



**PROFESSIONAL REGULATION COMMISSION  
INTERNATIONAL AFFAIRS DIVISION**

# APPLICATION FOR CERTIFICATION OF INELIGIBILITY TO TAKE THE LICENSURE EXAMINATION BY A NON – FILIPINO CITIZEN

Step	Applicant/Client	Service Provider	Duration of Activity	Office/Person Responsible	Fees	Required Documents
1	Secure Application Form from International Affairs Division.	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 75.00/certificate	a. Accomplished Application form b. Original copy and photocopy of Transcript of Records c. Original copy and photocopy of current and valid passport
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.	5 minutes/foreign graduate	Professing Officer – International Affairs Division		
4	Pay the prescribed fee	Receive and acknowledge payment and issues receipt.	5 minutes	Cash Division		
5	Furnish International Affairs Division a photocopy of receipt.	Receive the receipt and drafts a Certification of Ineligibility to take the licensure examination by a non – Filipino citizen.	10 minutes	Professing Officer – International Affairs Division OIC – International Affairs Division		
6		Sign the Certification of Ineligibility to take the licensure examination by a non – Filipino citizen	3 days	Professional Regulatory Board		
7	Claim the certification.	Receive the signed certification, dry seal the certification, affix documentary stamp on the certification, seal the certification using PRC envelope with addressee's name and address and put initials at the cover of the envelope. Inform the applicant to claim the certification.	10 minutes	Professing Officer – International Affairs Division		

**END OF TRANSACTION**