



Process of BSU Admission Test Application SY 2021-2022

STEP 1: ALL APPLICANTS

- Proceed to BSU Anthurium Hall (Beside University Health Clinic) for Triage
- Fill out Health Declaration Form and Consent Form (for Applicants below 21 years old)

GENERAL REMINDERS

- For applicants below 21 y/o, send your parent/ guardian/ authorized representative to process your application form.
- Group filing application through a school representative is very much encouraged.
- Please observe precautionary measures
 - ✓ Always wear your facemask and face shield.
 - ✓ Maintain social distancing.
 - ✓ Bring your own ball pen
- For applicants who cannot personally submit their application forms especially those from outside Benguet, you may send your complete application documents to this address via courier (door to door delivery)

FAY ANN P. FARANGAN
 Unit Head, Office of Student Services-
 SWS-TMDU
 Benguet State University
 Km 6, Balli, La Trinidad, Benguet
 (074) 442 2043

STEP 2

GRADE 12 STUDENTS & SENIOR HIGH SCHOOL GRADUATES

- PROCEED TO OFFICE OF STUDENT SERVICES (Room 205)
- Submit Application Forms and Requirements together with the filled out consent form of the Data Privacy Notice

TRANSFEREES AND SECOND DEGREE TAKER

- PROCEED TO OFFICE OF STUDENT SERVICES (Room 205)
- Present your OTR and Application Form
- Get an Endorsement Form

STEP 3

Processing of Submitted Documents by the TMDU personnel

- PROCEED TO THE RESPECTIVE COLLEGE/ INSTITUTION WHERE YOU INTEND TO ENROLL IN
- Present your Certified True Copy of Grades for Initial Evaluation and have your Endorsement Form signed by the Dean/ Director

STEP 4

Claim your BSUAT Examination Permit

- PROCEED TO OFFICE OF STUDENT SERVICES (Room 205)
- Submit your Signed Endorsement Slip together with your other Requirements for Processing.

Note: If you are endorsed by the college or institution, kindly submit your Application form, filled out consent form of the Data Privacy Notice and other requirements. If you are not endorsed, and you still want to enrol in other degree programs, proceed to Step 3 for Transferees and Second Degree Applicants.

- Claim your BSUAT Examination Permit

END OF PROCESS