript of Records (TOR) or Academic Records.

1. Apply for the Transcript of Records at the Customer Service. The office will give you a clearance form for you to accomplish.
2. Once done, proceed to the Treasury Office for payment assessment and return to the Customer Service.
3. The Customer Service will stamp on the Official Receipt (OR) of the releasing date of your TOR.
4. The processing of TOR usually takes 1-2 weeks.
5. Accomplish the Feedback Form from ILRAD Office.

International students must do this before exiting the Philippines.

OTHER THINGS TO DO BEFORE YOU LEAVE THE PHILIPPINES

- Apartment/Accommodation: Inform the landlord of your move out date
- Clean your room thoroughly and dispose of any garbage as a courtesy to the owner and the next occupant/s.
- Check your visa, passport and flight details to know if you have enough time to travel around Manila and the rest of the wonderful places in the Philippines.

FEEDBACK FORM

The office of ILRAD actively seeks your feedback and undertakes evaluations of all international mobility and and exchanges of students

We will be providing the Feedback Form which will take a few minutes to complete. It would assist us to clarify issues and how we will resolve them.

SCAN ME

Downloadable Forms

THANK YOU FOR CHOOSING MAPÚA UNIVERSITY!

For more information: Trunk Line: +63 (2) 8 2475000 ilrad@mapua.edu.ph