



Benguet State University  
**OPEN UNIVERSITY**  
 La Trinidad, Benguet 2601  
 www.bsu.edu.ph

2x2 ID Picture

## APPLICATION FORM FOR ADMISSION

Your application shall be acted upon only after you submitted all the required documents. The deadline of application is: **June 30** for first semester admission and **November 30** for second semester admission. The requirements are as follows:

1. Certified Photocopy of Official Transcript of Records
2. Certificate of Transfer Credential from the school that you last attended
3. Two letters of recommendation from your former professors/employers (Form 2)
4. Four copies of your latest identical ID picture (2" x 2") with plain white background
5. Permit to Study from the head of your agency if employed (Form 3)
6. Payment of Application Fee of PHP100 for Filipinos and US\$25 for foreign nationals (Non-refundable).
7. An essay of about 500 words indicating your purpose for applying to the distance education program and your plan after completing the degree.
8. Photocopy of PSA (birth certificate if single, marriage certificate if married)
9. Valid visa for foreign nationals.

### ADMISSION REQUEST:

1. Degree Sought      ( ) Master in Community Development  
                                   ( ) Master in Community Health Development  
                                   ( ) Master in Cooperative Management  
                                   ( ) Master in Development Communication  
                                   ( ) Master in Human Resource Management  
                                   ( ) Master in Non-Formal Education (Alternative Learning Systems)  
                                   ( ) Master in Urban Management  
                                   ( ) Diploma in Training Management  
                                   ( ) Diploma in Urban Management  
                                   ( ) Certificate in Organic Agriculture  
                                   ( ) Certificate in Community Health Development
2. Semester for which admission is sought: ( ) First Semester    ( ) Second Semester    ( ) Summer
3. State how your studies will be financed: \_\_\_\_\_
4. Preferred mode of learning: ( ) Blended    ( ) Online

### PERSONAL DATA:

1. Name: \_\_\_\_\_  
                                   Family Name                      First Name                      Middle Name
2. Mailing Address: \_\_\_\_\_  
                                   Number    Street                      City/Town Province                      Zip Code    Country  
                                   \_\_\_\_\_ E-mail Address                                      Tel. /CP No.
3. Place of Birth: \_\_\_\_\_                      4. Date of Birth: \_\_\_\_\_
5. Citizenship: \_\_\_\_\_                      6. Gender : ( ) Female ( ) Male
7. Civil Status: ( ) Single    ( ) Married    ( ) Widow    ( ) Divorced
8. Highest Degree Completed: ( ) AB/BS in \_\_\_\_\_ ( ) MA/MS in \_\_\_\_\_
9. Currently enrolled in other school for MA/MS: ( ) yes ( ) no; if yes degree course: \_\_\_\_\_
10. Present Occupation: \_\_\_\_\_ No. of Years Employed: \_\_\_\_\_
11. Name of Present Employer (Institution/Company): \_\_\_\_\_
12. Address of Present Employer: \_\_\_\_\_

**ACADEMIC BACKGROUND (Please use additional sheets if necessary. Those applying for Certificate and Short Courses need not fill up items 2 to 6)**

1. List of schools you attended starting with the most recent

Name and Address of School	Degree/ Major Field	Year Completed
College:		
High School:		
Elementary:		

Are you currently enrolled in another college/university? \_\_\_ Yes \_\_\_ No

Name of School \_\_\_\_\_ Degree \_\_\_\_\_

2. List of researches you conducted and published apart from your thesis

Title of Article	Title of Publication	Year Published

3. List of seminars/conferences that you attended in the last five years.

Title of Seminars/Conferences	Place	Year

4. List your membership in honor, professional and/or civic organizations.

Name of Organization	Role	Year

5. List of scholarship, honors, prizes and awards you received.

Title of Seminars/Conferences	Place	Year

6. List three persons whom you have requested to recommend you.

Name and Position	Address	Contact Number

**CERTIFICATION**

I hereby affirm that all the information supplied herein is complete and accurate, and if admitted, I agree to abide by the rules and regulations of the Open University.

\_\_\_\_\_  
Signature of Student                      Date

**Admitted: ( ) Probationary ( ) Regular**

\_\_\_\_\_  
Director                                      Date

<p>Reasons why admission is probationary:</p> <p>( ) GWA less than 2.00</p> <p>( ) GWA in English courses less than 2.00</p> <p>( ) Average rating from former professors less than 50%</p> <p>( ) Previous degree not related to degree applied for.</p> <p>( ) Work experience not related to degree applied for.</p> <p>( ) Poor essay.</p>
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