


Initiatives of the University to recruit students from underrepresented groups



University Registrar - BSU La Trinidad Campus added 3 new photos to the album:
1stSem.S.Y.2022-2023_ENROLLMENT PROCEDURE_NEW POSTGRAD STUDENTS.

July 23, 2022 · 🌐


ADVISORY ON ENROLLMENT
 July 22, 2022

TO : NEW STUDENTS UNDER THE SCHOOL OF ADVANCED STUDIES
(Formerly Graduate School), OPEN UNIVERSITY, CROSS-ENROLLEE, AND ADDITIONAL UNITS

SUBJECT : ENROLLMENT FOR FIRST SEMESTER, SCHOOL YEAR 2022-2023

All concerned are informed of the following matters on enrollment for implementation this First Semester, School Year 2022-2023, to wit:

I. PROCEDURE

The enrollment procedure for this First Semester, S.Y. 2022-2023 will include online and limited-face-to-face. Refer to the attached procedure.

II. SCHEDULE

| Process | Schedule/Duration | Mode | Venue |
|-----------------------------------------------------------------------------------------------------------------|------------------------------|----------------------|------------------------------------------------------------------------------------|
| Pre-registration – Filling-out of the form | Starts July 23, 2022 | Online | Not applicable |
| Pre-registration – Issuance of printed form | July 25-August 6, 2022 | Limited-face-to-face | Anthurium Hall, BSU Cpd., Km. 6, La Trinidad, Benguet |
| Pre-registration – Academic advising by College | July 25-August 6, 2022 | Limited-face-to-face | Respective College enrollment venue (s) |
| Enrollment proper: Encoding of enrollment details and printing of Certificate of Registration / Enrollment Form | July 25-27, 2022 | Limited-face-to-face | Everlasting Hall, New Research and Extension Bldg., BSU Cpd., La Trinidad, Benguet |
| | July 28, 2022-August 6, 2022 | | Second Floor, College of Human Kinetics (CHK), Km. 6, La Trinidad, Benguet |

All concerned students are advised to keep posted thru the BSU Website and or the Office of the University Registrar La Trinidad Campus Facebook Page for information and updates.

For reference, guidance and strict compliance.

(SGD.) FELIPE SALAING COMILA
 University President

ENROLLMENT PROCEDURE
 FIRST SEMESTER
 School Year 2022-2023

NEW SCHOOL OF ADVANCED STUDIES (SS),
 DIPLOMA & CERTIFICATE PROGRAM STUDENTS,
 ADDITIONAL UNITS & CROSS ENROLLEE

PRE-REGISTRATION PERIOD (ONLINE) STARTS JULY 23, 2022
 ENROLLMENT PROPER (LIMITED-FACE-TO-FACE) JULY 25-AUGUST 6, 2022

STEP 1: ENROLLEE FILLS OUT PRE-REGISTRATION FORM (PRF) VIA GOOGLE LINK

A. NEW Students in the School of Advanced Studies, Diploma & Certificate Program:
<https://forms.gle/v28RvVFNHJDRB6C17>
 B. NEW Students in the Open University:
<https://forms.gle/NoKpkeQYukLZYAw6>
 C. Additional Units Offered under only College & Cross-Enrollees:
<https://forms.gle/shiGvnh5r5akCYr8B>

***Accurately fill-out Pre-Registration Form (PRF) & Click Submit. (Strictly fill-out once)**

NOTE: Only those who received Notice of Acceptance (NOA) for School of Advanced Studies, Open University, Diploma, Certificate Programs, Cross-enrollees.

STEP 2: ISSUANCE OF PRINTED PRE-REGISTRATION FORM (PRF)

VENUE: Anthurium Hall, BSU Compound, Km. 6, La Trinidad, Benguet.
 Access Map at: <https://fb.co/7NDQV9y>
 *The exact location is pinpointed on the map

STEP 3: PROCEED TO YOUR RESPECTIVE COLLEGE ACADEMIC ADVISING

Access University Map at:
 MAP to: CE, CHK, CF, CTE, CS(1) & CA: <https://fb.co/p10anY8>

ENROLLMENT PROCEDURE
 FIRST SEMESTER
 School Year 2022-2023

NEW SCHOOL OF ADVANCED STUDIES (SS),
 DIPLOMA & CERTIFICATE PROGRAM STUDENTS,
 ADDITIONAL UNITS & CROSS ENROLLEE

PRE-REGISTRATION PERIOD (ONLINE) STARTS JULY 23, 2022
 ENROLLMENT PROPER (LIMITED-FACE-TO-FACE) JULY 25-AUGUST 6, 2022

STEP 4: PROCEED TO THE LIMITED-FACE-TO-FACE ENROLLMENT VENUE TWO (2) WORKING DAYS AFTER SUCCESSFULLY FILLING OUT THE PRF

VENUE: JULY 25-27: Everlasting Hall, BSU, Research and Extension New Building, Km. 6, La Trinidad, Benguet.
JULY 28-August 6: College of Human Kinetics, Second Floor, Km. 6, La Trinidad, Benguet
 *The exact location is pinpointed on the map
 Access Map at: <https://fb.co/h33Xk1F>

STEP 5: ENROLLEE PAYS TUITION AND OTHER SCHOOL FEES (TOSF) WITHIN EIGHT(8) CALENDAR DAYS UPON ENROLLMENT

Payment is received at the Cashiers counters from 8 AM to 5 PM Mondays to Fridays.
 *Online payments can also be done thru:
<https://www.itop-eservices.com/eggsportal/index.jsp>

*You do not need a LandBank account to utilize this site; all you have to do is make your transaction and pay in the way that is most convenient for you.
 *There is no need to transmit your proof of payment to the cashier's office when you pay online.
 *The LandBank will automatically notify the office of your payment.
 *Present your receipt for future reference in the unlikely event of a dispute.
 *You may pick up your receipt from the cashier's office when you go to the University.

REMINDERS

1. Please make sure to bring all of your enrollment requirements. Incomplete requirements will not be received.

👍❤️ ProfEd Bsu Cte, Russell Battad Dolendo and 229 others 34 comments 55 shares

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(SGD.) FELIPE SALAING COMILA
University President



ENROLLMENT PROCEDURE

FIRST SEMESTER
School Year 2022-2023

**NEW SCHOOL OF ADVANCED STUDIES (GS),
DIPLOMA & CERTIFICATE PROGRAM STUDENTS,
ADDITIONAL UNITS & CROSS ENROLLEE**

PRE-REGISTRATION PERIOD (ONLINE): STARTS JULY 23, 2022
ENROLLMENT PROPER (LIMITED-FACE-TO-FACE): JULY 25-AUGUST 6, 2022



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C. Additional Units Offered under any College & Cross-Enrollees:

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STEP 3: PROCEED TO YOUR RESPECTIVE COLLEGE ACADEMIC ADVISING

Access University Map at:

MAP 1: CE, CHK, CF, CTE, CIS(1) & CA: <https://ibb.co/p4DcmYB>



MAP 2: CSS, CIS(2), CHET, CNAS, CNS,

CAH, CPAG, CN, & CVM: <https://ibb.co/NCh3nxz>



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ENROLLMENT PROCEDURE

FIRST SEMESTER School Year 2022-2023

NEW SCHOOL OF ADVANCED STUDIES (GS),
DIPLOMA & CERTIFICATE PROGRAM STUDENTS,
ADDITIONAL UNITS & CROSS ENROLLEE

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New Building, Km. 6, La Trinidad, Benguet.**

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- The LandBank will automatically notify the office of your payment.
- Preserve your receipt for future reference in the unlikely event of a dispute.
- You may pick up your receipt from the cashier's office when you go to the University.

REMINDERS

1. Please make sure to bring all of your enrollment requirements. Incomplete requirements will not be enrolled.
2. Bring your own ballpen.
3. Abide health protocols.
4. When enrollment is made through a representative, the following are required:
 - a. Original copy of a duly signed Authorization Letter
 - b. Valid ID of representative (To be presented)
 - c. Photocopy of ID of enrollee, in the absence of an ID, submit a Barangay Certification that the enrollee is a bonafide resident of the Barangay.
 - d. Photocopy of ID of Representative
5. Expect a queue during enrollment. Bring your water and food.

-END OF PROCESS- -Page 2 of 2-