

## **Certificate of Good Standing**

For Professional Regulation Commission (PRC) License Holders:

1. Request the issuance of **CERTIFICATE OF GOOD STANDING** from the Professional Regulation Commission.
2. Only the original letter from the PRC will be endorsed by the Embassy. All letters must be sent directly by the institution to the Philippine Embassy through postal registered mail or courier. Hand-carried or personal addressed letter will be rejected and the Embassy will not issue the endorsement letter.
3. Get the Courier's tracking number to monitor the documents. Once the Embassy has received it, you may claim and process the document/s at the Notarial Section. After 3-5 days upon payment, you may claim the endorsement letter and bring it to the Ministry of Higher Education.
  - ❖ Please take note that the letter from the school is only valid for six (6) months from the date of issuance.