



PRE-REGISTRATION FORM
(GRADUATE SCHOOL AND
OPEN UNIVERSITY STUDENTS)

Instructions: Please fill out the form **LEGIBLY** in **FULL CAPS, COMPLETELY** without **ERASURES**. **INCOMPLETE/ IMPROPERLY FILLED OUT FORMS WILL NOT BE PROCESSED.** Kindly put a check (/) mark on appropriate spaces.

Type of Student: <input type="checkbox"/> New <input type="checkbox"/> Continuing <input type="checkbox"/> Returning Last term of enrollment: _____ End of Residency: _____ _____	Last School attended: _____ _____ Year Level: <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd (PhD Only)	STUDENT ID NO: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> DEGREE: _____ Major: _____ Term: () 1 st Sem () 2 nd Sem () Midyear School Year _____
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Family Name:																				
Given Name:																				
Middle Name:																				
If married female using husband's family name, Maiden Name:																				
CONTACT NUMBER:																				

AT THE GRADUATE SCHOOL/ OPEN UNIVERSITY:

COURSE/S TO BE ENROLLED

CLASS CODE	COURSE CODE	DESCRIPTIVE TITLE	UNIT/S	SCHEDULE	INSTRUCTOR

I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge. I further certify that I have taken all the pre-requisites of the course/s listed above and that there is no conflict in the class schedules.

Verified:

Student's Signature
Date: _____

Enrollment Adviser
Signature over printed name
Date: _____

AT THE OFFICE OF THE UNIVERSITY REGISTRAR (OUR):

Encoded:

OUR Personnel
Signature over printed name
Date: _____

AT THE OFFICE OF STUDENT SERVICES (OSS):

For Scholars/ Grantees, claim your Pre-Registration Form (PRF) after encoding and proceed to the OSS for discounts and printing of enrollment form.

() Scholar/ Grantee: Name of scholarship/ Grant: _____

Scholarship/Grant certified by:

Director, Office of Student Services

Date

¹Submit the following **ADMISSION REQUIREMENTS** upon enrollment. (CHECKLIST)

Tick if submitted	Requirements for New Students	Remarks
	Official Transcript of Records (Photocopy) AND Certificate of Transfer Credentials. If BSU graduate, photocopy of OTR.	
	PSA (NSO) Birth Certificate	
	If married female, PSA (NSO) Marriage Certificate	
	Medical Certificate from BSU clinic	
	Additional requirements for international students <i>(to be filled-out by the BI Liaison Officer):</i> student visa, birth certificate, certificate of financial support, and other requirements by the Bureau of Immigration) Remarks: _____ _____	

PROMISSORY NOTE

I promise to submit my lacking admission requirements to wit: _____
 _____ on or before the end of the enrollment period of the school term.

 Student's signature

 Date

²Plan of Coursework – to be submitted when the student is on regular status.

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 give 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