

## Processing of Enrolment

**Enrolment Schedule: Monday to Friday (8:00AM – 5:00PM )**

### **Enrollment Requirements:**

1. For New Students

- ) Report Card
- ) OLSAT Exam Result (Entrance Exam)
- ) Original copy of birth certificate from NSO with clear photocopy of the original issued birth certificate
- ) Certificate of Good Moral character
- ) Recent Official 2x2 ID picture, 4 copies (2 copies for Registrar, 1 copy for Institute, 1 copy for the Guidance)
- ) Medical Certificate
- ) Form 137-A (secure a Form 137-A request from at the Registrar's Office during enrolment time)

2. For Transferees

- ) Official Transcript of Records for Evaluation purposes
- ) OLSAT Exam Result (Entrance Exam)
- ) Honorable Dismissal
- ) Original copy of birth certificate from NSO with clear photocopy of the original issued birth certificate
- ) Recent Official 2x2 ID picture, 4 copies (2 copies for Registrar, 1 copy for Institute, 1 copy for the Guidance)
- ) Medical certificate
- ) Official Transcript of Records (shall only be requested upon submission of the Honorable Dismissal at the Registrar's Office during enrollment time)

**Total Duration: 1 hour and 55 minutes**

**How to avail of the service**

Step	Applicant/Client	Service Provider	Duration of Activity (under Normal Circumstances)	Person in Charge	Fees	Form*
1	For Freshmen/Transferees only: Pay entrance exam  <i>For old students, proceed to step 4</i>	Cashier's Office	1 min	Cashier	P50.00	Official Receipt
2	For Freshmen/Transferees only: Take entrance exam  <i>For old students, proceed to step 4</i>	Guidance Office	1 hour	Guidance Counselor		Application Form
3	For Freshmen/Transferees only: Secure OLSAT/SATT result  <i>For old students, proceed to step 4</i>	Guidance Office	1 min	Guidance Counselor		OLSAT/SATT Result
4	<i>For freshmen:</i> Submit exam result and other requirements for evaluation  <i>For Transferees:</i> Submit exam result and other requirements for evaluation	Institute's Program Chairpersons  Institute's Program Chairpersons Office the Registrar  Institute's Program Chairpersons	5 mins  10 mins 10 mins 10 mins	Program Chairperson		Enrolment Form, Evaluation Sheet

	<i>For old students:</i> Secure enrolment form					
5	Encoding of Subject	Respective Institutes	5 mins	Subject encoder		Printed enrolment form
5	<i>For Scholars only</i> Seek approval for the Scholarship applied  <i>For non-scholars, proceed to step 6</i>	Scholarship Coordinator	2 mins	Scholarship Coordinator		<i>For Internally-Funded Scholarship</i> Application/ recommendation form
6	Pay SSC approved fees	Supreme Student Council (SSC)	2 mins	SSC Treasurer	P50.00	
7	Seek OSS Dean Signature	Office of Student Services (OSS)	2 min	OSS Dean		
8	Assess enrolment fees	Finance Office	3 mins	Assessment In-charge	Amount is dependent on enrolled subjects (See Socialized Tuition Fee)	Assessment Printout
9	Payment of enrolment fees	Cashier's Office	3 mins	Cashier	Amount is dependent on enrolled subjects (See Socialized Tuition Fee)	Official Receipt
10	Submit enrolment form	Registrar's Office	1 min	College Registrar/Staff		Approved Enrolment Form, Request Forms, Validation Sticker

**END OF TRANSACTION**