

ENROLLMENT PROCEDURE

For NEW Students

(Transferees & GS/OU Freshmen)

Second Semester, S.Y. 2018-2019

WHERE TO GO

WHAT TO DO

**PRE-REGISTRATION
COLLEGE/ INSTITUTE
CONCERNED
GS/ OU**

- Present Notice of Admission (NOA)
- Secure and Accomplish Pre-Registration Form (PRF)
- Submit **PHOTOCOPY** of the following:
 - ✓ Honorable Dismissal/ Transfer Credentials and True Copy of Grades
 - ✓ Medical Slip
 - ✓ Philippine Statistics Authority (PSA) (formerly NSO) Birth Certificate and Marriage Certificate, if applicable
 - ✓ Certificate of Good Moral Character

**UNIVERSITY GYMNASIUM
(REGISTRATION/ ENROLLMENT)**

JAN. 11, 2019 : Transferees
JAN. 12, 2019 : Graduate School/
 Open University/
 Prof. Ed.

**OFFICE OF THE UNIVERSITY
REGISTRAR**

JAN.15-17, 2019: Late enrollment
 without fine
JAN.18- 19, 21: Late enrollment
 with fine
JAN. 24-25: Add/ Change/
 Withdraw

- Submit PRE-REGISTRATION FORM (PRF) and RETURN SERVICE AGREEMENT (with or without Voluntary Contribution Form) OR Waiver for school fees subsidy
- Submit the following:
 - ✓ For **First Year GS/OU students**, Original copy of **Transfer Credentials** secured from school last attended, **OR** a photocopy of your **Official Transcript of Records**, if BSU is the school last attended
 - ✓ For **Transferees**, Original copy of Transfer Credentials and True Copy of Grades
 - ✓ Medical Slip
 - ✓ Photocopy of your Philippine Statistics Authority (PSA) (formerly NSO) Birth Certificate and Marriage Certificate, if applicable
 - ✓ Certificate of Good Moral Character/ Honorable Dismissal
- Secure Enrollment Form
- Pay Mt. Collegian (MC) and Supreme Student Government (SSG) Fees

**NOT
QUALIFIED
FOR FREE
HIGHER
EDUCATION**

**FREE HIGHER
EDUCATION
(FHE)
BENEFICIARIES**

**ALL
SCHOLARS
OR
GRANTEES
(Free Higher
Education
Beneficiary or
not)**

**Beneficiaries with
Voluntary
Contribution, give
to the Cashier's
Office**

WITH
WAIVER

WITH
ASSESSED
FEES FOR
PAYMENT

WITHOUT
ASSESSED
FEES FOR
PAYMENT

**UNIVERSITY
CASHIER'S OFFICE**

**OFFICE OF
STUDENT
SERVICES**

Proceed to Student
Scholarships & Grants
Unit (SSGU) Personnel
for verification &
endorsement of TES
Secure new enrollment
form from SSGU

**OFFICE OF THE UNIVERSITY REGISTRAR
ID processing
(Check schedule upon enrollment)**