Enrollment Procedures for New Students (Undergraduate)

**Step 1**

Submit ADMISSION REQUIREMENTS for evaluation

* High School Report Card / Transfer Credential with TOR
* Certificate of Good Moral Character
* Two 2”x2” ID Pictures
* Photocopy of Certificate of Live Birth from NSO. Original Copy shall be presented for verification purposes only.
* Result of the entrance examination
* Other requirements prescribed by specific colleges (like medical certificates, interviews, etc.)

Office Involved / Venue:

Registrar’s Office, G/F Urdaneta Hall

**Step 2**

Fill-out ENROLLMENT AND INFORMATION FORM (EIF) and submit the same for encoding of personal data.

Office Involved / Venue:

Registrar’s Office, G/F Urdaneta Hall

**Step 3**

Pay down payment and departmental fees.

Office Involved and departmental fees.

Office Involved / Venue:

Accounts Section, Admin. Bldg.

**Step 4**

Present duly stamped EIF for ID picture taking

Office Involved / Venue:

Printing Press / Office of the Director for Student Affairs and Welfare’s booth

**Step 5**

Get PRIORITY NUMBER for encoding.

Office Involved / Venue:

Printing Press / Office of the Director for Student Affairs and Welfare’s booth.

**Step 6**

Submit your approved EIF with OFFICIAL RECEIPTS.

Office Involved/ Venue:

Registrar’s Office, G/F Urdaneta Hall

**Step 7**

Get your official REGISTRATION FORM (RF) at scheduled date.

Office Involved / Venue:

Registrar’s Office, G/F Urdaneta Hall