Enrollment Procedures for Old Students

**Pre-Enrollment**

**Step 1**

Get your REPORT CARD and SECURE ENROLLMENT CLEARANCE.

Office Involved / Venue: Home Department

**Enrollment Proper**

**Step 1**

Present your REPORT CARD and CLEARANCE.

Get PRIORITY NUMBER and ENROLLMENT and INFORMATION FORM (EIF)

Office Involved / Venue: Registrar’s Office, G/F Urdaneta Hall

**Step 2**

Fill-out ENROLLMENT and INFORMATION FORM (EIF) and submit the same for approval.

Office Involved / Venue: Evaluator’s Counter, Nursing Review Center (NRC), G/F Urdaneta Hall

**Step 3**

Pay down payment and departmental fees .

Office Involved / Venue: Accounts Section, G/F Admin. Bldg.

**Step 4**

Present duly stamped EIF for ID validation. Get PRIORITY NUMBER for encoding.

Office Involved / Venue:

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

**Step 5**

Submit your approved EIF with OFFICIAL RECEIPTS.

Get your official REGISTRATION FORM (R.F.).

Office Involved / Venue: Encoder’s Counter, NRC, G/F Urdaneta Hall