

API BECI INTERNATIONAL

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# API BECI 2022 PRE-ORIENTATION

EMERGENCY  
CONTACT INFO

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Have you ever thought about what you want to achieve through language training abroad?

'I want to enhance my English skills.' or  
'Maybe there's a chance for me to improve if I go to a language school.'

If you have a clear goal rather than these expectations, you will become more motivated to study English.

The language training starts from the moment you enroll in APIBECI Academy.

PREPARATION  
IS THE KEY  
TO SUCCESS



Many students have this thoughts "If I go to Philippines for ESL training do I need to study in advance? "

There is a huge difference between a student who prepared in advance or not.

When it comes to studying, the basic skills must be strong so that you can have successful studying results.

Together with our staffs, we will help students make the most of the BECI's curriculum and learning system to help each student achieve their goals respectively.

# CHECK LIST

- Preparation before departure



Lists	Details
Passport	- Make sure you have a validity period of 6 months or more based on your departure date.
Round-trip ticket	Prepare a round-trip ticket <b>and the return ticket should be dated within 30 days from arrival in the Philippines. (Advised to look for a ticket which allows the passenger to change the return date with minimal fees.)</b> (If you have one-way ticket only, you may be denied to enter Philippines.)
International Student Insurance	For safety reasons, double check your personal insurance. <b>It is required to have a travel insurance for COVID-19 treatment costs with a minimum coverage of USD 35,000 for the duration of stay in the Philippines</b> (Bring your insurance policy in English & card with you)
Vaccination Certification	Students need to possess acceptable proof of vaccination. (Only Fully Vaccinated are allowed to enter the Philippines. Exemption from vaccination certificate for children under the age of 12 if they are with vaccinated parents/guardians.)
COVID-19 Negative Result	With negative RT-PCR test taken within forty eight (48) hours, or a negative laboratory based Antigen Test taken within twenty-four (24) hours, prior to departure from country of origin/first port of embarkation.
One Health Pass QR code	One Health Pass QR code must be received from the Philippine site ( <a href="https://www.onehealthpass.com.ph">https://www.onehealthpass.com.ph</a> ) by the day of departure.
Admission letter	Immigration requires the Letter of Acceptance as a proof for your ESL Training in Philippines.
Credit or Debit Card	Only cards with VISA / MASTER / CIRRUS / PLUS can be used in the Philippines. (Application for overseas use is required)
Clothing / Shoes	Underwear, towel, socks, short sleeves, long sleeves, pants, windbreaker, jumper, slippers, shoes, etc. * Baguio City has a cool temperature, so it is good to have summer clothes and autumn clothes together.
Cosmetics	You can purchase some of the Basic skin care products locally. * If your skin is sensitive, we recommend bringing your own cosmetics.
Toiletries	Shampoo, Conditioner, Soap, Toothbrush, Toothpaste, Body Wash, Cleansing Foam, Body Lotion, Towel, etc. * Toiletries are available locally at an affordable price, and can be purchased during the City Tour on the first day.
Medicines	If you are under any medications, please prepare them individually. (cold medicine, headache pill, digestive medicine, fever reducer etc.)
the others	Laptop, Sunglasses, Dryer, Umbrella, first aid kit, Glasses and Lenses etc.
Basic school supplies	You can purchase them at the local bookstores.
reference book	You can bring some supplemental books if you prefer

- Do not bring Spray, knife, and nail clipper.
- We strongly recommend not to bring food items because some food items may be prohibited.

# DEPARTURE PROCEDURE

## STEP 1

### Arriving at each terminals in the Airport

Make sure the Terminal you will be arriving at.

## STEP 2

### Check-in

1. Arrive at the terminal international airport and proceed to the departure area.
2. Present your passport and receive your boarding pass at the check-in counter.

## STEP 3

### Preparation before departure

You can go to the nearest departure station after attending to business such as currency exchange, roaming, insurance etc.

## STEP 4

### Security check

1. Show your passport and boarding pass to the security officer when you enter the departure area.
2. Place your belongings in a basket and put it on the X-ray belt.
3. Follow the instructions of the border control official to through a gate.

## STEP 5

### Immigration examination

Pass through a procedure at an immigration checkpoint.  
Bring your passport and Boarding Pass.

## STEP 6

### Boarding

You must arrive at the gate 30 minutes before departure time.



# ARRIVAL PROCEDURE

## STEP 1

### Completion of Immigration

Upon landing on the airport.

## STEP 2

### Examination Of immigration

Passport check in the VISITOR line

If requested :

- RETURN TICKET
- LETTER OF ADMITTANCE [LOA]

## STEP 3

### Finding your baggage

## STEP 4

### Customs declaration

Completion of customs declaration

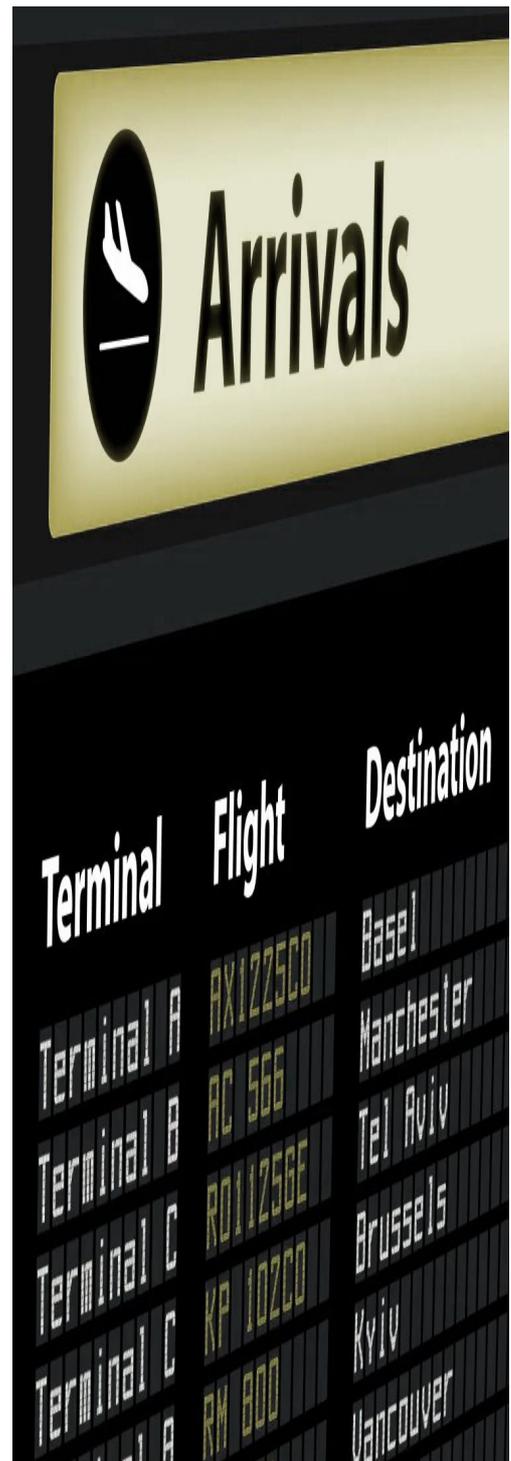
Submit a customs declaration from baggage inspection

## STEP 5

### Arrival Lobby

Go to pick-up meeting area

If necessary, exchange a small amount of Dollar to Peso



# ENTRY PROCEDURE



1. Fill in the arrival card form on the plane or at the airport.
2. Go to the immigration checkpoint.
3. Present your passport and arrival card to the immigration officer and prepare to answer few questions.
  - You do not have to be nervous about questions. It is a common to all foreigners entering the country.
  - There are many cases that you pass through the gate immediately after submitting the arrival card and checking your fingerprint without any questions.
  - If they required proof of your language training, you can present the Letter of Acceptance issued by the school and your round-trip ticket.

\* Examples

Q) What is your purpose here in the Philippines?

A) Studying English for \_\_\_\_\_ months. **A) Studying English for 4 weeks.**

**\*This answer applies to all students who plan to stay longer than 4 weeks in order to avoid further questions at the airport immigration counter.**

Q) Where are you going?

A) I'll go to Baguio City.

4. When the immigration check is complete, go to the baggage claim where the airplane flight number is displayed and find your luggage.
5. Submit a customs declaration to the examiner at the exit and go to the pick-up places.

# GROUP PICKUP INFORMATION

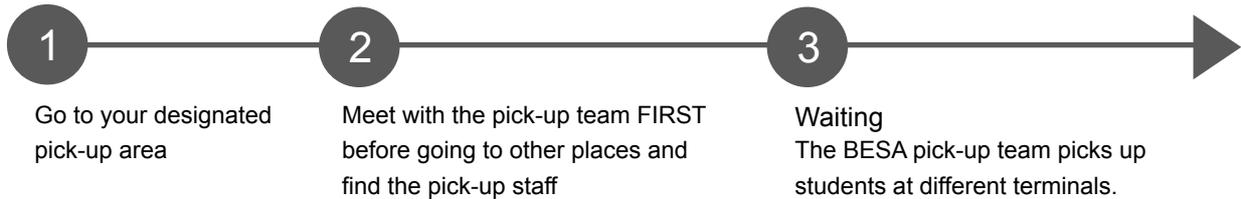
## - Manila Airport & Clark Airport

### 2022 BECI Academy - Group Pickup Date

January	February	March	April	May	June
July	August	September	October	November	December

	Manila Airport	Clark Airport
Time (Sunday)		
Place	Refer to page 8, 9, 10 for details.	Refer to page 11 for details.
To Baguio	5 – 6 hours	3 – 4 hours

### Group Pickup Information



BECI Academy's group pickup is conducted by Baguio English Schools Association (BESA).

\* BESA - The Baguio Language Schools Association is established to provide quality education to language learners in Baguio

You can meet our pickup staff (Filipino) wearing a BESA uniform or holding a placard with BESA logo.



BESA pickup staffs have a list of basic information of the students such as full name and flight information. Please check your name in the list. If you arrive later than the scheduled pick-up time in the morning or afternoon pick-up, you will be informed to join the next pick-up schedule.

Even if the last pick-up time is delayed due to airplane and immigration, we will not leave until all students arrive. (Please go to the pick-up area as soon as possible if the flight is delayed.)

**\*\*Before riding the pick-up transportation, take your jacket or coat. The air conditioning inside might get very cold.**

# Manila Airport Pickup - Terminal 1 : IN FRONT OF DUTY FREE



Once you cross the street (IMG 1) turn to you right to go down a ramp (IMG 2). Make sure that you can see the signs with the marking "PASSENGER WAITING AREA" (IMG 3), look for the DUTY FREE meeting area (IMG 4).

\* If you can not find the pick-up staff upon arriving, Please wait at the pickup place. They will come back after guiding other students to the bus/van.



IMG 1

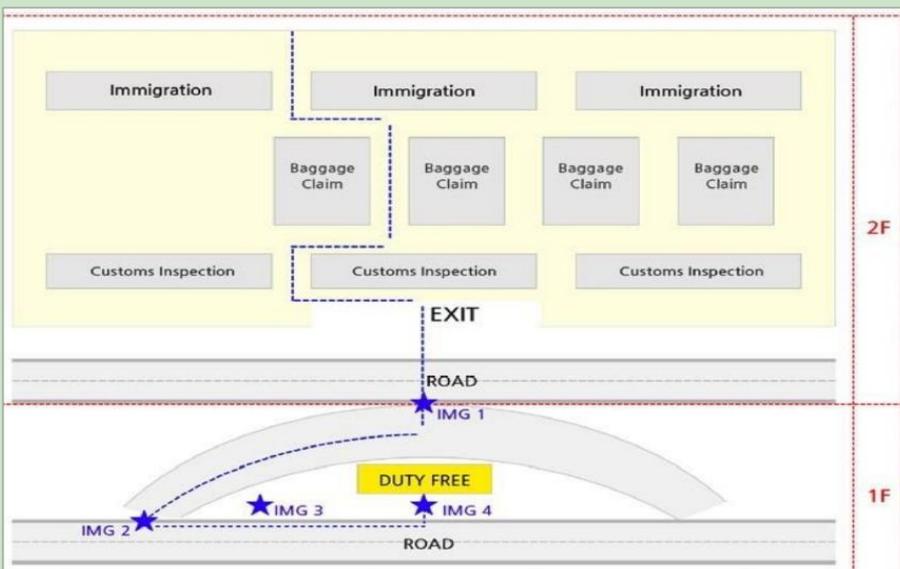


IMG 2



IMG 3

If you cannot see any of the signs with "PASSENGER WAITING AREA", you are in the wrong place.



IMG 4

**\*\*Before riding the pick-up transportation, take your jacket or coat. The air conditioning inside might get very cold.**

# Manila Airport Pickup - Terminal 2 : BAY 20

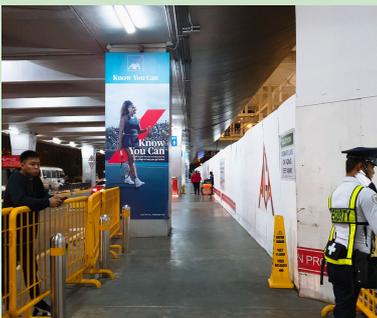


Pass the exit gate and go straight ahead (IMG1),  
Turn right and walk along the road (IMG2)  
Wait for in front of Bay 20 (IMG3)

\* If you can not find the pick-up staff upon arriving,  
Please wait at the pickup place. They will come back after guiding other students to the bus/van.



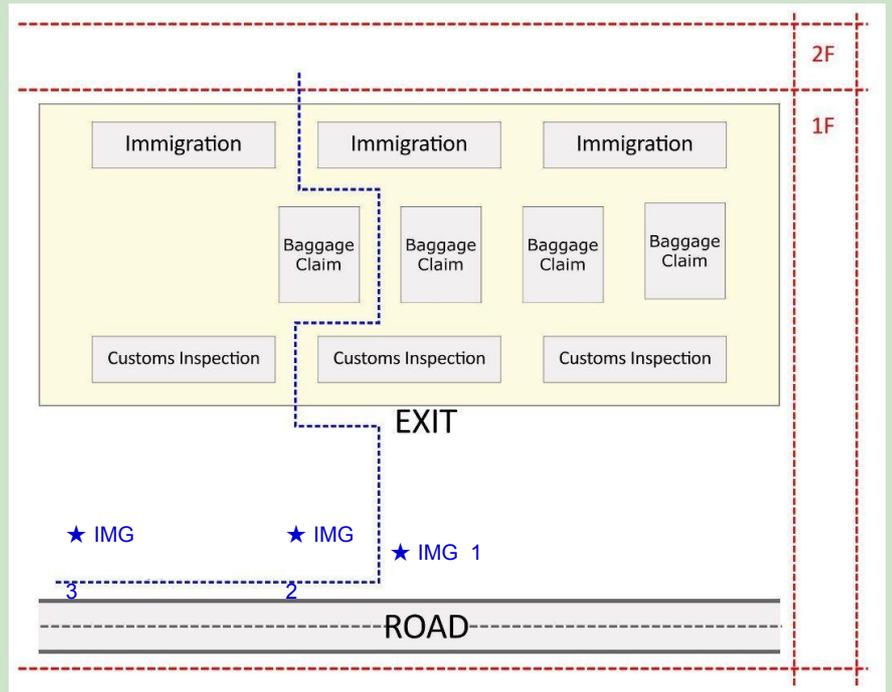
IMG 1



IMG 2



IMG 3



**\*\*Before riding the pick-up transportation, take your jacket or coat. The air conditioning inside might get very cold.**

# Manila Airport Pickup

## - Terminal 3 : Bay 7



Once you exit the arrival area (IMG 1), Go straight to Exit and get out of the exit. Then Look for Bay 7 and stand and wait for our pick-up staff in front of Bay 7.

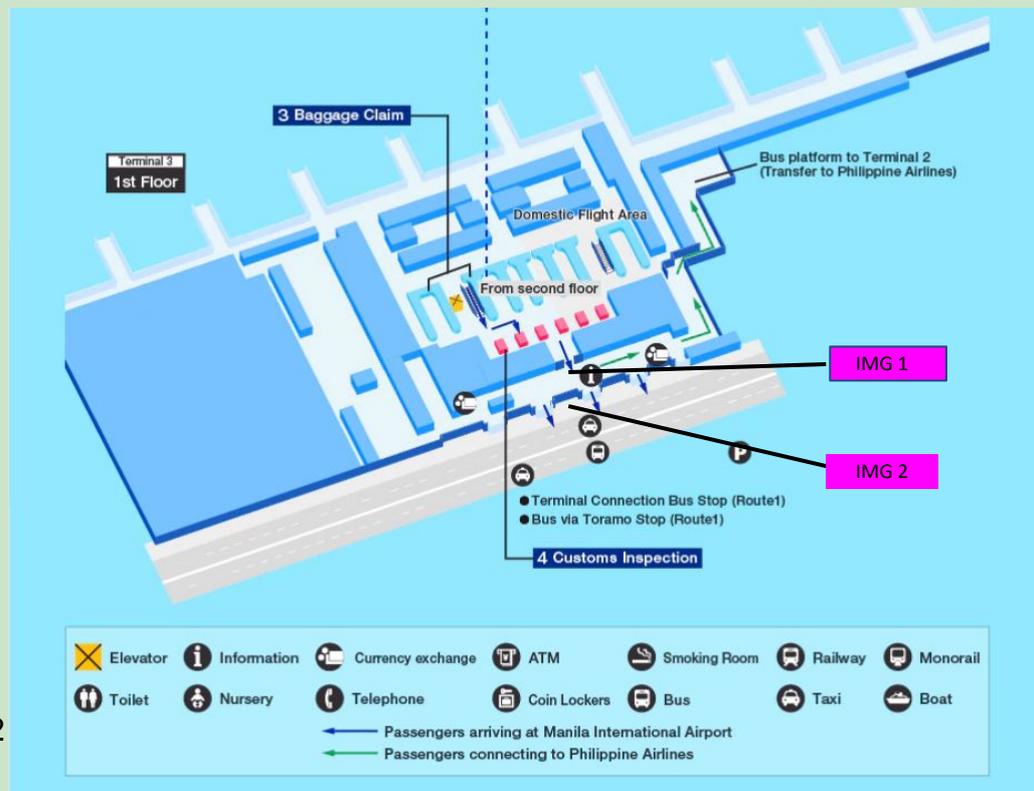
\* If you can not find the pick-up staff upon arriving, Please wait at the pickup place. They will come back after guiding other students to the bus/van.



IMG 1



IMG 2



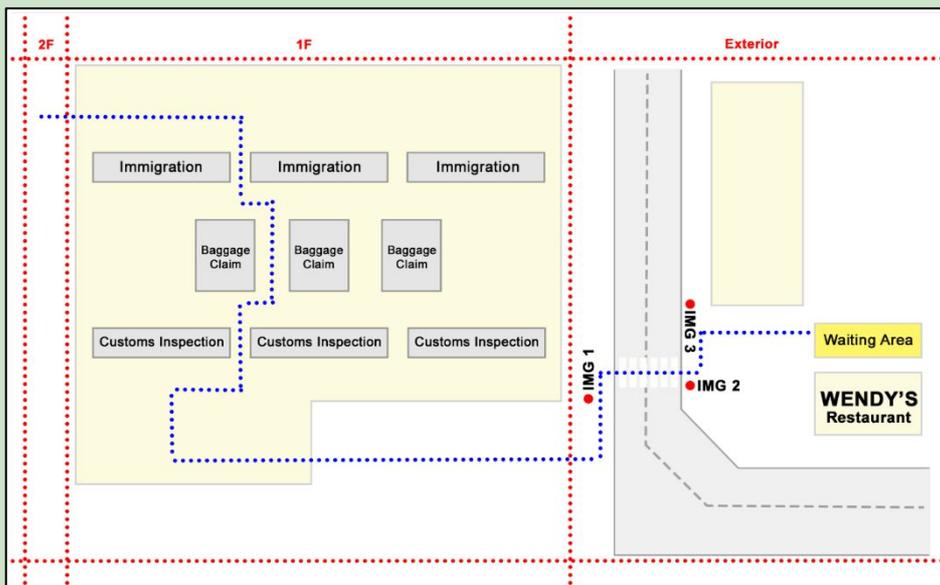
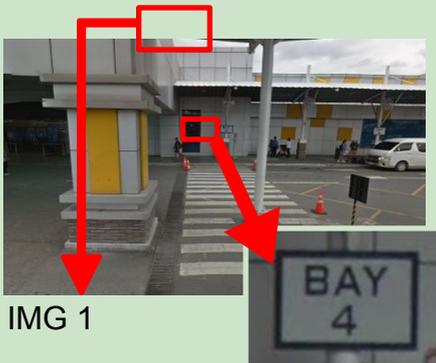
**\*\*Before riding the pick-up transportation, take your jacket or coat. The air conditioning inside might get very cold.**

# Clark Airport Pickup (Group Pickup ONLY)



Go to Bay 4 (IMG1),  
Cross the Road (IMG2), Turn left (IMG 3) and  
Walk straight to WENDY'S Restaurant.

\* If you can not find the pick-up staff upon arriving,  
Please wait at the pickup place. They will come back  
after guiding other students to the bus/van.



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# PERSONAL PICKUP

(Manila Airport only) **As of April 2022, This style of Personal Pickup is not available. Only Van Pickup is arranged.**

## Manila Airport

1. Get off the airport and go to the places listed in the pickup guide.
1. Take a taxi with the pickup staff and go to the bus terminal.
1. Take the bus from the terminal according to the staff's instructions and go to Baguio.  
\* Our staff will not accompany the students to Baguio.
1. After about 5-6 hours of travel time, you will meet BECI manager who will be waiting in front of Mr. Donut in Baguio bus terminal.  
\* Depending on the road condition, travel time will be changed.
1. Take a taxi with BECI manager and go directly to BECI Academy.



Patrick (Personal Pickup staff)

### NOTE

Due to local circumstances, the pickup staff may change.

# EMERGENCY SITUATION

BESA staff for group pickup or BECI staff for individual pick up and BECI managers communicate all the updated information on the day of pick-up.

Therefore, even if you arrived later than your scheduled arrival time, please wait at the designated pickup area. The pickup staff are on their way to pick you up.

Before departure, please make sure to have the contact number listed on the pickup guide for each terminal.

English and Tagalog version of the emergency letter is on the back of this page, please show it to airport staffs or nearby shop staffs in case of emergency.

This letter seeks assistance to contact APIBECI school directly.

\* Please refuse if someone hands over their phone or ask for something at the airport. You can be asked for a high charged for using their phones.

※ If the airport Wi-Fi is not available, you can purchase SIM & Load card by yourself as follows.



1. Exchange US dollars for pesos at the exchange counter.
2. Please go to Globe counter located in the airport and buy SIM and Load Card.
3. Put the SIM into your phone and follow the Load Card instructions.



## HOW TO USE ?

1. After changing the SIM, please press the number \*143# and then press the call button.
2. When details pane appears, please press 2.
3. Please press 3 for Load call card.
4. Enter the 10 digit number (Call Card No) and 6 digit number (Call Card Pin) on the back of the load card to finish charging!
5. To register the promo, text the promo keyword you want to 8080.

**Note**

Please make sure your mobile data sign is off before you load the card or it will automatically consume data.

\* Promo types (More options are available on Globe website)

PRICE	KEYWORD	SURFING	CALL	TEXT	VALIDITY
P20	GoUNLI20	50MB	UNLIMITED	UNLIMITED	1day
P50	GoUNLI50	500MB	UNLIMITED	UNLIMITED	3days
P50	GOSURF50	2GB	-	UNLIMITED	3days
P120	GoSAKTO120	3GB	UNLIMITED to Globe/TM Network	UNLIMITED	7days
P140	GoSAKTO140	4GB	UNLIMITED to Globe/TM Network	UNLIMITED	7days

Hello .

Good day! We are APIBECI International School in Baguio City .

This letter is to kindly ask for your good assistance to help us locate and pick up our student/s.

We were not able to meet our student/s due to some circumstances.

We would like to make a request to lend your phone to our student/s to call us or you may contact us directly using the contact number provided and inform us the location as well as the status of our student/s.

We are sorry for the inconvenience we have caused you but in advance, we are grateful for helping us connect with them. We will give the compensation as soon as we arrived.

Once again, thank you for taking the time to help us out and we greatly appreciate your assistance.

Magandang araw po sa inyo! Kami po ay isang eskwelahan,  
APIBECI International Language School sa Baguio City.

Gusto po sana naming humingi ng inyong tulong para malaman namin ang kinaroroonan ng aming estudyante upang sila ay aming masundo. Hindi po namin sila nasundo sa tamang oras sa dahilang may mga issues na hindi po namin inakala.

Gusto po sana naming humingi ng request sa inyo na ipagamit ang inyong cellphone o direktat nyo po kaming tawagan sa cellphone number na nakalakip sa sulat na ito at ipaalam ang kinaroroonan ng aming estudyante upang sila ay aming masundo sa tamang lugar at tamang oras.

Paumanhin po sa inyong oras at maraming salamat po sa inyong pagtulong. Magbibigay po kamin ng refund o bayad kapalit ng pagtulong nyo kapag kami po ay nakarating.

Inuulit po namin,maraming maraming salamat po sa tulong ninyo.



**SEE YOU SOON AT BECI!**