



**PROFESSIONAL REGULATION COMMISSION
INTERNATIONAL AFFAIRS DIVISION**

APPLICATION TO TAKE THE LICENSURE EXAMINATION BY A FOREIGN GRADUATE BY VIRTUE OF FOREIGN RECIPROCIITY

Step	Applicant/Client	Service Provider	Duration of Activity	Office/Person Responsible	Fees	Required Documents
1	Secure Application Form from International Affairs Division or download at www.prc.gov.ph (Special Temporary Permit).	Issue Application form and instructs to fill – out the form and to submit the documentary requirements.	5 – 10 minutes	Professing Officer – International Affairs Division	P 1,250.00/foreign graduate	a. Accomplished and notarized Application form b. Original copy and photocopy of current and valid passport, visa issued, proof of entry in the Philippines c. Authenticated copy of the international agreement or law of the state/country of the applicant showing that the requirements for registration or licensing from the country of origin are substantially the same as those required and contemplated by the laws of the Philippines (with English translation) d. Original copy and photocopy of Transcript of Records e. 2 passport size pictures with nametag
2	Fill – out the form and submit it together with the documentary requirements to the International Affairs Division.					
3		Receive the form and verifies the completeness of documentary requirements. Instruct to pay the prescribed fee, if complete. Return outright the application, if incomplete. Draft a letter indicating the lacking of documentary requirements, if the application is received through mail.	5 minutes/foreign graduate 10 minutes	Professing Officer – International Affairs Division Professing Officer – International Affairs Division OIC – International Affairs Division		
4	Pay the prescribed fee.	Receive and acknowledge payment and issue receipt.	5 minutes	Cash Division		
5	Furnish International Affairs Division a photocopy of receipt.	Receive the receipt and drafts an endorsement letter to the concerned Professional Regulatory Board to determine if foreign reciprocity has been established or not by the applicant.	20 minutes	Professing Officer – International Affairs Division OIC – International Affairs Division		
6		Determine the existence of foreign reciprocity.	3 days	Professional Regulatory Board		
7		Receive the decision. Drafts a resolution if foreign reciprocity has been established; or Draft a letter denying the application if foreign reciprocity has not been established.	5 minutes/foreign professional	Professing Officer – International Affairs Division OIC – International Affairs Division		
8	Claim the letter denying the application.	Sign the Resolution or letter. Inform the applicant to claim the letter.	3 days	Professional Regulatory Board		
9		Attest the Resolution	5 minutes	OIC – Office of the Secretariat for the Professional Regulatory Board		
10		Sign the Resolution. Receive the signed letter from the Professional Regulatory Board.	15 minutes 5 minutes	PRC Commissioners and Chairman Professing Officer – International Affairs Division		
11		Receive the Resolution and docket the same;	3 minutes	Professing Officer – International Affairs Division Records Management Division		
12		Furnish Application Division and ICT Division the signed Resolution for posting at the PRC Website. Inform the applicant to claim the Resolution and to pay the prescribed fee.	5 minutes	Professing Officer – International Affairs Division Application Division ICT Division		
13	Pay the prescribed fee.	Receive and acknowledge payment and issue receipt.	5 minutes	Cash Division		
14	Furnish International Affairs Division a photocopy of receipt.	Receive the receipt and furnish the signed Resolution to the applicant.	1 minute	Professing Officer – International Affairs Division		
15	Proceed to the Application Division for submission of additional requirements to take the licensure examination	Instruct to proceed to the Application Division.	1 minute	Professing Officer – International Affairs Division		

END OF TRANSACTION