

Baguio English Schools Association Student Pick-up Guide



PICK-UP GUIDE

This Guide is made to help you if you have joined the BESA Pick-up Service.
Read everything carefully and make sure that you understand the information within this guide in order to guarantee a smooth pick-up.

WHAT IS BESA?

Baguio English Schools Association (BESA) is the organization of international language schools located in Baguio City and La Trinidad, at the northern region of the Philippines. BESA is composed of some of the longest-running ESL (English as Second Language) schools in the country, serving students all over Asia, Middle East, and Europe.

What is BESA PICK-UP Service?

BESA provides a pick-up service at the Ninoy Aquino International Airport (NAIA) to Baguio City for various BESA affiliated schools.

Below is a list of schools that are currently part of the BESA Pick-up Service:

- A&J E-EduDC English Academy (A&J)
- A-Plus Advance School of English Inc. (A-PLUS)
- BECI International Language Academy (BECI)
- CNS II Globalize Learning Academy (CNS2)
- Baguio JIC – Journey In My Career (JIC)
- Keunmoon English School (KES)
- Monol International Education Institute (MONOL)
- Pines International Academy (PINES / PIA)
- Can I Talk Academy (TALK)
- Widest Asian Learners English School (WALES)

PICK-UP SCHEDULE – Below is a table with the dates for the BESA scheduled student pick-up service.

<u>2018 PICK-UP SCHEDULE</u>			
JAN	6-7, 20-21	JUL	7-8, 21-22
FEB	3-4, 17-18	AUG	4-5, 18-19
MAR	3-4, 17-18, 31	SEP	1-2, 15-16, 29-30
APR	1, 14-15, 28-29	OCT	13-14, 27-28
MAY	12-13, 26-27	NOV	10-11, 24-25
JUN	9-10, 23-24	DEC	8-9, 22-23
<u>2019 PICK-UP SCHEDULE</u>			
JAN	5-6, 19-20	JUL	6-7, 20-21
FEB	2-3, 16-17	AUG	3-4, 17-18, 31
MAR	2-3, 16-17, 30-31	SEP	1, 14-15, 28-29
APR	13-14, 27-28	OCT	12-13, 26-27
MAY	11-12, 25-26	NOV	9-10, 23-24
JUN	8-9, 22-23	DEC	7-8, 21-22



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THINGS TO PREPARE – Here is a reminder of things to prepare before leaving for the Philippines.

Important things to bring

- **PASSPORT** – your passport should have at least 6 months of validity from the date of arrival in the Philippines.
- **LETTER OF ADMITTANCE (LOA) OR ANY EQUIVALENT DOCUMENT** – This is a document providing proof that you have been admitted or will study at your school/ academy. Your academy can provide you this document
- **COPY OF YOUR ACADEMY’S ACCREDITATION TO ACCEPT FOREIGN STUDENTS** – This is a document issued by the Philippine Government to your school. Your academy can provide you this document
- **2 PIECES 5x5cm (or 2”x2”) ID PICTURE** – To be used for your Special Study Permit (SSP).
- **CASH CARD(S) OR PHILIPPINE PESOS** – It is important to bring **some local currency**

Additional things to pack

- Electronic dictionary, MP3 Player, Laptop, 110V adapter
- Some medicines
- Warm clothing – The weather in Baguio where you are going to study is at least 20 degrees Celsius on average.

What not to bring – It is not advisable to bring the following things, since these are available in the Philippines

- Groceries or food that you cook – Bring light snacks for long flights.
- Too many heavy books - You can bring light reading materials in order to pre-occupy yourself during the plane and/or bus trip.
- School supplies – School supplies can be readily bought in the Philippines.
- Electronic appliances

PICK-UP TIMES – The following table shows the pick-up times and the allotted pick-up days for each school

SATURDAY 16:00 – 19:00 22:00 – 01:00	SUNDAY 5:00 – 8:00 (Terminal 3 Only)	SUNDAY 16:00 – 19:00 22:00 – 01:00
A&J APLUS CN2S KEUNMOON MONOL PINES WALES	A&J APLUS BECI CNS2 JIC KEUNMOON MONOL PINES TALK WALES	BECI JIC TALK



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ARRIVAL IN THE PHILIPPINES –Here are some reminders and guidelines once you have arrived in the Philippines

- **INSIDE THE AIRPORT** - Follow these procedures once inside the airport:
 1. Fill out the Disembarkation Form they give you on the plane or from the ground staff as soon as you disembark the plane.
 2. Proceed to the immigration counter for passport inspection and validation. Line up to the "visitor" window at immigration
 3. Present your passport, return ticket, the Letter of Admittance (LOA) issued by your academy, your academy's Accreditation to Accept Foreign Students, and the Disembarkation Form to the Immigration officer and prepare to answer some questions.

Don't be nervous and don't worry if they ask you some questions. That is normal to foreigners going in another country.

Frequently asked questions are as follows:

What is your purpose here in the Philippines? **Answer:** Study English for ___ months.
Where are you going? **Answer:** I will go to Baguio City.

Remember: If the immigration officer asks for proof that you are going to study English in the Philippines, do not hesitate to show your LOA and your Academy's Accreditation to Accept Foreign Students. Present it together with your return ticket.

4. After the immigration check, proceed to the baggage claim area. Each conveyer belt has a flight information board over it. Also, there are baggage carts available free of charge.
5. After claiming your baggage, give your Baggage Declaration Form to the customs examiner. Be sure your bags are ready for inspection.
6. Before finally leaving the customs area, a customs officer stationed at the exit gate will collect your Baggage Declaration Form and/or gate pass.
7. Next, you will enter the arrival lobby. Some guards will probably collect your baggage tags here. Also in the arrival lobby there is a money changer if you would like to change your dollars to peso.



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- **VISA** – Here is a brief explanation on your VISA
 - VISA free – certain nationalities from different countries can enter the country without the need of applying for a VISA. Depending on their nationality they can stay up to 30 days in the Philippines.



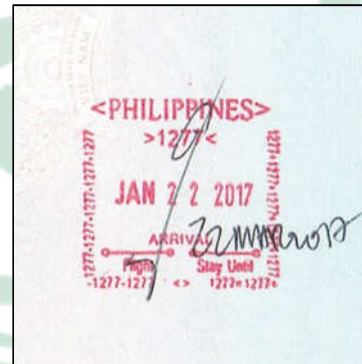
30 day VISA free

- Here are some nationalities of students with free 30 day VISA:
 - South Korea
 - Japan
 - Thailand
 - Saudi Arabia
 - Vietnam
 - Mongolia
 - Colombia
 - Spain

- 59 day VISA – Some nationalities, regardless of being able to avail of the 30 day free VISA, are still be able to apply for a 59 day VISA. Please check that if you have a 59 day VISA, make sure that the VISA stamp also has the correct duration.

- Some nationalities are required to have a VISA before entering the Philippines. Students from China and Taiwan are required to have a VISA before being able to enter the country. Most common to these Nationalities have a 59 day VISA.

- The following are examples of 59 day VISAs



Vietnamese National with 59 day VISA

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Chinese National with Pre-arranged 59 Day Visa



Taiwanese National with Pre-arranged 59 day VISA

Check your VISA after going through the immigration process. Check if the immigration officer put the **correct arrival and duration for your VISA.**

If you applied for a 59 day VISA, check if the duration stamped by the immigration officer is correct.

If there are any concerns or problems with your VISA duration, immediately ask help from the Immigration officer that checked your Passport or show your Passport and VISA stamp to the BESA pick-up staff.

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IMPORTANT REMINDERS WHEN GOING TO THE MEETING AREA

- **Wait only in the designated meeting areas in order to meet with the BESA pick-up team.** Diagrams and pictures of the designated meeting areas will be provided at the end of this guide.
- If you **arrive before your scheduled pick-up time**, you can pass the time somewhere other than the meeting areas. **Just keep in mind to go to any of the designated meeting areas to meet the pick-up team during your scheduled pick-up.**
- **If you arrive during your scheduled pick-up time, meet with the pick-up team FIRST before going to other places** (Smoking, Buying food, etc.), **unless it is an emergency.** This is to make sure that you have taken your scheduled flight and have not canceled your pick-up.
- If you are lost or need help, **talk only to airport security personnel**, these people are usually wearing security guard or police uniforms.
- **BESA Pick-up staff will never charge you or ask for any payment during the pick-up service.** Payments for the pick-up service will be done at your individual school. **Do not follow anybody who will ask money from you for their help.**
- When asking for directions from airport personnel to the meeting areas, **just ask for directions going to the designated meeting area.** **Do not ask to them to guide you, show you around or borrow their phones.** Remember to be polite in asking.
- **If you have Philippine Peso, you can buy a SIM card and a call card** at the information center or at the nearest store inside the airport. Just follow the steps in using the call card. Once you have a SIM and call card **you can ask the vendor to help you in contacting the BESA staff.**
- If you do not have any money to buy a SIM or a call card, **there are available money exchangers in the airport.** If you need any assistance, **approach airport security personnel**, who are roaming around. Remember to be polite in asking.
- **Unless it is an emergency, do not leave the Airport area without meeting or contacting any of the BESA pick-up staff first.**

BESA



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MEETING WITH THE BESA PICK-UP TEAM - BESA will have a small team waiting at a designated area in the airport (a diagram is provided for you to check on where to meet them).

The BESA pick-up team will have a list of students who are arriving and they usually hold a placard or banner with the BESA logo. If you see one of them, just approach them and check if your name is in the pick-up list.



BESA Pick-up Staff Uniform



BESA Banner and Placard

If you arrived at the meeting place and there is no pick-up staff yet. Just wait patiently, the pick-up is on their way to the meeting area and will be there within the designated pick-up time.

Once you meet with the BESA pick-up staff:

Show your passport to the BESA pick-up personnel so they can check your arrival stamp to avoid any problems later on.

Please **be patient to wait for other arriving students** as we cannot avoid problems with regards to delay of flights, immigration check and baggage claiming.

The **Airport has designated smoking areas**. If you want to smoke while waiting for other students, please inform the pick-up staff first.

If you cannot locate the pick-up group or if you encountered any problem with your passport or baggage, please be in touch with the contact numbers on the next pages.



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WAITING TIMES AND DEPARTURE – After meeting with the pick-up team, you will depart for Baguio depending on your designated pick-up time. The pick-up group can leave for Baguio once all other students for the pick-up time have been met.

Once you have met with the Pick-up team, **please wait patiently for other students.**

The BESA pick-up team will also pick-up other students from other schools who will also go to Baguio City. These other students will be located at different airport terminals.

Once all students for the designated pick-up time have been met, then the group can depart to Baguio City.

The Pick-up transportation will go from each airport terminal to pick-up the other students.

- **Reminders while waiting to depart to Baguio city:**
 - Other students who joined the pick-up service will also be arriving at different times. Please wait for them patiently.
 - While waiting for other students, you can go buy snacks. You might not be able to eat something once the bus departs for Baguio. Inform the staff if you want to go buy something. Also be reminded that the group can depart anytime, so return to the meeting area promptly.
 - When riding the transportation for the pick-up service, please make room for other students who might join the transportation.
 - Be considerate to the other students who will join the pick-up service. You are not the only student who joined the BESA pick-up service.
 - It takes at least 5-6 hours to travel from Manila to Baguio.

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TERMINAL 1 – PICK-UP LOCATION DIAGRAM AND IMAGES

Meeting area: **In front of DUTY FREE PASSENGER ARRIVAL AREA**

PRIMARY PICK-UP PERSONNEL: 0995-531-6367

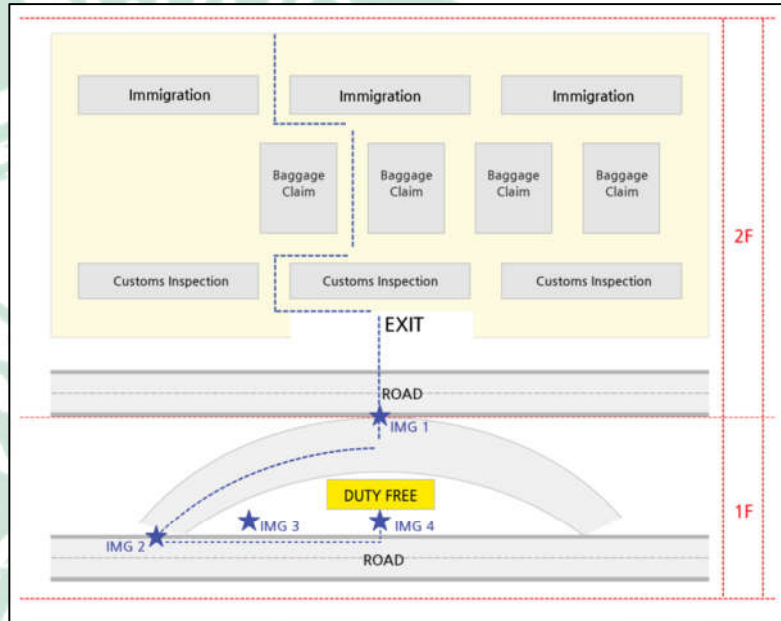
Once you cross the street (IMG 1) turn to you right to go down a ramp (IMG 2)
 Make sure that you can see the signs with the marking “PASSENGER WAITING AREA” (IMG 3), look for the DUTY FREE meeting area (IMG 4). If you cannot see any of the signs with “PASSENGER WAITING AREA” you are in the wrong place.



IMG 1



IMG 2



Terminal 1 Meeting area diagram



IMG 3



IMG 4



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TERMINAL 2 – PICK-UP LOCATION AND DIAGRAM AND IMAGES

Meeting area: **In-front of JOLLIBEE**

PRIMARY PICK-UP PERSONNEL: 0995-531-6386

Once you pass through the exit gate (IMG 1) Look to your right and you can see Jollibee (IMG 3)



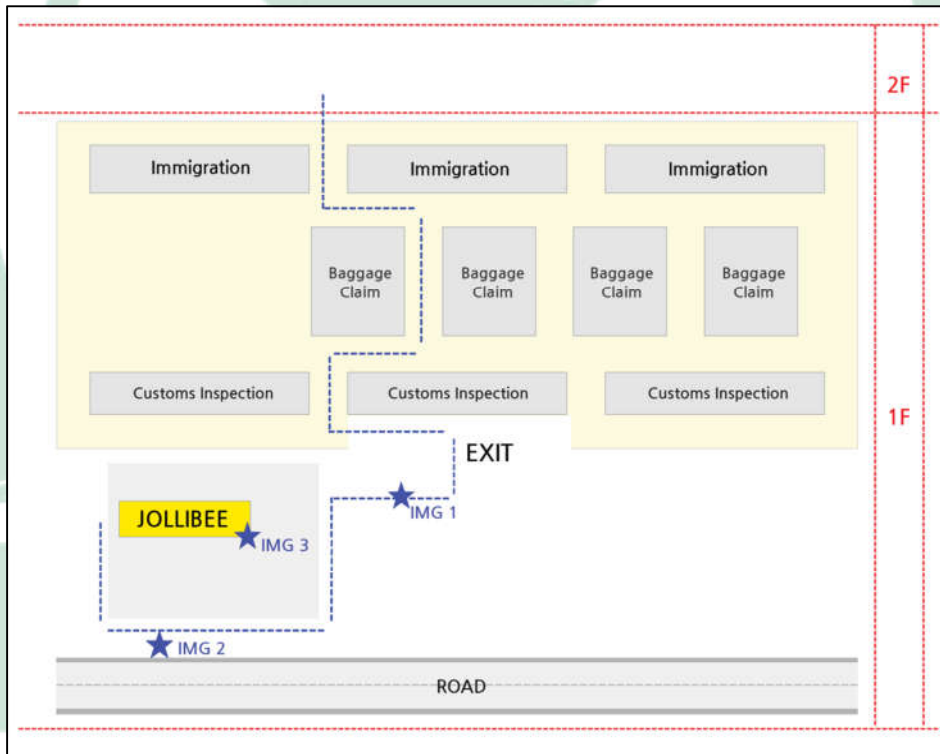
IMG 1



IMG 2



IMG 3



Terminal 2 Meeting area Diagram

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TERMINAL 3 – PICK-UP LOCATION AND DIAGRAM AND DIAGRAM

Meeting area: **In-front of BURGER KING**

PRIMARY PICK-UP PERSONNEL: 0995-531-6354

Once Exiting (IMG 1) Look straight ahead and you can see Burger King (IMG 3)



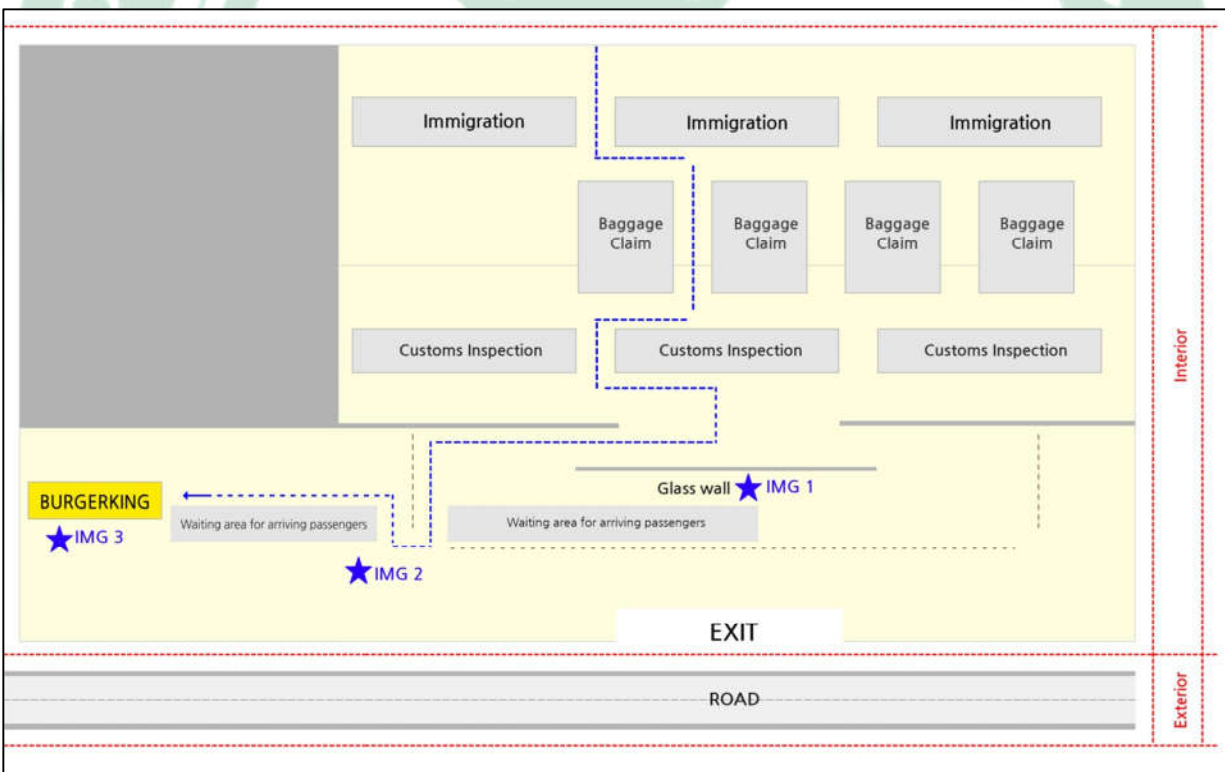
IMG 1



IMG 2



IMG 3



Terminal 3 Meeting area Diagram



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CONTACT NUMBERS FOR EACH TERMINAL STAFF

- Contact number per terminal
 - Terminal 1: 0995-531-6367
 - Terminal 2: 0995-531-6386
 - Terminal 3: 0995-531-6354

- Emergency staff
 - Emergency staff phone: 0995-531-6375 and 0995-531-6380

