

	1.2 Enlist and officially enroll students	None	2 working days	Registrar Officer
	1.3 Send Registration Forms to officially enrolled students	None	5 working days	ICTO
2. Receive the Registration Form via the registered Gmail account and resend the signed Registration Form.		None		
	TOTAL		12 working days	

4. ENROLLMENT FOR TRANSFER STUDENTS

This service is given to transfer students who passed the interview of their respective College Deans and have submitted the complete admission requirements.

Office or Division:	Registrar and Admission Division
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Transfer students who passed departmental interview, and have submitted the complete admission requirements
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<ul style="list-style-type: none"> • Transcript of Records (For evaluation purposes) with TOR GWA of the last semester attended duly signed by the Registrar. • Original Certificate of Transfer Credentials (CTC) • Original Subject Course Description (for accreditation of subjects) 	Previous university
Original Certificate of Good Moral Character	Previous university
Original PSA Birth Certificate	Philippine Statistics Authority
Original and recent Barangay Certificate of Residency	Barangay Hall of your place of residence
One (1) colored 2x2 picture (White background with name tag)	Any photo studio
Medical Clearance	University physician
Long brown envelope in a plastic envelope with students Last Name, First Name, Middle Name	
Mailing stamp chosen based on the graduate's last school or university attended: Luzon P70.00; Visayas P90.00; Mindanao P100.00	Post Office

<p>Additional Requirements for the following Applicants:</p> <ul style="list-style-type: none"> Applicants who stopped for 1 year or more - Affidavit of Non-Enrollment from other Universities If with discrepancy between PSA Birth Certificate and School Record – Affidavit of One and the Same Person If currently employed - Original Latest Certificate of Employment If Married Female Student - Original Marriage Certificate Applicants from schools with non-numerical (Pass/Fail) grades-Certificate of Non-issuance of Numerical Grades (Issued by the School Registrar) In cases where the student-applicant cannot reasonably secure his/her school credentials for reasons beyond his/her control, such as: Closure of the school last attended and Damage of documents due to fire or natural calamities - Certificate of eligibility for admission to college from the Commission on Higher Education (CHED) 		<p>Notary Public</p> <p>Notary Public</p> <p>Present Employer</p> <p>Philippine Statistics Authority</p> <p>Previous University</p> <p>Commission on Higher Education</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request crediting form for accreditation of subjects and submit the needed requirements	1.1 Issue crediting form and verify TOR and subjects' course description with the College Dean for Accreditation of Subjects	None	10 minutes	Admission Staff
	1.2 Evaluate and sign crediting form	None	5 minutes	College Dean / Program Chair
2. Return to the admissions office for the issuance of student number	2. Issue Enrollment Slip and assign Student Number	None	5 minutes	College Dean / Program Chair
3. Present enrollment slip at the enlistment area	3.1 Evaluate and enlist subjects to be enrolled	None	15 minutes	College Enlistment Officer
	3.2 Officially enroll student	None	5 minutes	Registrar Officer
4. Receive printed registration form	4. Print registration form	None	5 minutes	Registrar Staff
5. Fill out the registration form for stamping	5. Stamp Officially Enrolled on the Registration Form	None	1 minute	Registrar Staff
	TOTAL		1 hour	