

IMPORTANT NOTICE

To: All CIA Partners

Re: Alien Registration Program (ARP)

Date: October 16, 2026

Dear Partners,

Greetings from Cebu International Academy (CIA).

Please be informed that, in accordance with the latest immigration requirements, foreign students who require a visa extension must complete the **Alien Registration Program (ARP)** procedure, **effective immediately**.

Who needs to complete ARP?

- Students staying for five weeks or longer who require a visa extension.
- Students who extend their initial short-term stay and subsequently require a visa extension.

Procedure and Important Information

- Students **must** personally visit the Bureau of Immigration for facial recognition and fingerprint scanning.
- ARP is required **only once** during initial registration.
- The procedure is **FREE OF CHARGE** at CIA until further notice.
- Processing usually takes 2–3 hours and is scheduled from Monday to Friday.
- CIA will arrange the schedule, notify eligible students at least one day in advance, and provide staff assistance and two-way transport.
- Classes may be affected, and **make-up classes will not be provided**.

For any questions or assistance, please contact your respective manager/s.

Thank you for your cooperation.

Sincerely,

Cebu International Academy (CIA) Management