

STUDENT HANDBOOK



First English Global College





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•About Belongings

Passport	Please check the expiration date. A valid period of stay + 6 months is required. Don't forget to make a copy in case you lose it!	★★★	
Flight Ticket	If you do not have a round-trip ticket or a ticket to leave the Philippines, you will not be able to enter the country. Be sure to check the round-trip ticket (if you plan to depart to a third country after the Philippines, the ticket for that trip instead of the return ticket) and keep a copy separately in case it is lost. If you have an E-ticket, please be sure to prepare a copy of your E-ticket. Even if you have purchased an open ticket, please set a temporary return date and bring it with you when entering the country. If you do not set a return date, you may be refused entry.	★★★	
SSP Application Documents	Please prepare your passport and 2 photos (5cm x 5cm / white background / without glasses).	★★★	
Corona vaccination certificate Antigen test certificate within 24 hours (English)	Those who have received less than two vaccinations must have a negative antigen test certificate within 24 hours of entering the Philippines. ※ English Also, if you have been vaccinated against the corona vaccine more than once, be sure	★★★	

		to bring your vaccination certificate.		
	Overseas travel insurance	Be sure to purchase overseas travel insurance. Also, please bring your insurance card. Insurance attached to credit cards may not be cashless. Please be sure to check with the card company in advance and bring a copy of your contact information.	★★★	
	Mother and Child handbook	If you are traveling with a child from 1 year old to elementary school age, please bring a maternal and child health handbook. You will need it when you are diagnosed with an illness or injury.	★★★	
	Cash	After the orientation, you will be asked to pay the local fee. There are many cases where credit cards cannot be used locally, so please bring cash for the local expenses and allowance. We will guide you to the exchange office and support you.	★★★	
	International Cash card	For stays of 12 weeks or longer, it is convenient to bring an international cash card that allows you to withdraw in local currency. Cash cards with the “Cirrus” or “Plus” mark can be used. Check the amount you can withdraw and how often you can use it.		
	Credit Card	Credit cards are accepted at hotels, some	★★	

		restaurants and shopping malls. Also, cash can be cashed at the local ATM only if the cashing function is added at the time of creation.		
	Dictionary	It is essential to bring an electronic dictionary that is convenient to carry! Also, if you have a smartphone, it's better to install an app with a dictionary function that you can use offline☆ (We recommend the app "WISDOM"!)	★★★	
	Writing Utensil	You will need to fill out an immigration card on the plane, so it is convenient to bring it with you.	★★	
	Reference Book	It is useful to have reference books and vocabulary books for grammar and conversations that you used in your country.	★	
	Equipment that can shoot movies (digital camera, smartphone, etc.)	We use it in our presentation class to record a video of my presentation.	★★★★ ★ ★ ★★★	
	Earphone	You need it for your listening class. If you have earphones, please bring them.		
	Hair Dryer	There is a standard type hair dryer in the dormitory, but if you need a special type,	★	

		please bring it with you.		
	Transformer	It is necessary when using home appliances with domestic specifications. For those who purchase new home appliances and bring them with them, it is convenient to purchase the one labeled 100V-220V.	★	
	Charger	Don't forget your chargers! Procuring only the chargers locally is difficult and expensive.	★★★	
	Clock	Having a watch or alarm clock is useful.	★	
	Clothes	It's summer in Cebu all year round, but the air conditioning in the shopping center is strong, so it's convenient to bring long sleeves. There is also a laundry service, but no dry cleaning, so avoid expensive clothes.	★★	
	Towels	You will need 2-3 towels. It is also possible to purchase locally. It is not installed in the dormitory.	★★★	
	Indoor shoes	Please bring two pairs of indoor shoes such as slippers. (for dormitory, classroom)	★★★	
	Cap,Sunglasses	The sun is pretty strong, so it's a good idea to bring something with you.	★	
	Tissue	Don't forget that public toilets in the Philippines often don't have toilet paper! Local purchase is also possible.	★★	
	Medicine	It is possible to purchase locally, but please bring what you are used to as much as		

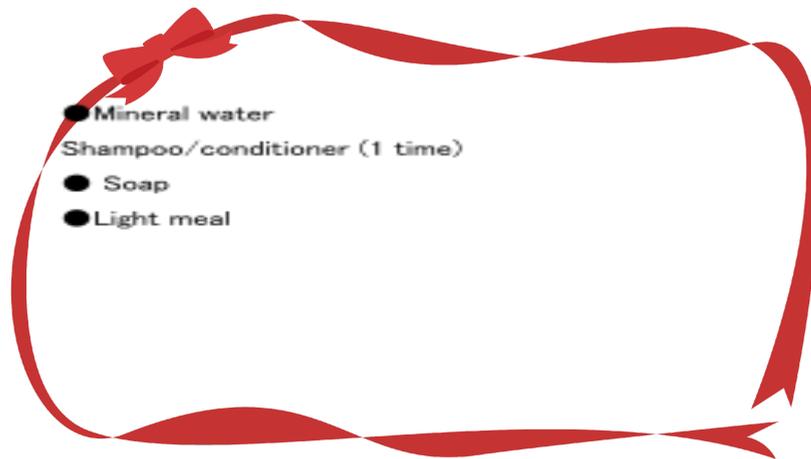
		possible. (Stomach medicine, cold medicine, pain reliever, insect bite ointment, etc.)		
	Sunscreen/Cosmetics	Please prepare the one that suits your skin type.	★★	
	Insect Protection	It is a good idea to bring an indoor insect repellent that does not use electricity or fire. It's also a good idea to have some insect repellent that you spray on your skin.	★★	
	Shampoo	Shampoo, conditioner, body soap, toothpaste, toothbrush, razor, towel, etc. are not provided. It is possible to buy locally.	★★	
	Sanitary Items	You can buy it locally, but if you are particular about it, we recommend that you bring your own.	★★	
	Hangers, clothespins, etc.	Especially for women, many people prefer to wash their underwear by hand, so it is convenient to have a clothesline for travel.	★★	
	Eye glasses, Contact lense	Please prepare extra. Contact lens cleaning and storage solution can be purchased locally (80-250 pesos)	★★	
	Umbrellas	The dry season is from January to May, and the rainy season is from June to December.	★★	
	Unnecessary children's clothes, shoes, stationery, etc. (please bring them arbitrarily)	Our school regularly volunteers for children in the area around the school. At that time, we are making donations, so we would appreciate it if you could bring clothes, shoes, daily necessities, stationery,		

		etc. that you do not use as much as possible.		
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*Many items can be purchased locally. But if you think about homework or self study you can not go

Welcome present

At our school, we are preparing welcome gifts for all students who have arrived.



•About VisaAbout Visa

You will be given a 30-day tourist visa upon entering the Philippines. However, for stays longer than 30 days, the visa must be renewed every two months. What you need for visa extension is your passport and visa extension fee.

*The 30-day visa can be obtained on the condition that you have a return ticket. Please bring a return ticket to leave the country within 30 days or a departure ticket from the Philippines to another country.

•About Passport

Your passport must be valid for the period of stay plus 6 months. If you are a long-term student and need to renew your passport in the Philippines, in principle, you will be responsible for it. The school cannot be held responsible for any problems that arise.

•About Expense

■ What is included in the study abroad fee to be paid before travel

Entrance Fee	Registration fee, ID card creation fee, level test, etc.
Tuition	Tuition fee for one-on-one and group classes
Accommodation	Prices are different depending on room type and number of guests. Share house plan / Condominium plan
Room Cleaning	Twice weekly cleaning service is included.
Wi-Fi	Wi-Fi is available in the classrooms and school dormitories (share houses and condominium rooms).

■ Expenses to be paid after arriving at our school

SSP Cost	6,800Peso	Application is required regardless of the period.
VISA Extension	0-30 days	0Peso
	5~8weeks	4,130Peso
	~12weeks	9,530Peso
	~16weeks	12,960peso
	~20weeks	16,390peso
	~24weeks	19,820peso

ACR I-card Cost	3,500peso	An application is required for stays longer than 8 weeks. The application is made by the school.
Dormitory Deposit	2,000peso	Payment is due by Wednesday of the week of enrollment. If there is no particular problem with the room you stayed in, we will return it on the last Friday of the week.
Teaching Material	1,500peso/4weeks	Based on the results of the level test on the first day, the lesson level and curriculum will be determined, and teaching materials will be prepared accordingly.
Electricity Cost	500peso/week	Depending on the length of stay, payment is due by Wednesday of the week of enrollment. 15 pesos/1kw will be added to the amount (per week) that exceeds 30kw due to meter measurement, and will be settled on the last Friday of the week.
Maintenance Cost	800 peso/week	You will be charged according to the number of weeks you stay.

ECC Cost	1,500peso/week	Those staying in the Philippines for more than 6 months must apply. To apply, the person himself/herself goes to immigration and performs fingerprint authentication. (Self-payment of transportation expenses)
Airport Pick Up	1,000peso/one way	Pick-up is available 24 hours a day, but if you arrive before 9am on Sunday, you will be charged for the previous night's stay.
Extention Stay	2500 peso/night	This is only necessary for those who wish to extend their stay due to flight ticket issues, etc. when returning to your country.

■ Personal allowance

It depends on the individual. Some reference examples are given, so please consider according to your own lifestyle. In addition, the exchange rate is better at the local money changer than at the airport. There is a currency exchange office 2-3 minutes on foot from the school, so we will guide you and support you.

In the Philippines, if you are studying or staying for more than 30 days due to visa issues, you will need a return ticket to a third country within 30 days. If you plan to study abroad for more than 30 days, you must purchase an airline ticket with a return date of 30 days or more, and change the return date after entering Japan.

If you are transferring in Manila, it may take some time to move between terminals, so we recommend that you allow 2-3 hours for your connecting flight.

After immigration, you will be subject to customs checks.

Although it is rare, it seems that even tourists will be searched carefully if there seems to be a lot of luggage. If you are asked to open your luggage, please follow it .

• Airplane luggage precautions

■ Free checked baggage (baggage to be checked)

Depending on the airline, an excess charge of 6,000 to 10,000 yen will be added.

Be sure to properly weigh and prepare the luggage to be entrusted.

~ Range of free checked baggage of major airlines that fly into Cebu ~

Philippine Airlines	23KG per piece. Up to 2 pieces.
Korean Airlines	Regardless of the number of pieces, the total weight is up to 20KG.

Asiana Airlines	Regardless of the number of pieces, the total weight is up to 20KG.
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*The range of free checked baggage may change suddenly, so please be sure to check the website of each airline and use it as a guide only.

* If you use LCC such as Jeju Air or Cebu Pacific, additional charges will be incurred for checked luggage.

If you choose a plan that includes checked baggage fees when purchasing your ticket, please double check the weight.

Please note that charges will be added at the airport if the weight exceeds the original purchase weight.



■ Regarding carry-on baggage

There are aviation security restrictions on carry-on luggage. Especially regarding liquids, there are strict restrictions, so be sure to check.

~Rules for Carrying Liquids on Board as Baggage~

- Liquids in containers of 100ml (g) or less with a capacity of 1 liter or less

Please put it in the zip lock with plenty of room.

If it's in a ziplock, you can carry up to 1 liter in total.

***Even if it is a container of 100ml or less, it can be stored in a zip lock.**

If you don't have it, you can't bring it in.

- The approximate size of a zip lock that can be used as a carry-on is 20 cm or less in length x 20 cm or less in width. Items with a gusset cannot be used as the capacity will exceed 1 liter.

***Only one ziplock bag per person.**

- It is okay if it exceeds 100ml if you put it in a suitcase etc. as free consignment baggage.

~Liquid check subject to regulations!~

There is also something like "Eh! This is also a liquid!" If you do not follow the rules, such as not putting it in a ziplock even if you have prepared it, or exceeding 100ml (g), it will be confiscated at the security checkpoint!

- * Examples of items treated as liquids

•Omit obvious liquids such as lotion, liquid medicine, contact lens storage solution, and insect repellent spray.

Hand Cream	Tooth paste	Sun screen
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liquid foundation	Lip Gloss	jelly lipps
Face Washing	Ointment	Manicure
Mascala	liquid eyeliner	Antiperspirant spray
Water Glue	Correction fluid	Fountain pen ink

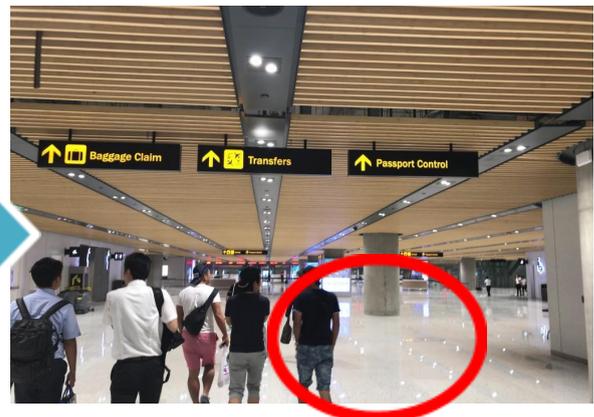
* Puddings and jellies that you bought with the intention of eating them you cannot bring them onboard. However, you can bring in beverages purchased in the duty-free area after immigration procedures. Also, restrictions on carrying liquids may be applied at the security check



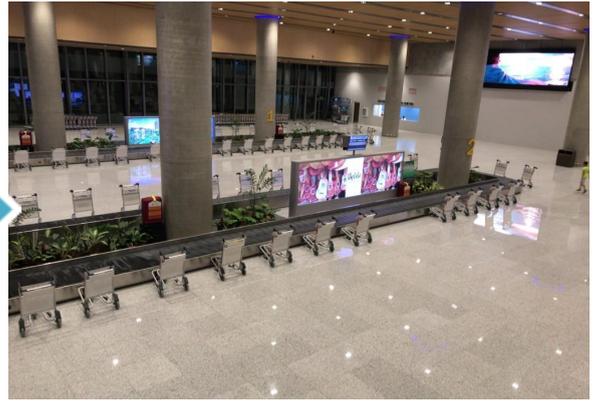
duty-free items must be purchased at the duty-free area of your final connecting airport.

•About Cebu International Airport

For those who come to Cebu for the first time, the flow from the immigration to the luggage lane to the meeting place with the staff is uneasy. I will explain the flow when arriving at Cebu Airport on an international flight.

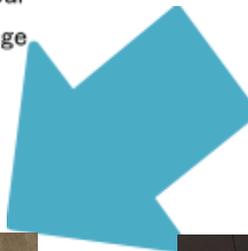


When you get off the plane, the first thing you do is immigration.
 Head towards Passport Control.
 If you are a parent and child studying abroad, please line up in the same lane and go through immigration together. Judging is smooth.
 *Be sure to put your passport in your bag after it is stamped.



After immigration, it's time to pick up your luggage. Take the escalator to the baggage lane.

Pick up your luggage here.

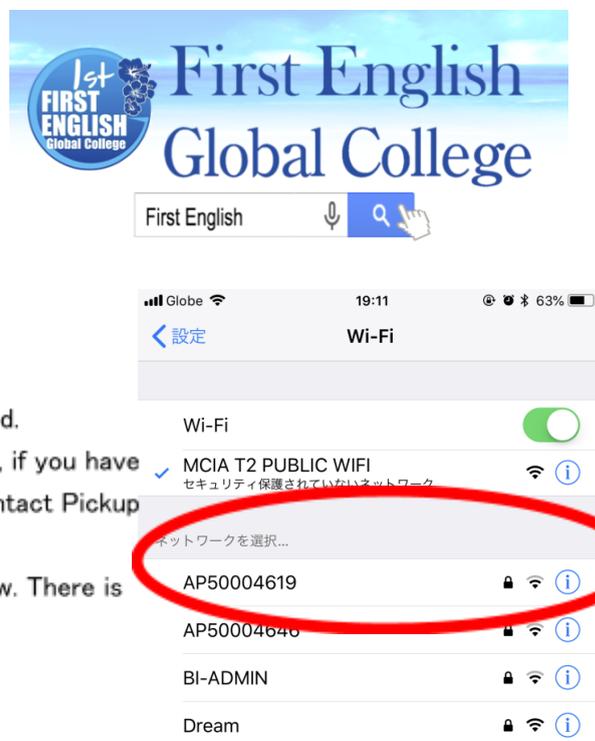


Finally, there is customs. In the direction of Customs.

Once you pass through customs, you are finally in Cebu!



When you go out of the airport, it is crowded with people holding many signs and information.



The school staff will be waiting for you with a sign like this.

Don't worry, we will wait for you even if your flight is delayed.

If you can't find the staff after waiting for about 30 minutes, if you have a mobile phone that can make international calls, please contact Pickup Line, which is an emergency contact.

If you can't make a call, please contact the pickup line below. There is airport Wi-Fi.

※If you can not connect WiFi

Please call to Please call to +639162294786

【About Pick Up Line】

Before studying abroad, be sure to use the following QR code or URL

Send us a friend request or a message on our official LINE. Our staff will contact you as soon as we can confirm.



<https://lin.ee/x8tNAEI>

3.Local

☆Flow for entering Dormitory

【Arrival Day】

The pick-up staff will give you the key to your dormitory room and give you a brief tour of the dormitory. After that, you have free time until the orientation on Monday. As for meals, you can order

bento boxes for lunch and dinner. For breakfast, there is a free light meal.

<Meal arrangements> Orders can be made in advance for the first week and at the office from the second week onwards.

*For currency exchange, we will guide you and support you at the currency exchange on Mondays.

☆Flow of a weekFlow of a week

【Monday】

- 07:00 Please gather in front of the dormitory with writing utensils, passports, files, and enough cash to exchange money. We will take you to the classroom in the school's shuttle bus.
- 08:15~09:00 Orientation by a Filipino instructor (including self-introduction time for international students)
- 09:00~ Orientation by Japanese staff
- Check School Policy
 - Sign and submit the consent form
 - Screening of safety-raising VTR (about 10 minutes)
- 10:00~ Shopping/Exchange support/Payment of local expenses/Counseling
- <School Payment payment>
- SSP application fee 6,800 pesos
 - Dormitory deposit: 2,000 pesos
 - Material fee: 1,500 pesos (every 4 weeks)
 - VISA extension fee (cost according to the length of stay of each person)
 - Electricity bill/facility management fee/pickup fee, etc.
- 12:00~13:00 Lunch Break
- 13:00~ Class Starts

* Regular classes will be held on Mondays from the second week onwards.

【Tuesday~Friday Or From 2nd week Monday~Friday】

- 7:00~7:30 Please gather in front of the dormitory by the designated meeting time.
In the case of the condominium plan, there is no shuttle service. Please come to the classroom by yourself before the class starts.
- 8:00~ Classes

*** After-school classroom → pick-up time to the dormitory Monday-Thursday**

[17:00] [18:00] [20:00]

Friday[17:00][18:00]

4.Returning

•Procedures on the day before returning to Japan

[Last class day]

On the Friday before returning to Japan, the school staff will check the dormitory. If there is no problem with the condition of the dormitory room, we will refund the dormitory deposit.

•On the day of returning home

[On the day of returning home]

You can arrange a taxi to match your return flight, or we can send you to the airport with our car at 1,000 pesos / person. In that case, our school car will give priority to picking up the arriving students, so it may not be possible to meet the desired time.

5.For Safety

1. This is overseas. You have come to the Philippines. A person who has been injured or injured in an accident had some action. Avoid actions that invite danger.
2. There are also organized child thieves. It's a common tactic to hear that you're surrounded by small children and your mobile phone or wallet is stolen.
3. Prices in your country and the Philippines are very different. Let's take the price difference into consideration and act accordingly.

☆Local Life

【Curfew】

◎There is no curfew for those aged 18 and over (excluding high school students).

◎Children under the age of 18 (including high school students) are prohibited from going out on weekdays, and the curfew is at 21:00 on Saturdays, Sundays, and holidays.

On weekends, minors are not allowed to go out alone, and must be accompanied by a guardian instructor or an adult.

is possible. Also, when you go out, please submit an application form (with parental signature) by 12:00 noon on the Wednesday of the week you wish to go out.

please submit.

*You will not be allowed to go out without submitting the application form.

*The school is not responsible for any incidents or accidents that occur outside the school. This is overseas only. Live your life with the awareness that you are abroad.

【Incase you got sick】

- The school cannot hand over medicine. Please manage yourself with your own medicine.

【Prohibited Things】

- A man and a woman share a room except for a married couple.
- Underage smoking and drinking.
- Bringing in and using dangerous goods, drugs, etc.
- Violent acts, noise, damage to property, and other acts that cause trouble to others.
- Slander or slander by posting false information on the Internet or SNS.

6. Grab Taxi

【Grab Taxi】

What is Grab? It is a "taxi dispatch app" that allows you to arrange a taxi with your smartphone!

When going out during the study abroad period, there will be more opportunities to use taxis.

Currently, most students use this app to arrange taxis.

It's easy to use, just follow the screen and specify the destination you want to go to.

The price is also displayed, and there is no need to tell the destination again to the driver.

Download Grab App



Download the "Grab" app and complete the user registration.

You can now choose to log in using your Facebook or Google account, or your phone number.

You can pay the fare in cash, but if you register your credit card information in advance,

All boarding fees are paid by credit card and can be used cashless.



Room 8 2nd Floor 8 Newtown Boulevard Cluster 2, Mactan Newtown, Mactan,