

2016 International Student Convention

May 21-26, 2016

University of Central Missouri

Warrensburg, Missouri

REQUIREMENTS

I. WHO MAY JOIN?

- a. 1st to 6th place winners of any event in the recent National Student Convention. (EXCEPT GOLDEN APPLE, LAMB, HARP, CHRISTIAN WORKERS & SOLDIERS, OVER 100 PACES AWARD, BIBLE STORYTELLING, TCHOUKBALL & CREATIVE WRITINGS FILIPINO)
- b. Registered Coaches and Trainers who attended the recent National Student Convention.

Note: IF YOU INTEND TO JOIN THE ISC, PLEASE SECURE YOUR PASSPORT IMMEDIATELY TO AVOID DELAYS.

II. DEADLINES:

Submit the following requirements **ON OR BEFORE FEBRUARY 15, 2016:**

1. Letter of the Pastor or Administrator indicating that he or she has read the requirements/agreement and fully agrees. Please include the complete list of all delegates. (Please see attached official letter)
2. Individual letter of the parent/guardian indicating that he or she has read the requirements/agreement and fully agrees. (Please see attached official letter)
3. Clear photocopy of Passport (only the page with personal information).
4. Clear photocopy of Visa Application Fee Receipt
5. Photocopy of properly filled out DS-160 Nonimmigrant Visa Electronic Application Form. On-line register through <http://ceac.state.gov>

6. Visa Processing Fee of ₱2,000.00 (Metro Manila Schools) or ₱2,500.00 (Provincial Schools) per applicant. Pay directly at School of Tomorrow Office or deposit at Metrobank Savings Account # 0813-0815-1393-8. Send proof of payment to fax# (02) 822963 local 159 or send it via email to schoolserve@sotphil.net
7. A Bond of \$300.00 is required from each delegate. If paying in peso current exchange rate is applied. Pay directly at SOTP Office or deposit to Metrobank Saving Account # 0813-0815-1393-8 or BDO Dollar Account #431-0038-541

NOTE: AFTER THE SAID DEADLINE, ADDITIONAL DELEGATES WILL NO LONGER BE ACCEPTED.

- Submit Itinerary on or before March 18, 2016. Late submissions will not be included in the Group Rate.
- We will only consider quotations from other travel agencies on or before February 19, 2016. NO EXTENSION. Send offers to schoolserve@sotphil.net
- Information on where the School of Tomorrow®, Philippines can reach the delegates while in the United States.

III. AGREEMENTS

- a. Parents will not be included in the official invitation list.
- b. If delegates do not return to the Philippines from ISC by JULY 2016 their sending school will be banned from attending the International Student Convention for Three (3) consecutive years.
- c. Delegates must obtain ticket ONLY through School of Tomorrow®, Philippines Travel Agency.
- d. Payment for the tickets must be made directly to the Travel Agency. A down payment of \$1000 on or before APRIL 1, 2016 is REQUIRED for us to be able to secure a discounted group rate and booking. In case of visa denial, full refund of the ticket advance payment will be given.
- e. Payments for the following must be made directly to SOT Office:
 - * Jackets
 - * Shirts
 - * Hotel
 - * Bus fare
 - * Tours
- f. Everybody will leave at the same time on the same plane. NO EXCEPTION.

- g. Non-compliance of the said agreements will mean forfeiture of the \$300.00 bond. NO EXCEPTION. The Bond will only be returned on two conditions.
- If your Visa Application is denied.
 - Upon your return to the Philippines from ISC by JULY 2016 as agreed.
- h. The full amount of BOND, is due even to those who are given a US Visa but decide not to attend the ISC.
- i. Delegates who change their mind about attending ISC after processing papers will FORFIET the BOND.

IV. ESTIMATED EXPENSES (Subject to change)

DETAILS	AMOUNT		DEADLINE (NO EXTENSION)
	DOLLAR	PESOS	
PAY AT THE TRAVEL AGENCY:			
Down Payment for Aire Fare Ticket:	\$1000.00		APRIL 1
Full Payment for Round Trip Aire Fare	\$1500.00		APRIL 29
Travel Tax:		P1,620.00	APRIL 29
PAY AT THE SOTP:			
ISC Jacket and Polo Shirts		P3,000.00	APRIL 15
CASH TO BE COLLECTED:			
Hotel (4 Nights)	\$400.00		MAY 18
3 Nights before convention			
1 Night after convention			
Round Trip Transfer (Bus)	\$200.00		MAY 18
TOURS	<i>Amount to follow</i>		MAY 18
PAY AT THE ISC VENUE:			
Student Registration Fee	\$299.00		MAY 21
Sponsor/Guest Registration Fee	\$299.00		MAY 21
School Fee per delegate	\$15.00		MAY 21
Linens	\$21.00		MAY 21

NOTE: DEADLINE FOR THE PAYMENT OF TICKET MAY VARY DEPENDING ON THE AIRLINES' ADVICE.

V. REQUIRED DOCUMENTS

All basic documentary requirements must be ready BEFORE an appointment can be made. Additional documents may be required, so please read the information below carefully.

Basic Requirements:

1. **DS-160 ONLINE NONIMMIGRANT VISA ELECTRONIC APPLICATION**

- All applicants must complete the DS-160 Online Nonimmigrant Visa Electronic Application. Applicants can access the DS-160 from the Consular Electronic Application Center website.

In order to avoid delays in processing visa applications, visa applicants or their representatives must ensure that the following information is correctly provided: Applicant's Complete Name (required format is Surname, First Name(s), Middle Name), Applicant's Passport Information (the passport used in filling out the form must be the same passport presented on the day of the interview), Other Names (for married female applicants, type your complete maiden name), Purpose of Trip (if the answer falls under "Other," specify the purpose of travel in the blank provided), Primary Occupation (if the answer falls under "Other," specify the occupation in the blank provided), Contact Person and Contact Address in the United States, Father's Complete Name, and Mother's Complete Maiden Name.

2. **PASSPORT** – Signed passports must be valid for at least six months from the date of intended departure from the United States. The passport must be in good condition, i.e., photo lamination is undamaged, and all passport pages are intact. Applicants must also present all previously issued passports or notarized affidavits of loss, if applicable.

3. **PHOTO** - One 2" x 2" standard photo. The photo must be:

- In color
- Sized such that the head is between 1 inch and 1 3/8 inches (22 mm and 35 mm) or 50% and 69% of the image's total height from the bottom of the chin to the top of the head. View the Photo Composition Template for more size requirement details.
- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background

- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Taken in clothing that you normally wear on a daily basis
- Uniforms should not be worn in your photo, except religious clothing that is worn daily.
- Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
- Headphones, wireless hands-free devices, or similar items are not acceptable in your photo.
- If you normally wear glasses (without tinted lenses), a hearing device, or similar articles, they may be worn in your photo.
- Dark glasses or glasses with tinted lenses are not acceptable.
- Glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.

4. PROOF OF RELATIONSHIP (if applying with/for dependent/s)

- Original marriage certificate printed on Philippine National Statistics Office security paper, if applicable (if applying with a spouse and/or child)
- Original birth certificate printed on Philippine National Statistics Office security paper (for dependent/s)

PLEASE BE REMINDED THAT ALL APPLICANTS, REGARDLESS OF AGE, ARE REQUIRED TO APPEAR AT THE EMBASSY FOR AN INTERVIEW.

Minor (unmarried 17 years old and below) nonimmigrant visa applicants are required to appear with at least one parent for the interview. If the minor is an orphan or if both parents are outside of the Philippines, then a legal guardian must be present during the interview.

Nonimmigrant Visa Application Procedures

ALL APPLICANTS, REGARDLESS OF AGE, ARE REQUIRED TO APPEAR AT THE EMBASSY FOR AN INTERVIEW.

The application procedure for first time nonimmigrant visa applicants and applicants who were previously issued a nonimmigrant visa is the same.

If you are not a first time applicant, you may be eligible for an appointment through the Visa Reissuance Program (VRP).

Minor (unmarried 17 years old and below) nonimmigrant visa applicants are required to appear with at least one parent for the interview. If the minor is an orphan or if both parents are outside of the Philippines, then a legal guardian must be present during the interview.

Step 1: Payment of Application Fee

You can pay your nonimmigrant visa application fee with cash at any Bank of Philippine Islands. Before going to the bank, you must print the applicable U.S. visa application deposit slip available through <http://www.ustraveldocs.com/ph/ph-niv-paymentinfo.asp>. Take the printed deposit slip with you to pay your fee.

DO NOT print multiple copies of the same deposit slip. You must have a unique deposit slip for each transaction.

If you print a deposit slip in advance of the day in which you plan to make your payment, please take note of the expiration date on the deposit slip. If the expiration date passes prior to using the slip to make your payment, simply return to this site <http://www.ustraveldocs.com/ph/ph-niv-paymentinfo.asp> and re-click the appropriate link below to generate a new deposit slip. Bank agents will NOT accept payments based on expired deposit slips. Upon receiving of your payment, the bank will issue you a receipt. **Save your receipt. It cannot be replaced if it is lost. You will not be able to schedule an appointment without your receipt number.** The fee is US\$160.

After you have paid the visa application fee, keep the BANK receipt for your records. It cannot be replaced if it is lost. You will not be able to schedule an appointment without your receipt number

Online Payment

If you have an account with either Bank of Philippine Islands (BPI) or BancNet you may choose to pay your visa application fee online using their online bill pay services. You may find the link on <http://www.ustraveldocs.com/ph/ph-niv-paymentinfo.asp> if you are a BPI or BancNet customer and wish to make an online payment.

If you are paying for more than one applicant, please DO NOT make a lump sum payment for all the applicants. A UID/receipt number is required for each visa application fee payment for EACH applicant for scheduling an appointment. After you have paid the visa application fee, please keep the fee receipt for your records.

Step 2: Complete the DS-160 Form

The next step is to complete the DS-160 form. Be sure to read the Guidelines for Completing the DS-160 Form (can be found at www.ustraveldocs.com/ph) carefully. All information must be correct and accurate. Once the form is submitted, you cannot make any changes. If you need assistance, please consult an immigration lawyer or translator. The call center cannot help you complete your DS-160. You will need your DS-160 number to book your appointment.

Each applicant - including children - must have their own Form DS-160 visa application. The Form DS-160 must be completed and submitted online prior to your interview at the Embassy or Consulate. The barcode number on the Form DS-160 confirmation page is required in order to book your interview. The Form DS-160 must be submitted online and the printed confirmation page must be brought to the interview. **The Embassy or Consulate will not accept handwritten or typed applications and you will not be permitted to attend your interview without a Form DS-160 confirmation page.**

When you sign your DS-160 electronically, you are certifying that all the information contained in it is true and correct. Misrepresenting any facts could render you ineligible to enter the United States. Please double-check that all your answers are accurate and that every question is answered completely.

Please ensure that your photo meets the requirements stated above. Failure to provide the correct photo will delay your visa processing.

Step 3 : Schedule an Interview

Information Needed:

- Your passport number
- The receipt number from your Bank of Philippine Islands (BPI) or BancNet receipt
- The ten (10) digit barcode number from your DS-160 confirmation page

Step 4: Go for the Interview. All kinds of electronic devices are not allowed inside the US Embassy premises.

You must bring a printed copy of your appointment letter, your DS-160 confirmation page, and one photograph taken within the last six months, your current and all old passports. **Applications without all of these items will not be accepted.**

U.S. Embassy, Manila

1201 Roxas Blvd

Ermita, Manila

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Step 5: If Issued a visa

A consular officer will inform the applicant at the conclusion of the interview whether he/she qualifies for a U.S. visa. If a visa is approved, the passport with U.S. visa will be delivered by the courier service at the address provided when appointment was made.

Please note that the courier will deliver to Philippine addresses only. If the applicant is not present at the time of the delivery of the passport, the applicant must leave an authorization letter to a representative and a government-recognized photo ID for both representative and applicant. Both the applicant and the representative must sign the authorization letter.

NOTE:

For other requirements please see US Visa application form or call US Embassy at 982-5555 or 902-8930 or you may visit the website:

www.ustraveldocs.com/ph

CHECK LIST FOR ISC REGISTRATION:

STUDENTS:

- PERMISSION FOR PARTICIPATION (CF6)
- PARENT'S AUTHORIZATION TO CONSENT TO HEALTH CARE (CF8)
- ALL EARLY ENTRIES (SEE GUIDELINES FOR NEEDED FORMS)

SPONSORS:

- SPONSOR REGISTRATION FORM (CF5)

SCHOOL:

- SCREENING FORM (CF16)

NOTE:

ALL FORMS MUST BE THE UPDATED FORMS. YOU MAY DOWNLOAD UPDATED CONVENTION GUIDELINES THROUGH www.aceministries.com. THEN GO TO INTERNATIONAL STUDENT CONVENTION.

**DEADLINE:
MUST BE POSTMARKED BY APRIL 1, 2016 SEND
THROUGH THE DETAILS BELOW**

SUGGESTED COURIER: FEDEX, DHL, UPS, LBC

MAILING ADDRESS:

**A.C.E
ATTN: ISC
P.O. BOX 2707
HENDERSONVILLE TN 37077-2707
TEL. # 615 - 612 - 5200**

SHIPPING ADDRESS:

**A.C.E
ATTN: ISC
130 MAPLE DRIVE NORTH
HENDERSONVILLE TN 37075
TEL. # 615 - 612 - 5200**

**For more information about ISC, visit the website:
www.aceministries.com**

SCHOOL OF TOMORROW®



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