



PROCESSING FORM FOR GRADUATE STUDENT APPLICANTS

IMPORTANT: Have this form accomplished and submit it to the Guidance and Admissions Office (GAO).

I. PERSONAL INFORMATION

Name _____ Student No. _____
Last First Middle Name Suffix
Gender _____ Civil Status: _____ Citizenship _____
Date of birth _____ Place of birth _____
Permanent Address _____
Home Phone Numbers _____ Mobile Numbers _____ Email _____
Program (applying for) _____ Current Term/AY _____ Date _____

In case of emergency:

Name of Contact Person: _____ Relationship to the Contact Person: _____
Address: _____ Mobile No. _____

II. EDUCATIONAL BACKGROUND

Educational level School School Address Inclusive Years
Elementary _____
High School _____
College _____
Graduate _____
Post Graduate _____
School last attended _____
Reason for enrolling / transferring to UA _____

Signature of Applicant

Date

STEP 1: FILING of APPLICATION for ADMISSION at the DEAN'S OFFICE

- 1.1 Fill out this Processing Form.
1.2 Present the following requirements:
a. 1 copy of 2" by 2" picture
b. Photocopy of Transfer Credentials (for graduates of Private Higher Education Institutions - PHEIs)
b.1 True Copy of grades with CHED issued Special Order No. and the remarks "for evaluation purposes"
b.2 Certificate of Eligibility to Transfer (formerly known as Certificate of Honorable Dismissal)
c. Photocopy of Transcript of Records with the remarks "for evaluation purposes" (for graduates of State Universities and Colleges - SUCs and Local Community Colleges - LCCs)

Dean Date

Evaluator's Remarks: _____

STEP 2: ISSUANCE of GRADUATE STUDENT PROFILE FORM and RECOMMENDATION FORM at the GUIDANCE AND ADMISSIONS OFFICE (GAO)

- 2.1 Fill out the Graduate Student Profile Form.
2.2 Secure the Recommendation Form.

GAO Director Date

STEP 3: PAYMENT of TESTING FEE at the FINANCE OFFICE

- 3.1 Pay the Testing Fee.
3.2 Secure the Official Receipt.

Treasurer Date

STEP 4: TAKING of the UA -GRADUATE STUDENT ADMISSION TEST (UA-GSAT) at the GAO

- 4.1 Take the UA-GSAT.

Remarks

GAO Director Date

STEP 5: ISSUANCE OF THE PERMIT TO ENROLL at the GAO

- 5.1 Secure the Permit to Enrol with Student Number.

GAO Director Date

Next Step: Proceed to the Office of the University Registrar (OUR) for the submission of Enrollment Requirements.