



COLLEGE ENROLLMENT PROCEDURE for TRANSFEREES and DEGREE HOLDERS

Name \_\_\_\_\_ Student No. \_\_\_\_\_
Last First Middle Name Suffix
Curricular Program \_\_\_\_\_ 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 True Copy of Grades
b. Original copy of Certificate of Eligibility to Transfer
c. Original copy of Certificate of Good Moral Character
d. Photocopy of the PSA/NSO Birth Certificate\*\*
e. Photocopy of the PSA/NSO Marriage Certificate (if married)\*\*
f. Recent Identical 2" x 2" Photos (2 copies)
g. Accomplished Form R-30 (Student Information Sheet)\*\*\*
1.2 Secure the PERMIT TO ENROL and CURRICULUM PROSPECTUS (EVALUATION FORM with credited courses taken from previous school/s)

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.

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

- 2.1 Present the Permit to Enrol and Curriculum Prospectus / Evaluation form (with credited courses taken from previous school/s).
2.2 Secure the Advisement Form with courses to enrol.
2.3 Secure the CLASS SCHEDULE/ASSESSMENT FORM.

\_\_\_\_\_  
Dean Date

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

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

\_\_\_\_\_  
Treasurer Date

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

- 4.1 Present the Class Schedule/Assessment form and Official receipt.
4.2 Have image captured for the ID card.
4.3 Secure the ID card.

\_\_\_\_\_  
Photo Lab in-charge Date

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