**Title:**   **WALKTHROUGH FOR CPU ONLINE PRE-REGISTRATION FOR SCHOOL YEAR 2020-2021**

User: **Collegiate: Freshmen / Transferee (2.0 – Page 2)**
School of Graduate Studies: Freshmen / Transferee (3.0 – Page 8)
Elementary: Incoming Grade 1 (4.0 – Page 12)
Junior High School: Incoming Grade 7 (4.0 – Page 12)
Senior High School: Incoming Grade 11(5.0 – Page 17)
Kindergarten: Incoming Kinder I (6.0 - Page 21)

1.0 ACCESSING THE CPU PRE-REGISTRATION WEBSITE
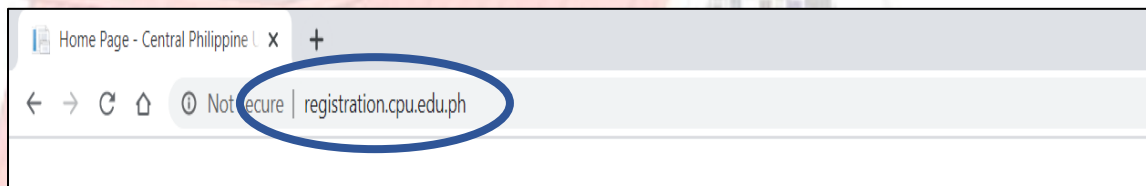
- Access a web browser. (Google Chrome, Mozilla Firefox, Internet Explorer, et. al)

- In the address bar, type **http://registration.cpu.edu.ph** to access the

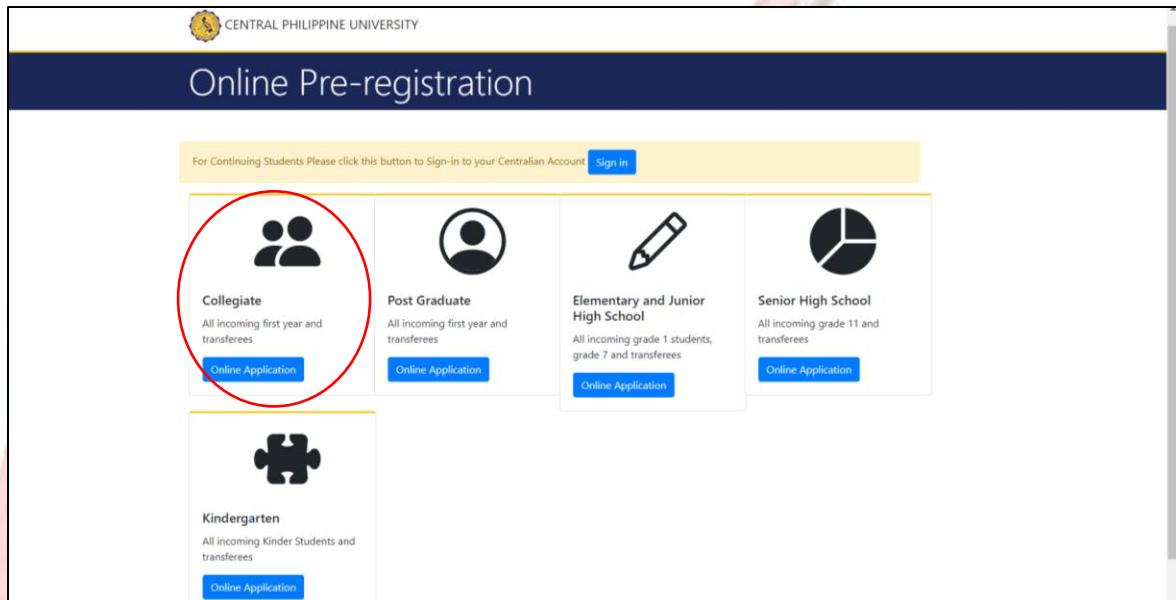 CPU Online Pre-registration Website
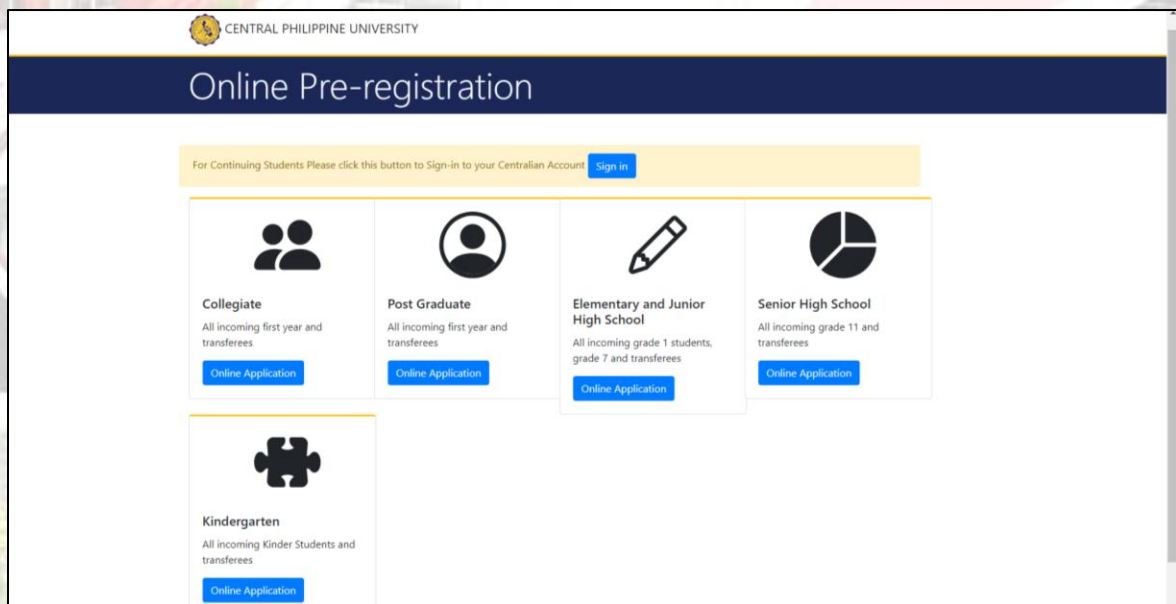
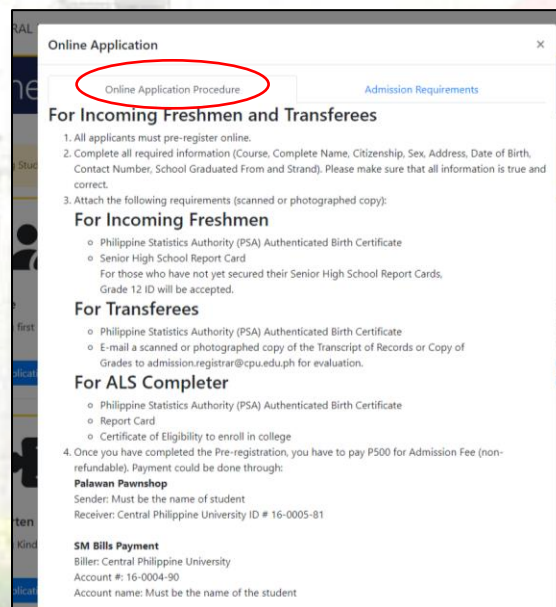- Welcome to CPU Online Pre-registration Website Home page.

2.0 COLLEGIATE ONLINE PRE-REGISTRATION

Collegiate Pre-registration for Incoming Freshmen Transferees and ASL completers.

- For collegiate pre-registration click **Online Application** under the Collegiate Menu.

2.1 Online Application Procedure and Admission Requirements

- Read through the Online Application Procedure by scrolling down.

- Click the Check box ☑ to confirm that you have read and agreed with the Data Privacy Policy of Central Philippine University.

- Select the tab Admission Requirements, read through by scrolling down

- Click **Proceed to Pre-registration** to continue.

- Click **Close** to cancel the pre-registration.

2.2 Collegiate Online Application Form

- Fill in the fields for the Collegiate Online Application for pre-registration.

- Select from the drop downlist by clicking ☑ to select type of student pre-registration.

- On the Degree Program, Click ☑ to open the pop-up list to select the degree desired.

Basic Information

Note: Please write your complete name based on your PSA/NSO issued birth certificate.

Lastname	Firstname	Middlename

Sex	Civil Status	Date of Birth (MM/DD/YYYY)
Choose...	Choose...	01/01/2020

Nationality

Home Address

Email	Contact No.
Email	Contact No.

Last School Attended (No Acronym)	School Year Graduated
	Choose...

Senior High School Strand

- Fill in the fields for the Basic Information.

2.2.1 File Attachment

File Attachement(s)

For Incoming Freshmen
- Attach your scanned Philippine Statistics Authority (PSA) Authenticated Birth Certificate.
- For those who have not yet secured their Senior High School Report Cards, Grade 12 ID will be accepted
- Senior High School Report Card and School Card/Transcript.

For Transferees
- Philippine Statistics Authority (PSA) Authenticated Birth Certificate
- E-mail a scanned or photographed copy of the Transcript of Records or Copy of
- Grades to admission.registrar@cpu.edu.ph for evaluation.

For ALS Completer
- Philippine Statistics Authority (PSA) Authenticated Birth Certificate
- Report Card
- Certificate of Eligibility to enroll in college

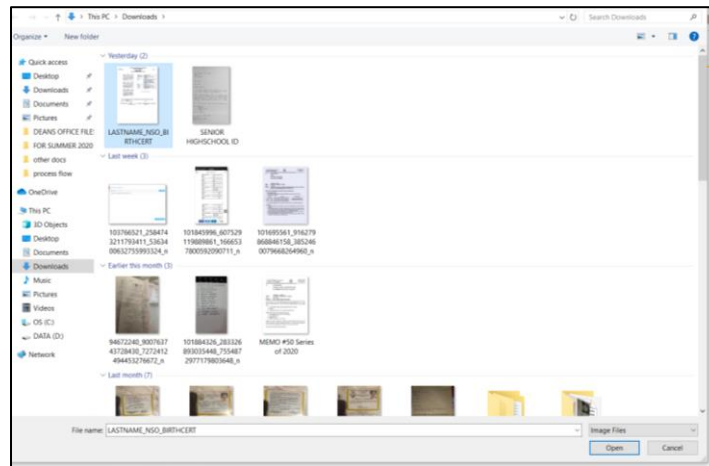| Attach NSO Birth Certificate	Browse
Attach Senior High School ID	Browse

School Card/Transcript/ Certificate of Eligibility to enroll in college
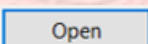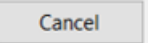
Choose Files   No file chosen

[ ] I'm not a robot   reCAPTCHA

Submit

- For File attachements, please ensure that file sizes are below 10 mb.

- Click **Browse** to locate for the NSO Birth Certificate and Senior High School ID image file saved on your computer.

- Select the file to attach by clicking on the specified file.

- Click [Open] to attach the file.

- Click [Cancel] to cancel the operation.


- Click [Choose Files] to attach school card, transcript of records or certificate of eligibility.

2.2.2 Security Captcha

- After successfully attaching files, check the designated security recaptcha for security purposes.

- Click **Submit** to proceed.

2.3 Confirmation of Submission of Pre-registrartion

- Upon successful submission, please wait for the Email Confirmation which will include instructions for the succeeding steps.

- Click **Continue to homepage** to proceed to the online pre-registration homepage.

2.4 Enrolment

After a successful Pre-registration, your will be given an ID Number. This ID number will be used to the access the Student Online Services Account website **http://my.cpu.edu.ph**. Walkthrough for enrolment procedure is available in the CPU website (www.cpu.edu.ph)

3.0 ONLINE PRE-REGISTRATION FOR POST GRADUATE

Pre-registration for New students and Transferees of Graduate Programs
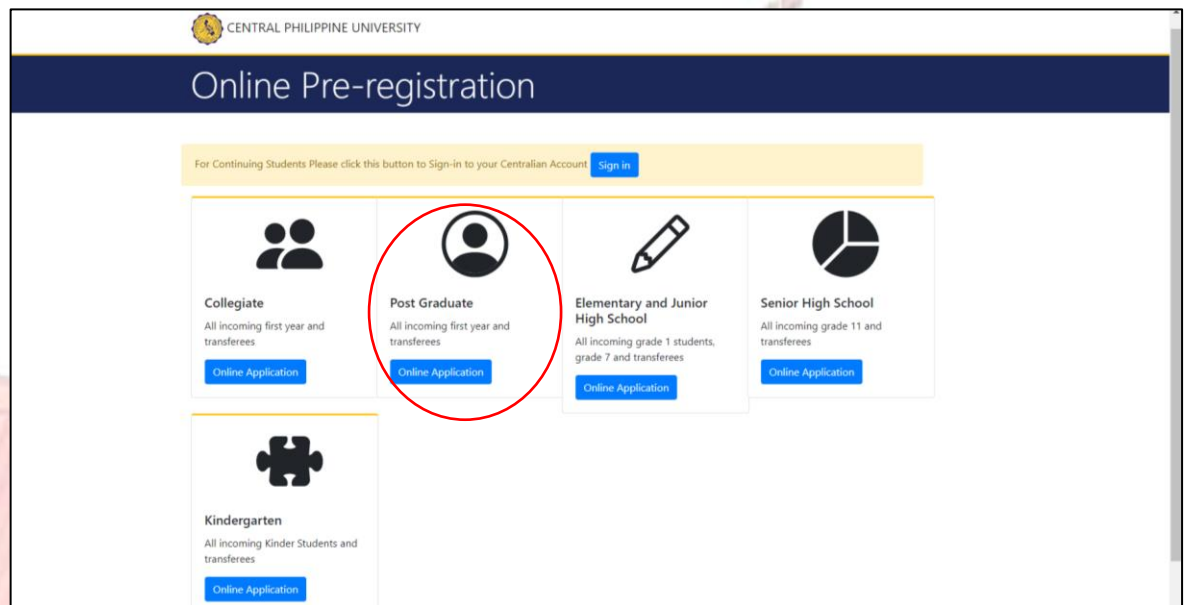
- For Post Graduate pre-registration click **Online Application** under the Post Graduate Menu.

3.1 Online Application Procedure and Admission Requirements

- Read through the Online Application Procedure by scrolling down.

- Click the Check box ✅ to confirm that you have read and agreed with the Data Privacy Policy of Central Philippine University.

- Select the tab Admission Requirements, read through by scrolling down

- Click **Proceed to Pre-registration** to continue.

- Click **Close** to cancel the pre-registration.

3.2 Graduate School Online Application Form

- Fill in the fields for the Graduate School Online Application for pre-registration.

- Select from the drop downlist by clicking ⌄ to select type of student pre-registration.

- On the Degree Program, Click ⌄ to open the pop-up list to select the degree under the designated College or Unit.

- Fill in the fields for the Basic Information.

3.2.1 File Attachment

- For File attachements, please ensure that file sizes are below 10 mb.

- Click Browse to locate for the NSO Birth Certificate and College/Undergraduate ID image file saved on your computer.

- Select the file to attach by clicking on the specified file.

- Click Open to attach the file.

- Click Cancel to cancel the operation.

- Click Choose Files to attach transcript of records.

3.2.2 Security Captcha
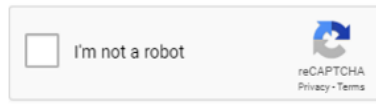
- After successfully attaching files, check the designated security recaptcha for security purposes.

- Click **Submit** to proceed.

3.3 Confirmation of Submission of Pre-registrartion
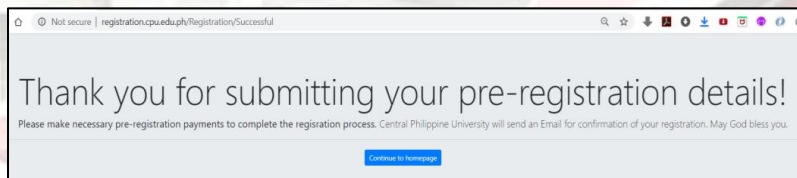
- Please wait for the email confirmation after submitting the form.

- Click **Continue to homepage** to proceed to the online pre-registration homepage.

3. 4 Enrolment

After a successful Pre-registration, your will be given an ID Number. This ID number will be used to the access the Student Online Services Account website **http://my.cpu.edu.ph**. Walkthrough for enrolment procedure is available in the CPU website (www.cpu.edu.ph)

4.0 ONLINE PRE-REGISTRATION FOR ELEMENTARY AND JUNIOR HIGH SCHOOL

Elementary and Junior High School Pre-registration for incoming Grade 1, incoming Grade 7 and transferees
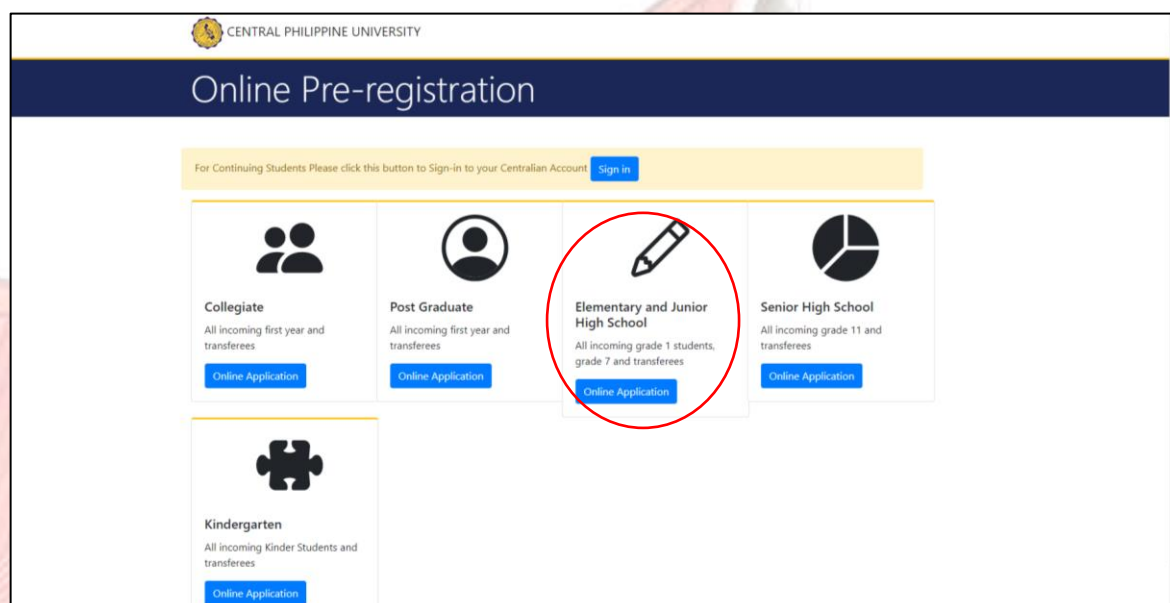
- For Elementary and Junior High School pre-registration click **Online Application** under the Elementary and Junior High School Menu.

4.1 Online Application Procedure and Admission Requirements

- Read through the Online Application Procedure by scrolling down.

- Click the Check box ☑ to confirm that you have read and agreed with the Data Privacy Policy of Central Philippine University.

NOTE: Submit hard copy of ALL Admission Requirements on or before August 20, 2020.

For Incoming Grade 1
- Original and photocopy of PSA Authenticated Birth Certificate
- Original F138 (Kinder 2 Report Card with LRN)

For Incoming Grade 7
- Original and photocopy of PSA Authenticated Birth Certificate
- F138 (Grade 6 Report Card with LRN)

Additional requirement for Transferees (Grade 2 to Grade 10)
- Certificate of Good Moral Character

A drop box will be provided at Gate 2 for your documents or you may send it through mail addressed to:

The Principal
University Kindergarten/ University Elementary School/ University Junior High School
Central Philippine University
5000, Jaro, Iloilo City

For inquiries and clarification, please contact:
Elementary Principals' Office:
Telephone number: 329-1971 local 1050
Email address: elementary@cpu.edu.ph

Junior High School Principal's Office:
Telephone number: 329-1971 local 1064
Email address: jhs@cpu.edu.ph

☑ **I have read and agree with the Central Philippine University Data Privacy Policy. In particular, I:**
1. agree that Republic Act No. 10173 or the Data Privacy Act applies to the collection, use, and processing of my/my child's/ my ward's personal data;
2. consent to the collection, use, and processing of my/ my child's/my ward's personal data for educational, institutional, and other legitimate purposes of Central Philippine University;
3. warrant the accuracy and truthfulness of the personal information I am providing to Central Philippine University
4. respect any revision of an act or decision based on information I provided that is found to be false or inaccurate;
5. agree to find an amicable solution for any issue arising from my/my child's/my ward's personal information before resorting to arbitration or litigation.

Close   Proceed to Pre-registration

- Select the tab Admission Requirements, read through by scrolling down.

- Click **Proceed to Pre-registration** to continue.

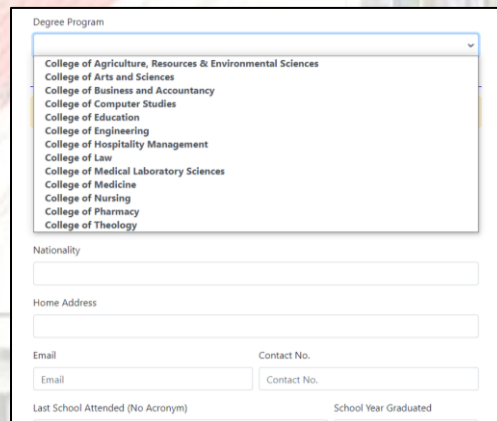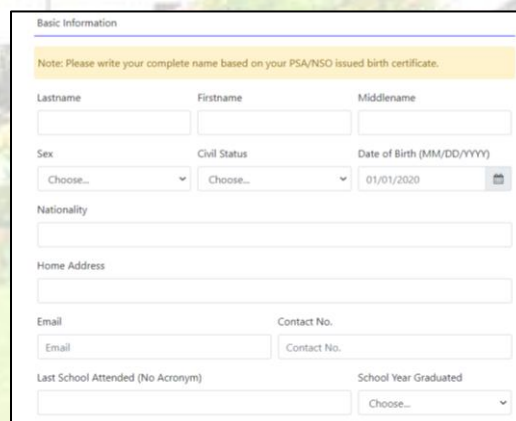- Click **Close** to cancel the pre-registration.

4.2 Elementary and Junior High School Online Application Form

CENTRAL PHILIPPINE UNIVERSITY

Elementary and Junior High School Online Application

Application Term & Course/Program

Reminder Please provide your correct and complete information.

New Student/Transferee

Choose...
Choose...
Grade 1 and Grade 7
Transferee

Level
Elem Elementary Certificate

- Fill in the fields for the Elementary and Junior High School Online Application for pre-registration.

  - Select from the drop downlist by clicking ⌄ to select type of student pre-registration.

- On the Level, Click [⌄] to open the pop-up list to select the level under the designated Department.

- Fill in the fields for the Basic Information.

4.2.1 File Attachment

- For File attachements, please ensure that file sizes are below 10 mb.

- Click Browse to locate for the NSO Birth Certificate image file saved on your computer.

- Select the file to attach by clicking on the specified file.

- Click [Open] to attach the file.

- Click [Cancel] to cancel the operation.

- Click [Choose Files] to attach school card.

4.2.2 Security Captcha

- After successfully attaching files, check the designated security recaptcha for security purposes.
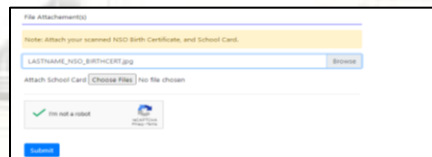
- Click [Submit] to proceed.

4.3 Confirmation of Submission of Pre-registrartion
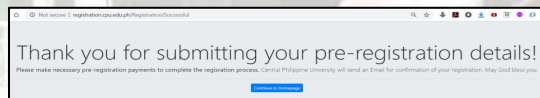
- Please wait for the email confirmation after submitting the form.

- Click [Continue to homepage] to proceed to the online pre-registration homepage.

4.4 Enrolment
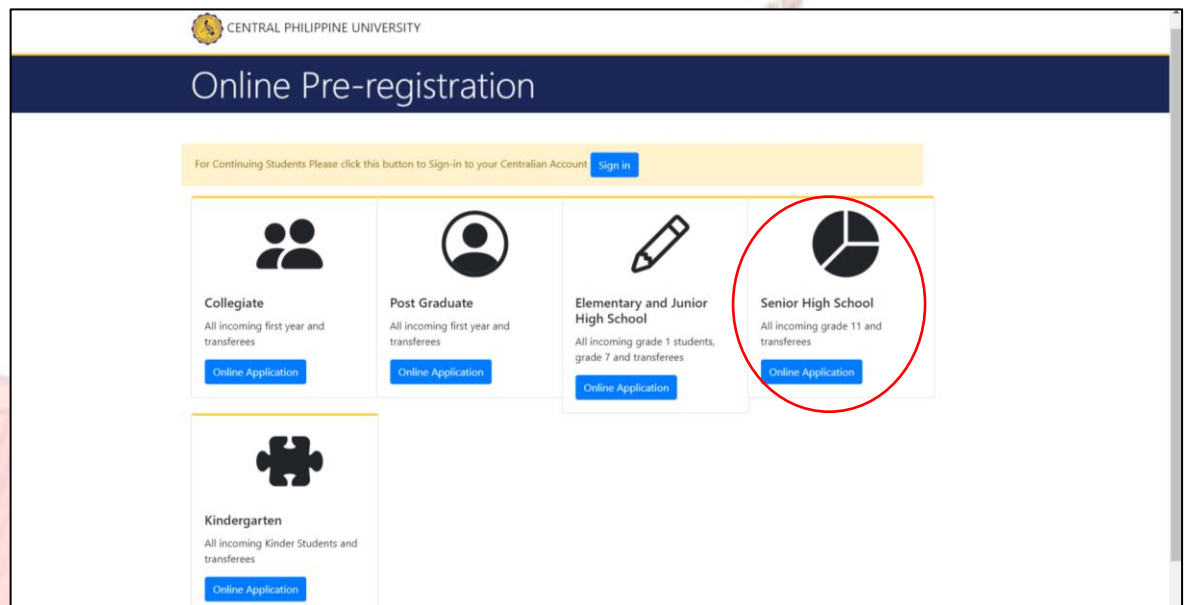
After a successful Pre-registration, your will be given an ID Number. This ID number will be used to the access the Student Online Services Account website **http://my.cpu.edu.ph**. Walkthrough for enrolment procedure is available in the CPU website (www.cpu.edu.ph)

5.0 ONLINE PRE-REGISTRATION FOR SENIOR HIGH SCHOOL

Senior High School Pre-registration for incoming Grade 11 and transferees

- For Senior High School pre-registration click **Online Application** under the Senior High School Menu.

5.1 Online Application Procedure and Admission Requirements

- Read through the Online Application Procedure by scrolling down.
- Click the Check box ☑ to confirm that you have read and agreed with the Data Privacy Policy of Central Philippine University.

- Select the tab Admission Requirements, read through by scrolling down.

- Click **Proceed to Pre-registration** to continue.

- Click **Close** to cancel the pre-registration.

5.2 Senior High School Online Application Form

- Fill in the fields for the Senior High School Online Application for pre-registration.

- Select from the drop downlist by clicking [⌄] to select type of student pre-registration.

- On the Strand, Click ⌄ to open the pop-up list to select the level under the designated Department.

- Fill in the fields for the Basic Information.

5.2.1 File Attachment

- For File attachements, please ensure that file sizes are below 10 mb.

- Click Browse to locate for the NSO Birth Certificate image file saved on your computer.
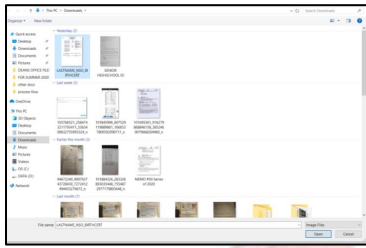
- Select the file to attach by clicking on the specified file.

- Click [Open] to attach the file.

- Click [Cancel] to cancel the operation.

- Click [Choose Files] to attach School Card/Certificate of Good Moral Character.

5.2.2 Security Captcha
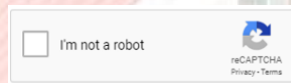
- After successfully attaching files, check the designated security recaptcha for security purposes.

- Click [Submit] to proceed.

5.3 Confirmation of Submission of Pre-registrartion
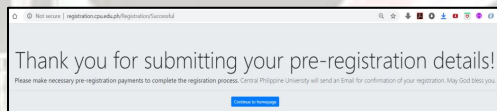
Thank you for submitting your pre-registration details!

Please make necessary pre-registration payments to complete the registration process. Central Philippine University will send an Email for confirmation of your registration. May God bless you.

- Please wait for the email confirmation after submitting the form.

- Click [Continue to homepage] to proceed to the online pre-registration homepage.

5.4 Enrolment

After a successful Pre-registration, your will be given an ID Number. This ID number will be used to the access the Student Online Services Account website **http://my.cpu.edu.ph**. Walkthrough for enrolment procedure is available in the CPU website (www.cpu.edu.ph)

6.0 ONLINE PRE-REGISTRATION FOR KINDERGARTEN

Kindergarten Pre-registration for incoming Kinder 1 and transferees
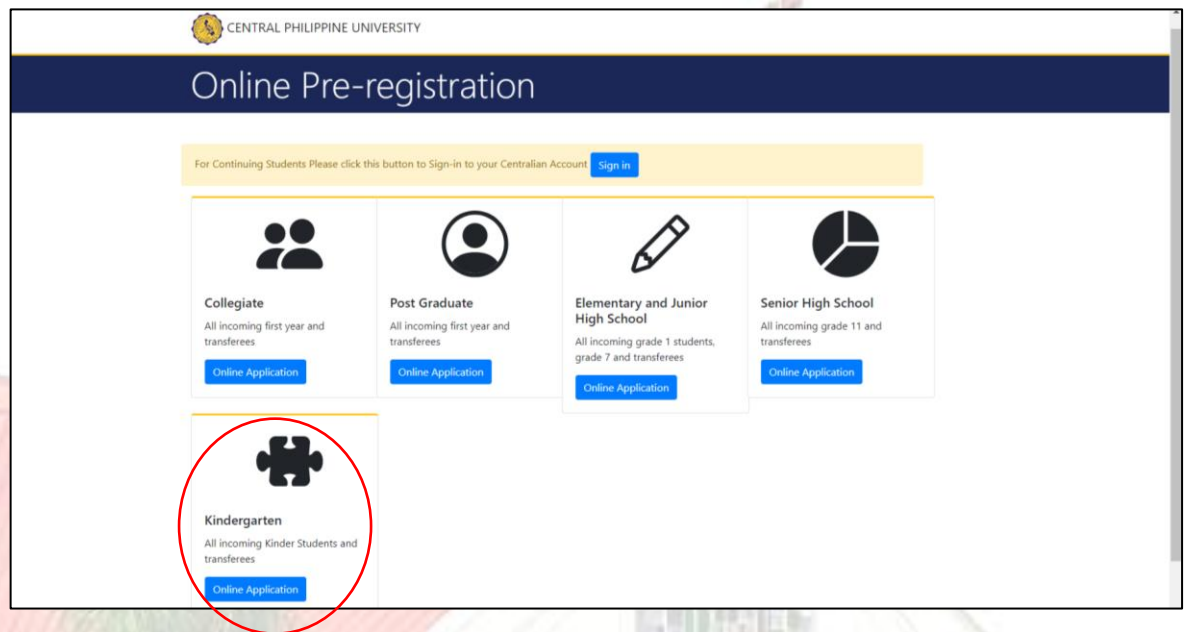
For Kindergarten pre-registration click **Online Application** under the Kindergarten Menu.

6.1 Online Application Procedure and Admission Requirements

- Read through the Online Application Procedure by scrolling down.

- Click the Check box ☑ to confirm that you have read and agreed with the Data Privacy Policy of Central Philippine University.

Online Application

Online Application Procedure | Admission Requirements

NOTE: Submit hard copy of ALL Admission Requirements on or before August 20, 2020.

For Incoming Kinder 1
- Original and photocopy of PSA Authenticated Birth Certificate
- Original F138 (Report Card from previous school)
- Age 4: may enroll in Kinder 1
- Age 5: Kinder 2 (if the learner is already 5 years old but does not have previous schooling experience, he/she will be enrolled in the lower level)

A drop box will be provided at Gate 2 for your documents or you may send it through mail addressed to:

The Principal
University Kindergarten/ University Elementary School/ University Junior High School
Central Philippine University
5000, Jaro, Iloilo City

For inquiries and clarification, please contact:
Kindergarten Principal's Office:
Telephone number: 329-1971 local 1014
Email address: kindergarten@cpu.edu.ph

☐ **I have read and agree with the Central Philippine University Data Privacy Policy. In particular, I:**
1. agree that Republic Act No. 10173 or the Data Privacy Act applies to the collection, use, and processing of my/my child's/ my ward's personal data;
2. consent to the collection, use, and processing of my/ my child's/my ward's personal data for educational, institutional, and other legitimate purposes of Central Philippine University;
3. warrant the accuracy and truthfulness of the personal information I am providing to Central Philippine University
4. respect any revision of an act or decision based on information I provided that is found to be false or inaccurate;
5. agree to find an amicable solution for any issue arising from my/my child's/my ward's personal information before resorting to arbitration or litigation.

Close | Proceed to Pre-registration

- Select the tab Admission Requirements, read through by scrolling down.

- Click **Proceed to Pre-registration** to continue.

- Click **Close** to cancel the pre-registration.

6.2 Senior High School Online Application Form

CENTRAL PHILIPPINE UNIVERSITY

Kindergarten Online Application

Application Term & Course/Program

Reminder Please provide your correct and complete information.

New Student/Transferee
Choose...
Choose...
New Student
Transferee

Level
Kinder Kindergarten Certificate

Basic Information

Note: Please write your complete name based on your PSA/NSO issued birth certificate.

Lastname | Firstname | Middlename

Sex | Civil Status | Date of Birth (MM/DD/YYYY)
Choose... | Choose... | 01/01/2020

Nationality

Home Address

Email | Contact No.
Email | Contact No.

- Fill in the fields for the Senior High School Online Application for pre-registration.

- Select from the drop downlist by clicking ⌄ to select type of student pre-registration.

- On the Strand, Click ⌄ to open the pop-up list to select the level under the designated Department.

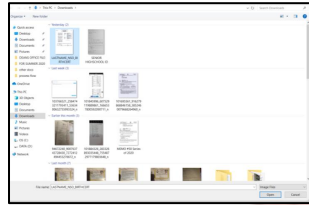- Fill in the fields for the Basic Information.

6.2.1 File Attachment

- For File attachements, please ensure that file sizes are below 10 mb.

- Click **Browse** to locate for the NSO Birth Certificate image file saved on your computer.
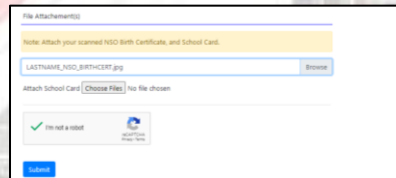
- Select the file to attach by clicking on the specified file.

- Click [Open] to attach the file.

- Click [Cancel] to cancel the operation.

- Click [Choose Files] to attach School Card.
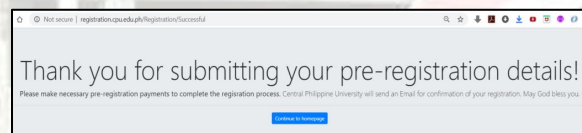
6.2.2 Security Captcha
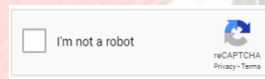
- After successfully attaching files, check the designated security recaptcha for security purposes.

- Click [Submit] to proceed.

6.3 Confirmation of Submission of Pre-registrartion

- Please wait for the email confirmation after submitting the form.

- Click [Continue to homepage] to proceed to the online pre-registration homepage.

6.4 Enrolment

After a successful Pre-registration, your will be given an ID Number. This ID number will be used to the access the Student Online Services Account website **http://my.cpu.edu.ph**. Walkthrough for enrolment procedure is available in the CPU website (www.cpu.edu.ph)