



UNIVERSITY of the ASSUMPTION

ENROLLMENT PROCEDURE for NEW GRADUATE STUDENTS

Name _____ Student No. _____

 Last First Middle Name Suffix

Curricular Program _____ Current Term/AY _____ Mobile No. _____

Important: 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 submission of **ENROLLMENT REQUIREMENTS.**

_____ Registrar _____ Date

- 1.1 Submit the following **ENROLLMENT REQUIREMENTS***:
 - a. Permit to Enrol issued by the GAO (Registrar’s copy)
 - b. Original copy of Transfer Credentials (for graduates of Private Higher Education Institutions - PHEIs)
 - b.1 Original copy of True Copy of Grades with CHED issued Special Order No. and the remarks “for evaluation purposes”
 - b.2 Original copy of Certificate of Eligibility to Transfer (formerly known as Certificate of Honorable Dismissal)
 - c. Original Transcript of Records with the remarks “for evaluation purposes” (for graduates of State Universities and Colleges – SUCs and Local Community Colleges - LCCs)
 - 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-30A (Graduate Student Information Sheet)***

NOTE:

- * In case of **Withdrawal with Permission (Removal of Course/s enrolled)**, 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-30A (Graduate 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 .**

_____ Dean _____ Date

- 2.1 Submit the Permit to Enrol issued by the GAO (Dean’s copy).
- 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.
- 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.