



COLLEGE ENROLLMENT PROCEDURE for FRESHMEN

Name _____ Student No. _____
Last First Middle Name Suffix
Program (Course) _____ Current Sem/SY _____ Mobile No. _____

Please have this form signed by the personnel in-charge of each enrollment step.

STEP 1: Proceed to the Office of the University Registrar (OUR) for the issuance of the PERMIT TO ENROL.

Registrar Date

- 1.1 Submit the following ENROLLMENT REQUIREMENTS*
a. Original copy of Grade 12 - 2nd Semester Card/Form 138
b. Original copy of Certificate of Good Moral Character
c. Photocopy of the PSA/NSO Birth Certificate**
d. Photocopy of the PSA/NSO Marriage Certificate (if married)**
e. Recent Identical 2" x 2" Photos (2 copies)
f. Accomplished Form R-30 (Student Information Sheet) ***
g. Photocopy of the Official Receipt of Reservation fee****
1.2 Secure the PERMIT TO ENROL.

NOTE:

- * In case of withdrawal with permission, submitted enrolment credentials may be retrieved only within two (2) weeks from the start of classes.
** Present the original copies of all photocopied documents.
*** Form R-30 (Student Information Sheet) may be obtained from the UA website or at the OUR.
**** Those who did not pay the reservation fee must first proceed to the Guidance and Admissions Office (GAO).

STEP 2: Proceed to the Dean's Office for ENLISTMENT IN COURSES .

Dean Date

- 2.1 Present the Permit to Enrol.
2.2 Secure the CLASS SCHEDULE/ASSESSMENT FORM.

STEP 3: Proceed to the Finance Office for PAYMENT of FEES.

Treasurer Date

- 3.1 Present the Class Schedule/Assessment Form.
3.2 Pay the fees for the semester.
3.3 Secure the OFFICIAL RECEIPT.

STEP 4: Proceed to the Photo Laboratory for ID CARD PROCESSING.

Photo lab in-charge Date

- 4.1 Present the Class Schedule/Assessment form and Official receipt. Have the OFFICIAL RECEIPT stamped with the remark "ID issued".
4.2 Have image captured for the ID card.
4.3 Secure the ID card.

The CLASS SCHEDULE /ASSESSMENT FORM and OFFICIAL RECEIPT are proofs of enrolment. Please keep all school documents/records for verification purposes.