

# – CG ACADEMY Pre-departure Information –

## 1. CG Academy Information

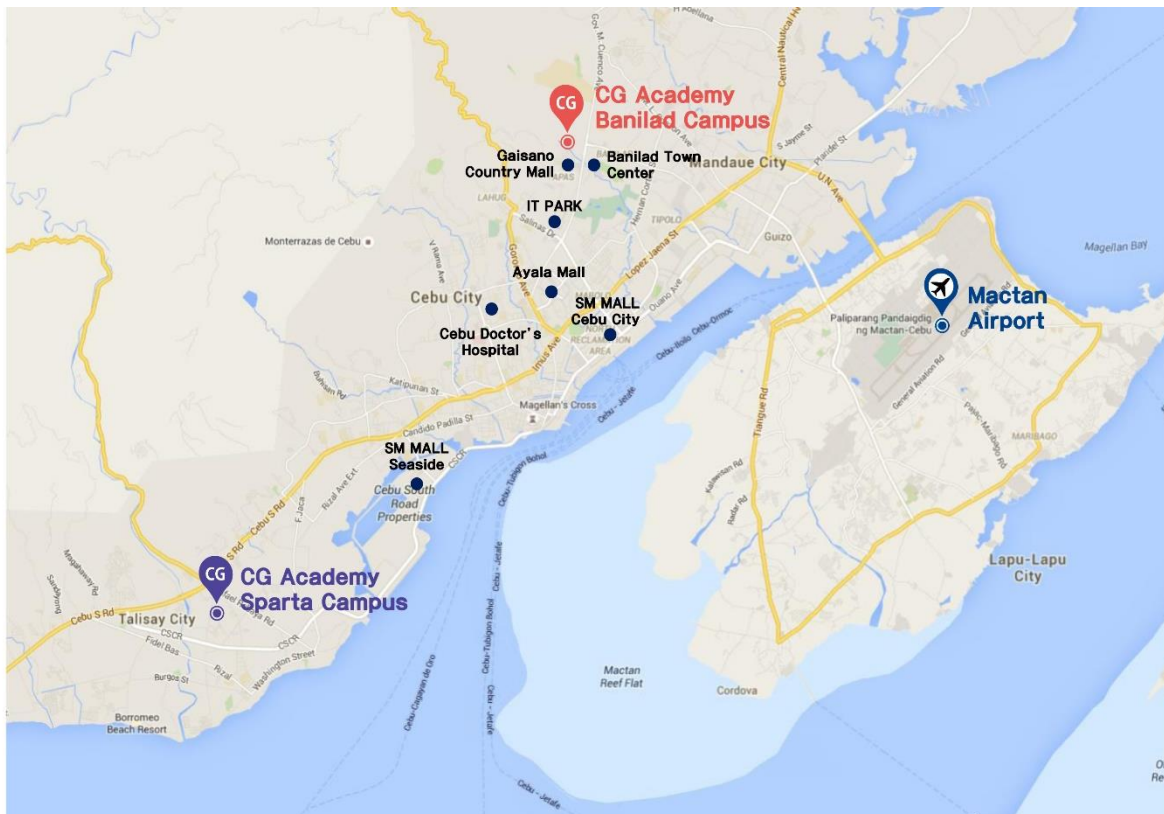
### [Sparta Campus]

- ✓ Address: 1951-A-1, Uldog, Cansojong, Talisay City, Cebu, Philippines [6045]
- ✓ Office contact: +63-32-503-1435 (Philippine local phone)
- ✓ Internet phone: 070-4640-4922 (Korea Internet phone)

### [Banilad Campus]

- ✓ Address: Base Camp, Maria Luisa Road, Banilad, Cebu City, Cebu, Philippines [6000]
- ✓ Office contact: +63-32-234-3267 (Philippine local phone)
- ✓ Internet phone: 070-4640-4923 (Korea Internet phone)

## 2. location



### 3. Pre-departure Check List

#### 【Passport and documents】

- Please make sure to check the expiration date of your passport before departure(**Passport must be valid for more than 6 months**). If your passport is not valid for more than 6 months, both departure and entry are impossible..
- If you enter the Philippines **with a child under 15**, a copy of your **English resident registration** is essential, so please prepare it in advance.

#### 【Check Flight Ticket】

- Please make sure the name on your ticket is the same as the one on your passport. If the names are different, you may be denied boarding, and you will need to reissue your ticket (Penalty fee may be charged by the airline if you reissue it).
- You must need a **return ticket** when you leave for the Philippines (Either to Korea or third country, not the Philippines).

#### 【Philippine Stay Visa】

- You can stay in the Philippines without a visa up to 30 days, so you do not need to issue it before departure.
- However, if you stay for more than 30 days, you need to apply for visa extension in the Philippines to continue to stay.
- Visa extension will be handled by CG Academy after a student arrives in the Philippines. If a student applies for an extension after the visa expires, they will have to pay an additional fee other than usual fees for extension.

#### 【CG Academy Enrollment and Refund Policy】

- Please check the enrollment rules and refund of CG Academy. CG Academy will not be held responsible for the damage caused by a student not checking the rules.

#### 【Money Exchange and Overseas Debit Card】

- It is recommended that you prepare US dollars or overseas debit cards (cards with VISA, Master, and PLUS CIRRUS) for personal expenses (such as pocket money) used during the language training period.
- In the case of US Dollar, we recommend that you prepare only 100 dollar bills if possible, and small US Dollar bills such as 10 dollars and 5 dollars are often subject to lower exchange rates in the Philippines.
- You can use an overseas debit card to withdraw money from each bank ATM in the Philippines, and overseas approval may be required depending on the bank and card type when issuing and using it for the first time, so please check the issuing bank for overseas use and cash withdrawal.

#### 【Preparation of Training Materials】

- Toiletries can be bought locally. Prepare enough towels and underwear, clothing, short sleeve-T, long pants and long-sleeved cardigans etc. An electronic dictionary is necessary, pack some vitamins and medicines for cold, headache, diarrhea etc. These can also be bought in the Philippines. If you have allergy, it is recommended that you bring your own anti-allergy medicine or other medicine for your health.

## 【Preparation of Text Books】

- Class use textbooks written in English. The books can be purchased in the campus.
- You may bring your own textbook like vocabulary book if you need. The books are bound, not original ones.
- Dictionaries (smartphones) that need mobile network (Wi-Fi) may not be available due to local Internet conditions, so please prepare electronic dictionaries that do not require Internet connection.

### ➤ Training Materials checklist (Reference)

※ Please check the list for your reference.

List	Check	Notes
Passport		Very important / Must be photocopied in case of loss.
Flight ticket		Be sure to check your departure and return date, expiration date and the English name reflected on it. Must be photocopied in case of loss or saved in your phone in PDF or JPJ.
Currency/Dollar		Prepare at least \$ 100 USD and some your country's money that you can spend upon your return to your country.
International Debit Cards		Prepare international Debit Cards available abroad.
Travel Insurance		It is required that you prepare it in case of accident.
Small bags		It is convenient to put your belongings in a small bag
Stationary/Notes		Take note of the passport number, flight ticket numbers, credit card numbers, the local tourist agency or school office number etc. It is recommended to bring enough school supplies from Korea due to poor quality of ones in the Philippines.
Cameras		It is necessary for a trip. Cell phone camera can replace it.
Toiletries		Purchase in the Philippines since it is more affordable. Prepare travel toiletries for the use on the weekend after arrival.
Cap/Sunglasses		It's a necessity in the Philippines.
Swimwear/Sun block		It's a necessity in the Philippines.
Comfortable shoes		Prepare some comfortable shoes like slippers, flip-flops.
Beach sandals		They are more comfortable than shoes when going on a trip to the beach.
Portable umbrellas		Very handy during the rainy days.
Cosmetics		You may not get cosmetics that suit your skin in the Philippines.
Comb/Hair dryer		Small stuff but necessary.
Razor		Can be bought in the Philippines at a cheaper price.
T-shirts/Pants		Prepare enough comfortable clothes.
Jacket/Cardigan		Very handy when traveling in an air-conditioned car, on the plane etc. They also keep you warm and comfortable during rainy days and cold nights.
Underwear		Pack a lot of underwear.
Towels		Bring a lot of towels. Bring towels with striking color or distinct designs (Bright colors make them easy to find)
Menstruation goods		Can be bought at local stores. But if you want a special brand, please prepare enough to bring in the Philippines.
Emergency medicine		Individual doses of medicine, anti-diarrhea, cold medicine, wound healing, band, vitamin C, and so on.
Electronic dictionary		It is necessary for studies
Laptop		It is good to save online lectures and photos taken by a digital camera.

## 4. Reminders before departure

### 【Arriving at the airport and check-in】

- **[Arriving at the airport]** For the safe and comfortable process, please go to the airport 2~3 hours before the departure time. You'd better arrive at the airport **at least 2 hours** before the departure time.
- **[Check-in]** After arriving at the airport, you have to go to the check-in counter of your flight agency.
- **[Ticketing]** Print out the E-ticket that you get through your E-mail and present it on the check-in counter.
- **[Luggage]** Check carefully the policy about the weight and the quantity of luggage.
- **[Boarding pass and baggage claim tag]** Once you have completed your check-in process, you will receive your ticket and a baggage claim tag for your checked baggage. Please keep your baggage claim tag and boarding pass and do not throw it away until you arrive at the local airport and collect your baggage safely.

### 【Security check, immigration and boarding】

- **[Security check]** Once you have received your boarding pass, you will be taken to the departure area for a security check. You may bring your baggage or belongings on board, and you may need to take out and search for some electronic devices such as laptops.
- **[Immigration]** When the security check is over, take your baggage and go to the immigration checkpoint. The passport and boarding pass will be handed over to the immigration officer and the immigration check will be completed simply by getting the immigration stamp. On the other hand, you can also use automatic immigration screening equipment.
- **[Checking the boarding gate and using Duty free shop]** After passing the immigration, you can see the duty-free shop. Some of the boarding gates may be located far away, so be sure to check the location of the boarding gate before moving on. Shop at duty free shops as fast as possible and wait at least 30 minutes before departure at the boarding gate.

### 【The limit of duty free in the Philippines】

- When entering the Philippines, you can purchase a modest amount of clothing, jewelry, cosmetics, 400 pcs of cigarettes, 2 boxes of leaf tobaccos (cigar), 2 bottles of alcoholic beverages for duty-free, and the tax-exemption limit is 10,000 pesos. The 10,000 pesos is about US \$ 200, so be careful not to be disadvantaged by excessive shopping.
- Foreign exchange limit is in US dollars (or equivalent foreign exchange) less than \$ 10,000 and in Philippine peso less than 50,000 pesos.

### 【Filling the document about the entry】

- Please fill out the **immigration report**, **customs declaration form**, and the **quarantine notification form** (sometimes there is no report of quarantine depending on time) distributed by the airline crew in the airplane.

### 【In case of an emergency, such as aircraft schedule changes, delays or missed airplanes】

- If you **change your flight schedule** or **departure is delayed**, or **if you cannot get on the plane**, please contact your agent or CG Office immediately.
- Failure to notify us of the changes about the flight schedule may result in a disruption in picking up at the airport in the Philippines or checking in at the dormitory.



## 5. Arrival and pick up guide

### 【A brief map of Mactan Cebu International Airport】



### 【 Airport name and content 】

- Mactan Cebu International Airport, MCIA , MCIA Terminal 1 and MCIA Terminal 2.

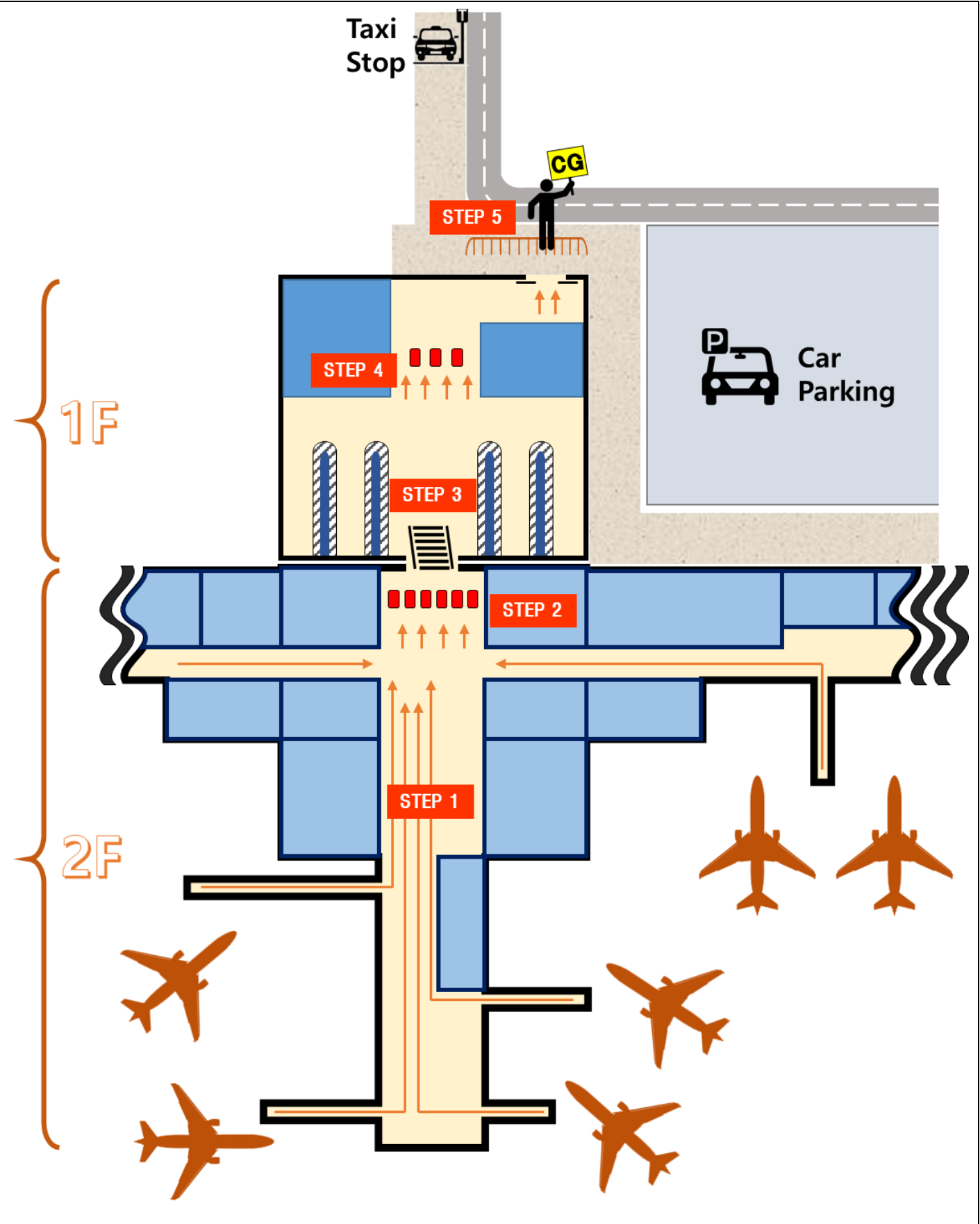
#### **Mactan Cebu International Airport Terminal 1**

- Terminal 1 is dedicated to domestic flights.
- If domestic flight, no immigration clearance will be required.
- Entry inspection and customs inspection are carried out at the first airport in the Philippines.

#### **Mactan Cebu International Airport Terminal 2**

- All international flights from other countries enter to Philippines Cebu will use Terminal 2.
- Entering International Terminal 2 immigration inspection and customs inspection will be carried out, and declaration may be required.

[The flow of entry when taking an international flight]

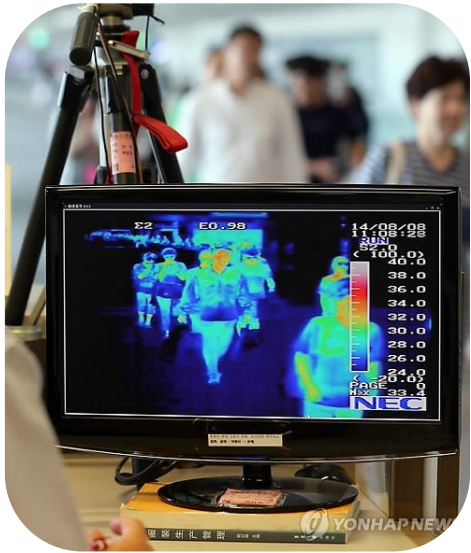


[STEP 1] Arrival Hall and Quarantine Inspection	[STEP 2] Immigration
[STEP 3] Picking up luggage	[STEP 4] Customs clearance
[STEP 5] Looking for CG Staff	[STEP 6] Leaving for CG



## 【Arrival Hall and Quarantine Inspection】

- When you have landed on Mactan Cebu International Airport, don't forget to bring your luggage in the airplane, and then proceed to the airport entrance.
- To get to the immigration, follow the "Passport Control" sign (see the picture below).
- There may be a quarantine station on the way to the immigration office, but you only need to submit the quarantine report you filled out.
- Please note that **quarantine declaration** and **its form might** not be required in some cases.



### 【Example of Health Declaration form】

## HEALTH DECLARATION CHECKLIST

**IMPORTANT REMINDER:** Accomplish this form honestly and completely to facilitate quarantine procedures. Anyone found giving false information is liable and punishable in accordance with Philippine laws.

### Personal Data:

1 Name: \_\_\_\_\_  
Last Name First Name Middle Name

2 Sex \_\_\_\_\_ Age \_\_\_\_\_ Nationality \_\_\_\_\_

3 Flight # \_\_\_\_\_ Seat # \_\_\_\_\_ Arrival Date: \_\_\_\_\_

### ADDRESS IN THE PHILIPPINES:

4 \_\_\_\_\_  
House No. Street Brgy./Subd.

Town/City

5 NAME OF HOTEL (For Tourist): \_\_\_\_\_

Address of Hotel: \_\_\_\_\_  
Town/City

6 Tel. / Mobile No.: (063) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Travel History:

Countries visited for the past four (4) weeks:

7 [☐] Liberia [☐] Guinea [☐] Sierra Leone [☐] Others: \_\_\_\_\_

8 Please check if you have any of the following at present or during the past 30 days:

[☐] Fever [☐] Cough [☐] Difficulty of Breathing  
[☐] Headache [☐] Abdominal Pain [☐] Severe Diarrhea  
[☐] Sore Throat [☐] Body Weakness

9 History of Exposure :

Yes No

Did you visit any health worker, hospital, clinic or nursing home? [☐] [☐]

Did you visit any zoo, poultry farm, animal market or slaughter house? [☐] [☐]

Did you take anti-fever medication during the last 4-6 hours? [☐] [☐]

10 \_\_\_\_\_

Signature of Passenger / Crew

1. Last Name / First Name

2. Gender / Age / Nationality

3. Flight number / Seat number / Arrival date

4. Address (**fill in the school address on page 1**)

5. Hotel name (**fill in CG Academy**)

/ Address (do not fill in)

6. Contact (+country code \_\_\_\_\_)/email address

7. Other countries Visited in the last 4 weeks

(if any, please fill in)

8. Recent medical records (do not need to fill in)

9. Visits to hospitals, farms, etc.

(check with "No")

10. Signature

## [Immigration]

- Please check again if you have left anything on the plane. The procedure is complicated to return to the cabin after passing the immigration.



- You will present your 'passport' and "arrival card" at the immigration and it is completed when you get a stamp on your passport and receive your passport back.
- The Philippine government does not issue a student visa for those who come the Philippines for English learning. Therefore, students need to enter the Philippines visa-free or with fifty-nine (59) day tourist visa.
- Those who entered the country after applying for a tourist visa must show the page of their passport that contains the related information to the immigration officer
- If the immigration officer asks about the **purpose of entry**, please say 'Tour'.
- You must enter the Philippines with a return ticket (the 3<sup>rd</sup> country is available). The immigration sometimes check your return ticket so, please prepare it as well.



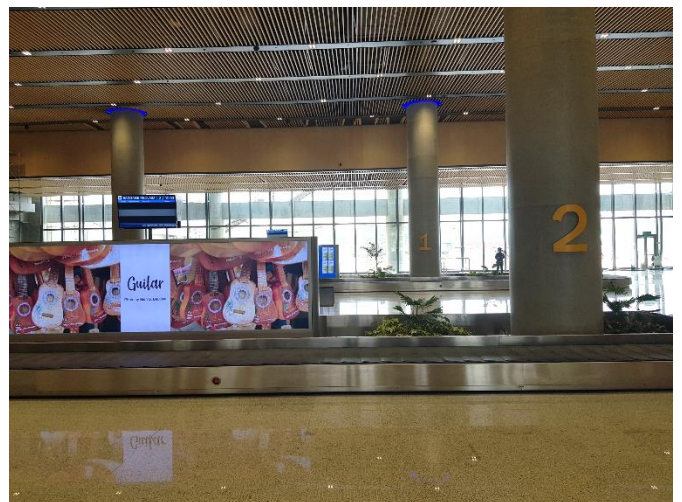
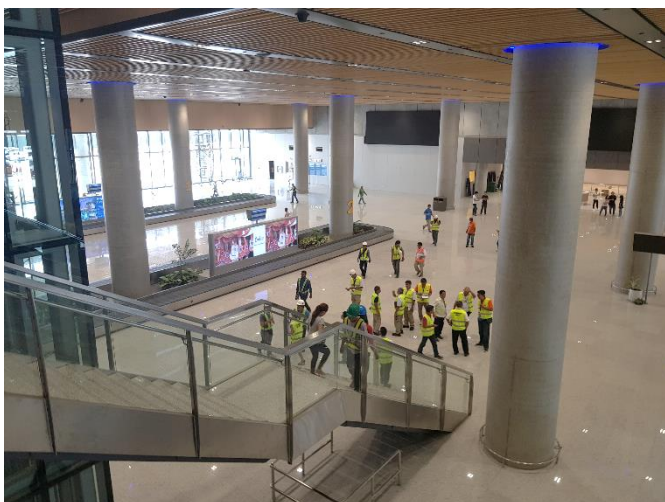
## 【Example of Arrival Card】

REPUBLIC OF THE PHILIPPINES DEPARTMENT OF JUSTICE BUREAU OF IMMIGRATION ARRIVAL CARD	
PLEASE WRITE LEGIBLY	
PASSPORT / TRAVEL DOCUMENT NUMBER / 護照號碼/旅行證件號碼/パスポート番号	1
LAST NAME / 姓/성/姓	2
FIRST NAME / 名/성/名	3
MIDDLE NAME / 中國名/ /姓の中間名	4
DATE OF BIRTH (MM-DD-YYYY) / 出生日期/생년월일/出生年月日 NATIONALITY / 國籍/국적/國籍	5
GENDER / 性別/성별/性別	6
ADDRESS ABROAD/HOTEL (NO., STREET, TOWN/CITY STATE/COUNTRY, ZIP CODE) 海外地址/海外ホテル/海外住所/海外住所	7
ADDRESS IN THE PHILIPPINES/HOTEL (NO., STREET, TOWN/CITY, PROVINCE) 菲律賓地址/菲律賓ホテル/菲律賓住所/菲律賓住所	8
CONTACT NO. AND EMAIL ADDRESS / 電話號碼/電話號碼/電話號碼 AIRLINE TICKET NO. 航空票號/航空票號/航空票號	9
OCCUPATION / 職業/직업/職業	10
PERSONAL I.D. NUMBER / 個人身分證號碼/個人身分證號碼/個人身分證號碼	11
FLIGHT NO. / 航班號碼/항공편번호 PORT OF ORIGIN / 出發港口/출발항구 ACR-I-CARD NUMBER	12
PRIMARY PURPOSE OF TRAVEL / 主要旅行目的/주요여행목적	13
SIGNATURE / 簽名/서명	14
DATE OF ARRIVAL / 到達日期/도착일자	15
DATE OF ENTRY (month-day-year)	16

(fill in the school address on page 1)

## 【Picking up Luggage】

- After immigration process is done, please proceed to baggage claim to pick up your luggage.
- If you get your passport back at the immigration, then go straight and find the stairs and escalators going down to the first floor.



- There are four baggage carousels. Please check your flight number through the board located in the middle of each carousel.

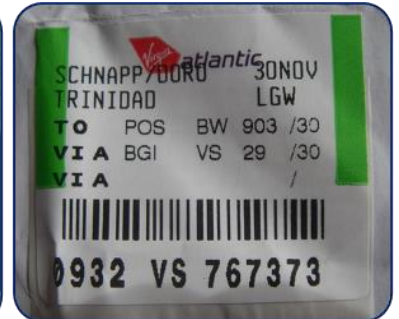
- If you find your checked baggage at the carrousel, please check your baggage tag again to make sure it is yours.
  - You must keep your baggage claim tag you received at the airport you left, until you successfully find your luggage and carry it out of the airport you landed on. It could be used as proof when there is a loss of your baggage.
- \* A Baggage Claim Tag: It is a sticker with a barcode on. You receive it when you check in.



# A carousel (a turn table)▲



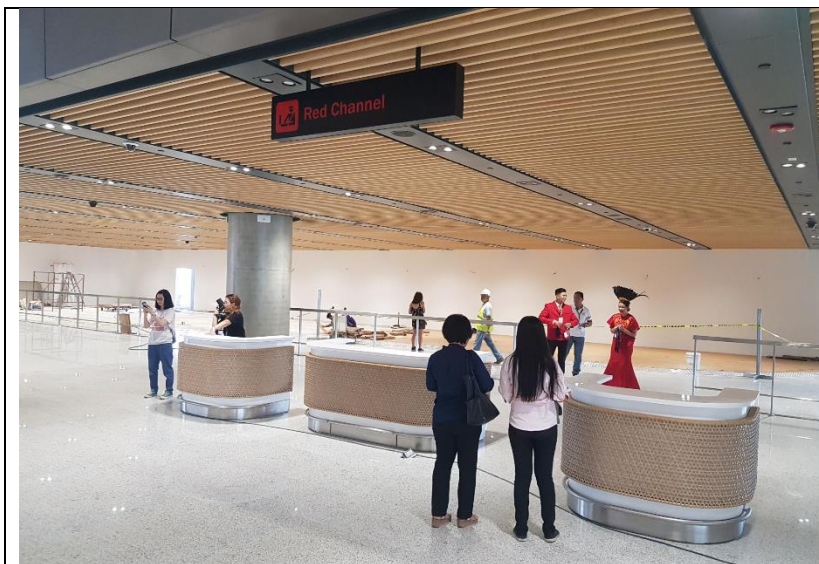
# An airplane ticket and a  
Baggage Claim Tag ▲



A Baggage Claim Tag ▲

## 【Customs Clearance】

- You need to go through customs clearance before you exit the airport with your baggage. Customs clearance will be completed by submitting your customs declaration form and having your baggage and belongings checked.
- The Philippines is well known for its strict customs clearance, so please be careful not to get involved in any trouble by purchasing goods above duty-free limit.
- It is recommended to put your duty-free goods inside your bag without wrapping even though it is below duty-free limit.




Customs clearance (Red Channel) is on the way to the exit and located under the Red Channel sign.




## [How to Fill Out the Form]

# Welcome to the Philippines!



THE REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

CUSTOMS BAGGAGE  
DECLARATION FORM  
BOC Form No. 117



Each arriving Traveler and Crew must fill-out a Customs Baggage Declaration Form. Only one (1) declaration is required per family. The term "family" refers to members of a family who are related by blood, marriage or adoption arriving on the same flight. Kindly declare all goods purchased or acquired abroad as prescribed by laws and regulations.

### Personal Information

Surname 1 Gender 2

First Name 3 Birthdate 4 mm/dd/yyyy

Middle Name 5 Citizenship 6

Address in the Philippines 7

Travel Doc. No. (Passport No.) 8 Place Issued 9 Country Date Issued 10 mm/dd/yyyy

Date of Last Departure from the Philippines 11 mm/dd/yyyy

Country of Origin 12 Date of Arrival 13 mm/dd/yyyy

Flight No. 14 Vessel Name/  
Voyage No. X

No. of Accompanying Members of the Family 15 Minor (Below 18 yrs. old) Contact No. 16

No. of Baggage: Checked-in 17 pcs. Hand-carried 18 pcs.

### 19 Type of Traveler

Filipino: ☐ OFW ☐ Resident ☐ Non-resident

☐ On-Board Courier ☒ Non-Filipino ☐ Diplomat ☐ Crew

### 20 Purpose of Travel

☐ Business ☒ Vacation ☐ Study Others: \_\_\_\_\_

I HEREBY CERTIFY UNDER PAIN OF FALSIFICATION THAT THIS DECLARATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

21

SIGNATURE OVER PRINTED NAME

DATE ACCOMPLISHED: 22 MM DD YYYY

### General Declaration

Total amount of goods purchased and/or acquired abroad?

Philippine Peso 23

Are you bringing in any of the following?  
*(Please tick appropriate box)*

	YES	NO
1. Philippine Currency and/or any Philippine Monetary Instrument in excess of Php50,000.00 or more (i.e. Check, Bank Draft, etc.); <i>(If YES, please submit the original copy of prior authorization from the Bangko Sentral ng Pilipinas at the Bureau of Customs Arrival Area)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Foreign Currency and/or Foreign Monetary Instrument in excess of USD10,000.00 or its equivalent; <i>(If YES, please fill-up the Foreign Currency and Other Foreign Exchange-Denominated Bearer Monetary Instruments Declaration Form at the Bureau of Customs Arrival Area)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Alcohol and/or tobacco products;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Weapons such as explosives, firearms, ammunitions, WMDs; <i>(If YES, please submit the import permit/clearance from Firearms and Explosives Office, Philippine National Police)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Gambling paraphernalia;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Illicit drugs such as marijuana, opium, cocaine, heroin;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Materials advocating or inciting treason, rebellion, insurrection, sedition against the Government of the Philippines;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Abortion paraphernalia;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Any goods manufactured in whole or in part of gold, silver or other precious metals or alloys and the stamp, brand or mark does not indicate the actual fineness of quality of the metals or alloys;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Foodstuff(s), fruit(s), vegetable(s), live animal(s) and their by-product(s) (i.e. meat, eggs, etc), marine and aquatic product(s), plant(s) and/or their by-product(s); <i>(If YES, please submit the import permit, clearance and/or phytosanitary certificate)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Any adulterated or misbranded food or drugs;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Counterfeit goods (i.e. bags, shoes, etc);	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Other goods not mentioned above; <i>(If YES, please accomplish the Declaration on the 3rd page)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. Goods in commercial quantity <i>(If YES, please accomplish the Customs Baggage Declaration Rider)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**WARNING: Offenses that may result to the forfeiture of the goods and/or imposition of penalties and/or criminal prosecution of the offender:**

- Bringing in of PROHIBITED or RESTRICTED GOODS under Section 118 and 119 of the CMTA;
- Bringing in of REGULATED GOODS in excess of the allowable limits without the necessary import permit under Section 117 of the CMTA;
- Resistance and disobedience to a Customs Officer under Article 151 of the Revised Penal Code of the Philippines; and
- Making any false or misleading statements to a Customs Officer.

I HEREBY CERTIFY UNDER PAIN OF FALSIFICATION THAT THIS DECLARATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

24

SIGNATURE OVER PRINTED NAME

DATE ACCOMPLISHED: 25 MM DD YYYY

1. Last Name	2. Gender	3. First Name
4. Date of birth (mm-dd-yyyy)	5. Middle name (not necessary)	6. Nationality
7. Accommodation in the Philippines (fill in the school address on page 1)	8. Passport number	9. Passport issuing country
10. Date of issuance of passport (MM-DD-YYYY)	11. Date of departure from the Philippines (MM-DD-YYYY)	12. Departure country
13. Date of arrival in the Philippines (mm-dd-yyyy)	14. Flight number (confirmed with ticket)	15. Number of family members
16. Contact information (enter student's email)	17. Number of checked bags	18. Number of carry-on bags
19. Traveler status (non-Filipino)	20. Purpose of travel (Vacation)	21. Signature
22. Signature (mm-dd-yyyy)	23. Quantity of Pesos owned	(items 1-14) Check all no
24. Signature	25. Fill in the date (mm-dd-yyyy)	

## 【Looking for CG staff (International)】

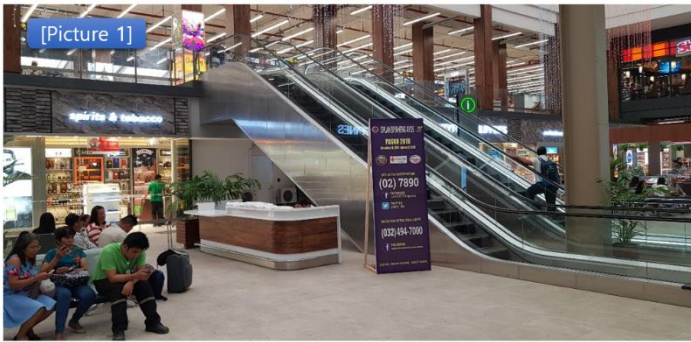
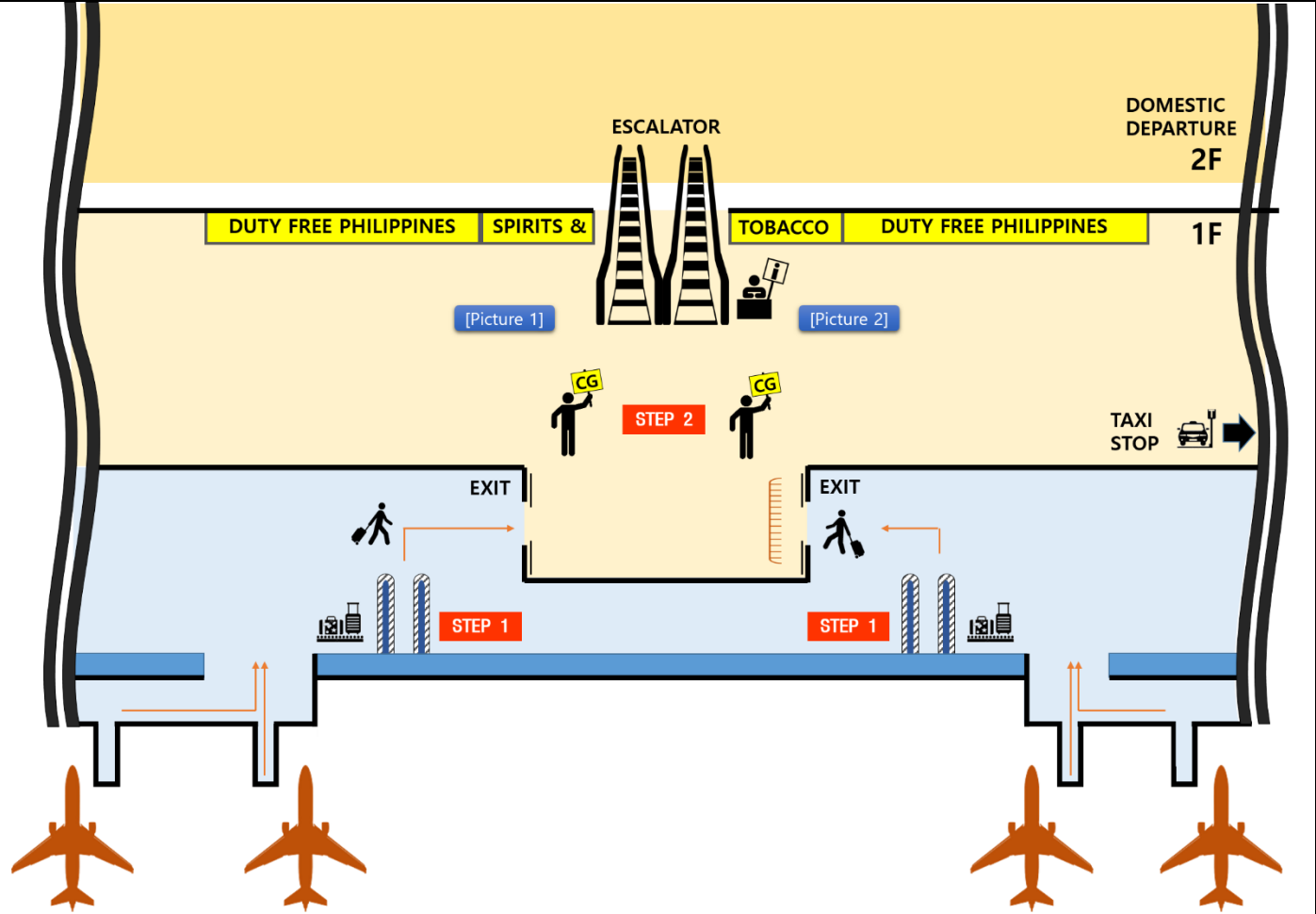
- After the customs declaration is completed, make sure to take your luggage and go out of the airport before the final exit.
- After customs inspection, go to the right and there is an exit. There is an iron railing in front of the exit. Behind the iron railing, the CG pick-up manager will hold a yellow CG pick-up sign and wait for the students.
- You may find a lot of schools and travel agents standing outside, waiting for guests/students while holding a pick-up sign. (don't panic, please look for the yellow CG pick-up sign).



- Our staff is not familiar with new students' appearance. Therefore, it is wise to look for our staff who is holding the sign instead. Once you found our staff, kindly introduce yourself and confirm your identity.
- CG staff members do not wait for students besides the area promised. **(\*Caution: Please do not leave the place even if there is no CG staff member. Please stand by at the pick-up place)**
- After the confirmation, you may follow our staff to the parking area. Finally, you may load your luggage and enjoy your trip to CG Academy using our private vehicle.
- In some cases, if there is within an hour difference between the arrival time of the other students who is going to be picked up, in order to move to the school with another student, sometimes it is necessary to wait at the airport for a while.



[DOMESTIC ARRIVAL]



[STEP 1] Claim luggage

[STEP 2] Confirm pick-up manager

[STEP 3] Going to school

[Reference]

Manila and other cities pass through other cities in the Philippines to Cebu Airport. Quarantine inspection, entry inspection, and customs inspection are carried out at the previous airport. Just pick up your luggage at Mactan Cebu International Airport and go to the exit.

## 【Domestic Arrival and Baggage claim】

- If you arrive at Mactan Cebu International Airport via other cities such as Manila in the Philippines, there will be no separate immigration or customs inspection, and the entry process will be at the airport you passed through (for example, Manila Airport).
- When you arrive at Mactan Cebu International Airport on a domestic flight, you must get off the plane and move to the baggage carousel where your checked-in baggage comes out immediately.
- You must keep your baggage claim tag you received at the airport you left until you have finally found your baggage and carry it out of the airport. It will be used in case of any loss or damage.



# A carousel (a turn table)▲



# An airplane ticket and a  
Baggage Claim Tag ▲



A Baggage Claim Tag ▲

## 【Looking for CG staff】

- When you find all your checked baggage, you have to meet the person in charge of the CG language school.
- The Domestic Arrivals building consists of two exits (either the left or right glass doors) depending on the flight. [Refer to the arrival flow of domestic flights on the previous page]
- When you come out through the two glass door exits, you can see an escalator going up to the domestic departure hall on the second floor in the center. ([Refer to the picture] Duty Free stores are located on both sides of the escalator)
- **Please do not use the escalator to go up to the 2nd floor.** In front of the both sides of the escalator, there will be a CG pick-up manager holding a pick-up sign with the words CG LOGO on a yellow background waiting for you.



[Airport Exits] The exits through the glass door are located on both sides. You can find CG manager easily.

- Our staff is not familiar with new students' appearance. Therefore, it is wise to look for our staff who is holding the sign instead. Once you found our staff, kindly introduce yourself and confirm your identity.
- CG staff members do not wait for students aside from the appointment place. (**\*Caution: Please do not leave the place even if there is no CG staff member. Please stand by at the pick-up place**)
- After the confirmation, you may follow our staff to the parking area. Finally, you may load your luggage and enjoy your trip to CG Academy using our private vehicle.
- In some cases, if there is within an hour difference between the arrival time of the other students who is going to be picked up, in order to move to the school with another student, sometimes it is necessary to wait at the airport for a while.

### **[In case you could not meet the pick-up manager]**

- Please re-check your appointment with our representative for the international or domestic pick up carefully.
- To avoid confusion for students, CG staff will not stay elsewhere aside from the appointment area.
- Pick-up staff always bring a local mobile phone (it's used only for pick-up). Please contact CG Pick-up staff or ask for a public telephone or ask any other person in the vicinity.
- Pick up incharge phone:
  - 1) Sparta: 0966-253-9086 (If Roaming phone : +63-966-253-9086)
  - 2) Banilad : 0945-495-5477 (If Roaming phone : +63-945-495-5477)
- Office Manager No:
  - 1) Sparta : 0917-308-1007 (If Roaming phone : +63-917-308-1007)
  - 2) Banilad : 0917-109-1116 (If Roaming phone : +63-917-109-1116)

### **[Airport Taxi]**

- Students can come to CG academy by taxi (airport taxi or any kind of taxi company) directly without using a pick-up service.
- You can easily check the location of the taxi stand on the previous page, the international entry flow, and the domestic entry flow mini-map.
- There are many people on the way to the taxi stand who are touting to get you their transport, but it is expensive and unreliable, so please be careful not to use their transport.
- There is a regular white taxi, and there is a yellow taxi, which is an airport-only taxi. The yellow airport taxi is 1.5 times more expensive than regular taxis, but you can use it with more confidence as it is registered at the airport.





### **[How to go to Sparta Campus]**

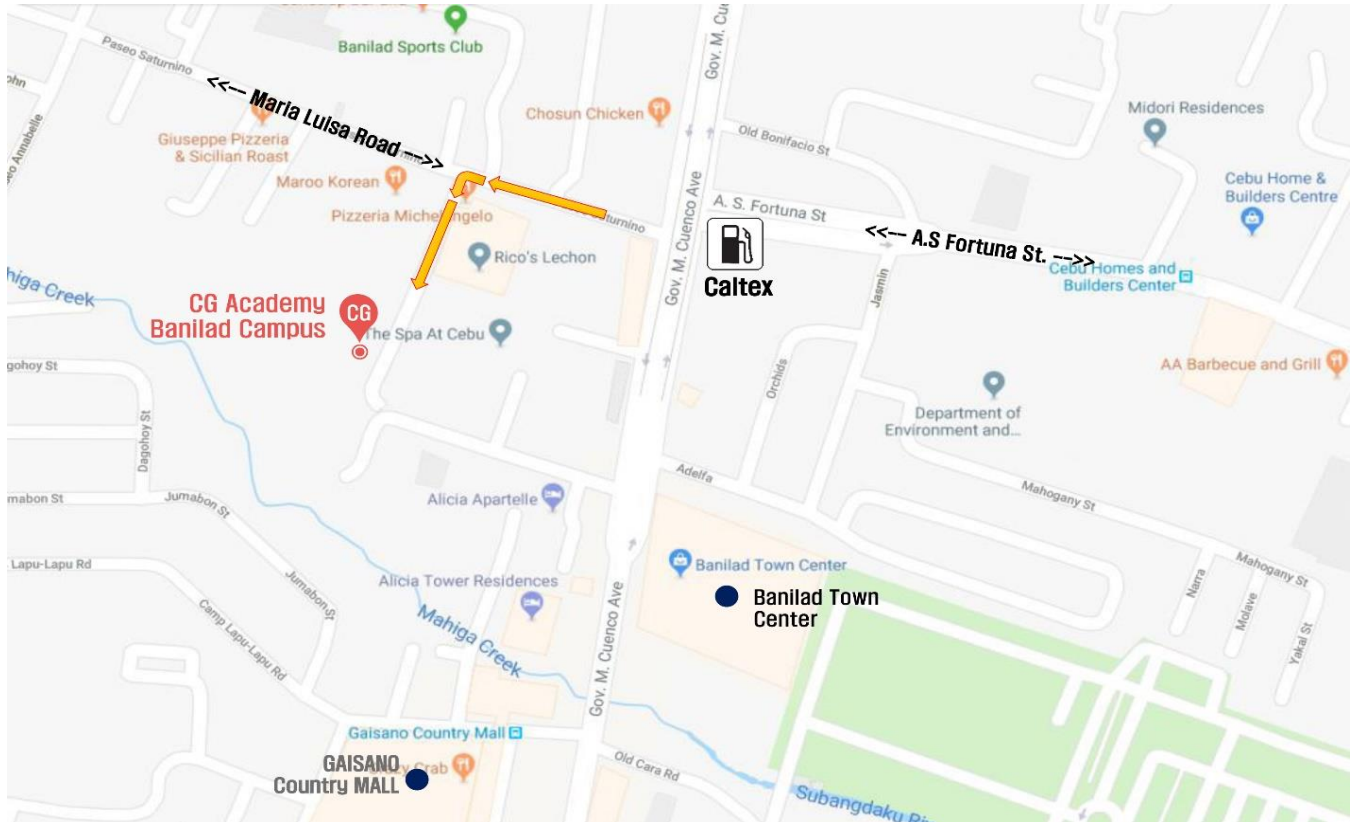
- **Address: 1951-A-1, Uldog, Cansojong, Talisay City, Cebu, Philippines [6045]**
- Depart from the airport passing Mandaue City and Cebu City by a bridge that connects Mactan and Cebu. CG academy is located in Talisay City. (See the first page, you can find CG address.)
- Take the SRP road heading toward Talisay City. Turn right at the alley where you see a yellow sign with the letters "AKD."
- After entering, go straight for about 200 meters. You will see two purple buildings on the right. Please get off at the entrance with the "CG" sign, as shown in the photo below.





## [How to go to Banilad Campus]

- Address: Base Camp, Maria Luisa Road, Banilad, Cebu City, Cebu, Philippines [6000]



- Tell the taxi driver to drive along Maria Luisa Road in Banilad and go straight about 100m. If you can see the “Maroo (Korean Restaurant)” and “Olle Spa”, turn left and go inside.

