

The logo is a large circle with a solid black outer border and a dotted black inner border. Inside the circle, the text "ISC" is at the top in a large, bold, sans-serif font. Below it, the word "INTERNATIONAL" is in a smaller, bold, sans-serif font. Underneath that, the words "STUDENT CONVENTION" are in a bold, sans-serif font and are enclosed within a solid black rectangular box. At the bottom of the circle, the year "2019" is in a bold, sans-serif font. The entire logo is set against a white background with several thick, black, diagonal lines crossing the circle from the top right and bottom left corners.

ISC

INTERNATIONAL

STUDENT CONVENTION

2019

University of Central Missouri
Warrensburg, Missouri
May 25-30, 2019



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 NOW TO AVOID DELAYS.

II. DEADLINES:

Submit the following requirements **ON OR BEFORE MARCH 11, 2019:**

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.
(The entire form including information sheet)
On-line registration 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 SOT 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.

8. Submit Itinerary on or before April 5, 2019. Late submissions will not be included in the **Group Rate**.
9. We will only consider quotations from other travel agencies on or before February 22, 2019. **NO EXTENSION**. Send offers to schoolserve@sotphil.net
10. 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 2019 their sending school will be banned from attending the International Student Convention for **Three (3)** consecutive years.
- c. **Delegates** must obtain their 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 19, 2019 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	* Bus fare	* Hotel
* Shirts	* 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 on or by JULY 2019 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 **FORFEIT** the **BOND**.



IV. ESTIMATED EXPENSES (Subject to change)

DETAILS	AMOUNT		DEADLINE (NO EXTENSION)
	DOLLAR	PESOS	
PAYABLE TO THE TRAVEL AGENCY:			
Down Payment for Air Fare Ticket	\$1000		APRIL 19
Full Payment for Round Trip Air Fare	\$1500		MAY 3
Travel Tax		₱1,620.00	MAY 3
PAYABLE TO SOT:			
ISC Jacket & Polo Shirts		₱3,000.00	APRIL 19
CASH TO BE COLLECTED:			
Hotel (4 Nights)	\$400		MAY 22
3 Nights before convention			
1 Night after convention			
Round Trip Transfer (Bus)	\$200		MAY 22
TOURS	Amount to Follow		MAY 22
PAY AT THE ISC VENUE:			
Student Registration Fee	\$340		MAY 25
Sponsor / Guest Registration Fee	\$340		MAY 25
School Fee per delegate	\$15		MAY 25
Linens	\$7		MAY 25

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 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.

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 at <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 (Scheduling will be done through SOTP)

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. Any and 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

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.

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)
- 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, 2019
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

JOINING THE ISC 2019: OPTIONS

WITHOUT U.S. VISA	WITH U.S. VISA		
	Option 1	Option 2	Option 3
Required to travel with Philippine Team to U.S.	Travel with the Philippine Team	Join Philippine Team in Pre-ISC Trip	Go directly to the ISC Registration
Complete all documentary requirements.	Registration of events is still through SOT®P	Registration of events is still through SOT®P	Registration of events is still through SOT®P
Attend ISC Orientation	Attend ISC Orientation	Attend ISC Orientation	Attend ISC Orientation
SOT®P arranges U.S. Visa Interview. If approved -	Finalize dates and itinerary for post-ISC domestic travel and return to the Philippines	Arrange own flights and transportation to hotel	Arrange own flights and transportation to UCM
Finalize dates and itinerary for post-ISC domestic travel and return to the Philippines			
Travel with the Philippine Team to U.S. Tickets obtained only from SOT®P accredited Travel Agency	Travel with the Philippine Team to U.S. Tickets may be obtained from SOT®P accredited Travel Agency		
May 22 Philippine Team leaves for the U.S.			
May 22 Hotel Check-in at Branson, Missouri		Meet up with Philippine Team in hotel. You have to make your own arrangements going to the hotel. Check-in.	If staying in UCM, pre-register through SOT®P. If staying outside UCM, make own arrangements, including travel from lodging to ISC events.
May 23-24 Pre-ISC Philippine Team Tour arranged by SOT®P: • Sight & Sound Theater • Outlet • Silver Dollar City Theme Park NOTE: Itinerary will be finalized by May			
May 25 Bus from hotel to UCM ISC Registration: University of Central Missouri (UCM)			Meet up with Philippine Team in UCM
May 26-30AM ISC Proper			
May 30 after Awards Ceremony • Bus to hotel in Kansas for those staying with the team. • Those who will separate from the team have to arrange own transportation/pick-up from UCM • Hotel Check-in in Kansas		Make own travel arrangements out of UCM after ISC unless pre-arranged to stay in Kansas hotel with Philippine delegation	Travel out of UCM
May 31 Schools travel separately to their own destinations			
Date of travel back to Manila must be pre-arranged by schools with the SOT®P accredited Travel Agency			

SCHOOL ADMINISTRATOR'S LETTER OF AGREEMENT AND UNDERSTANDING

THE MANAGER/SOTP ISC2019 REGISTRAR
School Services Department
School of Tomorrow® Philippines
MJS Ave., Levitown Village
Barangay Don Bosco
Parañaque City

Sir/Madam:

This is to certify that I am the Administrator/Head of:

- School: _____
- School Address: _____

By signing here, I indicate that I have carefully read the ISC2019 Information Packet sent by School of Tomorrow® Philippines and affirm that I am fully informed as to its contents.

I further affirm my commitment to the agreements stated therein and fully understand that my student/s' participation in the 2019 International Student Convention may be withdrawn in the event that our school or their parents fail to fulfill any point of the agreements and would mean the forfeiture of their bonds and the disqualification of our school from joining the ISC for three consecutive years.

I further understand that this is a legally binding agreement.

Signed:

Administrator's Printed Name & Signature

Address

Contact No. _____

Date Signed _____

PARENT/GUARDIAN'S LETTER OF AGREEMENT AND UNDERSTANDING

THE MANAGER/SOTP ISC2019 REGISTRAR
School Services Department
School of Tomorrow® Philippines
MJS Ave., Levitown Village
Barangay Don Bosco
Parañaque City

Sir/Madam:

This is to certify that I/we are the parent/guardian/s of:

- Name of Student: _____
- School: _____
- School Address: _____

By signing here, I/we indicate that I/we have carefully read the ISC2019 Information Packet sent by School of Tomorrow® Philippines and affirm that we are fully informed as to its contents.

I/We further affirm my/our commitment to the agreements stated therein and fully understand that my/our child/ward's participation in the 2019 International Student Convention may be withdrawn in the event that I/we fail to fulfill any point of the agreements and would mean the forfeiture of the bond and the disqualification of my/our child/ward's sending school to the ISC for three consecutive years.

I/We further understand that this is a legally binding agreement.

Signed:

Father/Guardian's Printed Name & Signature

Mothers's Printed Name & Signature

Address

Address

Contact No. _____

Contact No. _____

Date Signed _____

Date Signed _____

