

2. READMISSION (Returnee) PROCEDURE

This service is given to **approved returning students** (old students of QCU who were Officially Dropped (OD) on the previous semester, those who were not enrolled last semester, and those who wish to return this coming semester) who have submitted complete re-admission requirements.

Office or Division:	Registrar and Admissions Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	<p>OLD students of QCU who were OFFICIALLY DROPPED (OD) in the previous semester.</p> <p>OLD students who were NOT enrolled in the previous semester.</p>			
CHECKLIST OF REQUIREMENTS **Digital and Hard Copy**			WHERE TO SECURE	
Fully Accomplished Re-Admission Form			QCU Website: www.qcu.edu.ph	
Clearance from Accounting, Student Affairs Services Division (SASD), and Guidance			Visit the website for the Email or contact number of the respective offices	
Program of Study			Registrar's Office	
Original Philippine Statistics Authority Birth Certificate (if you entered QCU in or before 2017)			PSA	
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 – issued by the University Physician			University Clinic	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Register in the Re-admission Link posted at www.qcu.edu.ph using your Gmail account intended for QCU concerns only.</p> <p>Follow this format: (lastname.firstname.middle1@gmail.com).</p> <p>You may use your previously registered Gmail account with the same format if it is still active.</p>	1. Verify and evaluate student applications for the printing of the program of study	None	<p>10 minutes</p> <p>*Applicants are evaluated based on their date and time of registration.</p>	Admission Staff
2. Submit the requirements (except Medical Clearance) at the Admissions Office	2. Receive returnee form and issue program of study	None	5 minutes	Admission Staff

3. Proceed to the concerned department/college for advising.	3. Evaluate and approve or disapprove the application.	None	5 minutes	College Dean / Program Chair
4. Return the re-admission form at the admissions office	4. Notify the student of the status of the application and schedule of the submission of requirements	None	1 minute	Admission Staff
	TOTAL		21 minutes	

3. ENROLLMENT OF FRESHMEN STUDENTS

This service is given to freshmen students who passed the QCUCAT, have successfully undergone the interview of their respective College Deans, and have submitted complete admission requirements.

Office or Division:	Registrar and Admission Division
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Freshmen students who passed QCUCAT, departmental interview, and have submitted complete admission requirements
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For SHS Students <ul style="list-style-type: none"> Original SF9 (Grade 11 & 12 1st – to 4th Quarter) Photocopy of SHS Diploma (original copy should be presented) For High School Graduates (Old Curriculum) <ul style="list-style-type: none"> Form 138- High School Report Card Photocopy of HS Diploma (original copy should be presented) For ALS Passer for College <ul style="list-style-type: none"> Alternative Learning System Certificate ALS Diploma 	Previous school attended
Original Certificate of Good Moral Character	Previous school attended
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 student's 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