



**AT THE OFFICE OF THE UNIVERSITY REGISTRAR (OUR):**

- Availed Free Higher Education Benefits without Voluntary Contribution
- Availed Free Higher Education Benefits w/ Voluntary Contribution  
-Voluntary Contribution Form submitted
- Opted Out - Waiver Submitted
- Not qualified

**AT THE OFFICE OF STUDENT SERVICES (OSS):**

**For Graduate School and Open University Scholars/ Grantees, bring your enrollment form to the Student Scholarships & Grants Unit (SSGU) for re-assessment.<sup>6</sup>**

( ) Scholar/ Grantee: Name of scholarship/ Grant: \_\_\_\_\_

**SPECIFIC GUIDELINES:**

<sup>1</sup>Submit the following **ADMISSION REQUIREMENTS** upon enrollment. (CHECKLIST)

Tick if submitted	Requirements for First Year Students	Remarks
	Present Notice of Admission (NOA)	
	Form 138 (High School Card) <b>OR</b> Senior High Student Permanent Record	
	PSA (NSO) Birth Certificate	
	If married female, PSA (NSO) Marriage Certificate	
	Certificate of Good Moral Character from last School attended	
	One 2 x 2" ID picture with name tag & signature to be attached in this form	
	Original copy of Medical Certificate from BSU clinic	
	<b>Additional requirements for international students (to be filled-out by the BI Liaison Officer):</b> student visa, birth certificate, certificate of financial support, and other requirements by the Bureau of Immigration. <b>Remarks:</b> _____ _____	

<sup>2</sup>To be determined by the enrollment adviser. The total number of units enrolled should not exceed the normal load for the specific year and semester of degree program as specified in the curriculum and the number of allowable units. The **NORMAL LOAD** for regular students or the total number of units allowed for irregular students for the current term is indicated in their respective curriculum. For students with academic deficiencies, additional guidelines are stated in the BSU Code.

<sup>3</sup>Students under this category are those who may opt to avail of the free higher education benefit and pay voluntary contribution. Student/s must submit a Voluntary Contribution Form.

<sup>4</sup>Students under this category are those who may opt not to avail of the free higher education benefit or students with existing scholarship or grant. Students who opt not to avail of the free higher education benefit should submit a waiver.

<sup>5</sup>Students who are not qualified for the free tuition higher education benefit as specified in Section 6 of R.A. No. 10931 or the Universal Access for Quality Tertiary Education and its Implementing Rules and Regulations, are as follows:

- (1) Students who have already attained a bachelor's degree or comparable undergraduate degree from any HEI, whether public or private:
- (2) Students who fail to comply with the admission and retention policies of the SUC or LUC;
- (3) Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in their program.

<sup>6</sup>For all scholars and grantees.

**STUDENT'S DECLARATION**

***Consent and Authorization***

1. I give my full consent to Benguet State University – Office of the University Registrar (BSU-OUR) to provide and/or verify necessary and relevant data pertaining to my academic records for prospective job opportunities and other legal purposes.
2. I gave my full consent to BSU-OUR to capture my photo and to use/ attach the same to my OTR as part of my academic record and for legal purposes.

***Recognition of BSU's Admission and Retention Policies***

3. I am fully aware of the Admission and Retention Policies of Benguet State University and other related policies promulgated by government regulating agencies, thus, hereby undertake to abide by the same.

That my failure to do so would entail adverse consequences such as curtailment/ forfeiture of some or all benefits or/and privileges due me thereunder.

\_\_\_\_\_ Signature over printed name

\_\_\_\_\_ Date