



COLLEGE ENROLLMENT PROCEDURE for CROSS ENROLLEES

Name Last First Middle Name Suffix Student No. 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 PERMIT TO CROSS ENROL b. Recent Identical 2" x 2" Photos (2 copies) c. Accomplished Form R-30 (Student Information Sheet)\*\* 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. \*\* 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 ENLISTMENT IN COURSES.

Dean Date

- 2.1 Present the Permit to Enrol. 2.3 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. 4.2 Have image captured for the ID card. 4.3 Secure the ID card.

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