

General Policies

Philippine Network Foundation Incorporated (PHNET)

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1 Qualifications

Only bona-fide educational institutions operating in the Philippines may register under the EDU.PH domain. It is the government of the Republic of the Philippines, not PHNET, which determines whether an institution is an educational institution or not. Tertiary institutions have to be recognized by the Commission on Higher Education (CHED). Primary and secondary institutions have to be recognized by the Department of Education (DepEd). State educational institutions have to be recognized by the state through an appropriate Republic Act. Other educational/training institutions have to be recognized by TESDA.

Any authorized representative of an educational institution may cause the registration of a domain in behalf of the institution.

Domain names are registered on a first-come, first-registered basis.

2 Registration of a New Domain Name

Here are the steps for registering an EDU.PH domain name.

1. The authorized representative must visit <http://dns.ph.net>, and properly fill up the form requesting for a new EDU.PH Domain registration. The information given in the form must be current, complete, and accurate.
2. The authorized representative will receive an e-mail from PHNET upon successfully filling up the form. The representative should reply to this e-mail to trigger the application of the domain name as a **PENDING** registration.
3. Within seven (7) calendar days, the institution must submit the following items to PHNET, either through Philippine Post, courier, personal delivery, fax, or e-mail attachment. All **PENDING** applications which have not completed *all* the requirements are automatically deleted by our system without notice, after seven (7) calendar days, **PENDING** applications are not visible on the Internet.

- (a) A copy of the CHED, DepEd, Republic Act, or TESDA recognition papers of the institution. For DepEd-recognized schools, it is enough for you to point the URL for the DepEd site where your school is listed.
 - (b) An authorization letter from the institution's president or principal, written on the school's letterhead, authorizing the representative to register the domain name in behalf of the school.
 - (c) Proof of payment of the DNS Registration Service Fee. This could be a copy of the deposit slip to PHNET's account. The payment details are found in <http://dns.ph.net/payment.html>.
4. Upon submission of *all* the requirements, PHNET makes a determination whether to accept or deny the application. The technical and administrative contacts are notified via e-mail of PHNET's decision.

3 Renewal of a Domain Name

At least a month before the expiration of a domain name registration, PHNET's system will automatically send an e-mail notification to the technical and administrative contact of the domain name informing them that the domain will expire soon. The renewal fee must be paid before the expiration date of the domain. The payment details are found in <http://dns.ph.net/payment.html>.

If paid through a bank deposit, the institution must fax a copy of the deposit slip to PHNET with the domain name clearly written on the fax.

4 Terms and Fees

The current terms and applicable fees are found in <http://dns.ph.net/payment.html>