Enrolment Procedure

NEW TRANSFERRING / RETURNING, LAW and FOREIGN STUDENTS

REGISTRAR’S OFFICE
Administration Annex

Present Admission Cred & Placement Exam Results
Get Admission Slip and Student Information Sheet
Law-Secure Enrollment Permit
Foreign Student – Secure Enrollment Assignment Slip

Advising and Selecting of Class Schedule
Encoding of Subject Assignments

Verification c/o Director of Scholarships
Government Scholarships (NSSP, SEGEAP, NISP, PESFA, SNPL) – must get Certificate of Continuance from the Scholarship Office. CHED scholars proceed to Registrar’s Office after verification Scholarship Office

4 counters designated for continuing scholars only
Business Office Engineering Dean’s Office
Mgt. & Related Disc Office CBA Dean’s Office
New Scholars proceed directly to the Scholarship Office (the Faculty and Staff scholars as well)

Pay as assessed

Get Registration Form (RF) and Official Receipt (OR)

Present Registration Form (RF) and Official Receipt

New students present their RF for validation
Continuing students should present their RF and ID for validation.

New students should apply for an ID at the Information Center.

Present RF for Application and Renewal of Library Card
New students should submit (2 pcs.) 1x1 colored picture

Present RF duly STAMPED ENROLLED on the first day of classes.