



UNIVERSITY *of* SAN CARLOS  
SCIENTIA • VIRTUS • DEVOTIO

# Enrollment Guide

FOR INTERNATIONAL STUDENTS



## ENROLLMENT GUIDE FOR INTERNATIONAL STUDENTS

This refers to an applicant who undertakes all or part of his/her higher education experience in a country other than his/her home country or an applicant who travels across a national boundary to a country other than his/her home country to undertake all or part of his/her higher education experience.

A student with an international passport or has dual citizenship, or is a Filipino graduate abroad, needs to go through pre-admission process with the External Relations and Internationalization Office (ERIO). The applicant needs to submit additional documents during the admission process before the applicant can proceed with the enrollment process.

## Guide on how to upload your admission requirements in ISMIS

1. Go to the International Student Portal through <https://ismis.usc.edu.ph/ApplyForeign>
2. Fill out the Personal Data Sheet and complete all fields.
3. Attach the required documents as follows, and do not forget to click the Start Upload button after adding a file.

### Undergraduate Program Freshmen Applicants

- Transcript of Records (1st and 2nd semesters of Grade 11 and Grade 12) for Bachelor's Program (IGCSE/GCSE with A-Levels may also be considered)
- Diploma/Certificate of graduation in Grade 12 (Senior High School)
- Photocopy of Passport bio-page with at least two-year validity
- English Proficiency Requirement with a rating in 6.0 in IETS or at least 60 for TOEFL or as prescribed by the program. Applicants, who graduated from schools that used English as a medium of instruction are required to submit a certificate issued by the head of the institution or its legal representative.

### Masteral and Doctoral Program Applicants

- Baccalaureate Diploma or its equivalent with remarks of graduation
- Photocopy of Passport bio-page with at least two-year validity
- English Proficiency Requirement with a rating in 6.0 in IELTS or at least 60 for TOEFL or as prescribed by the program. Applicants, who graduated from schools that used English as a medium of instruction are required to submit a certificate issued by the head of the institution or its legal representative.

### Transferee Applicants from any Philippine Schools

- Transcript of Records (Informative Copy)
- Certificate of Transfer Credential/Honorable Dismissal
- Certificate of Good Moral Character (from the previous school attended)
- Passport bio-page with at least two-year validity
- Alien Certificate of Registration of Identification Card (ARC-ICard)

**Dual Citizen Applicants.** In addition to the above requirements, depending on your category, the applicant needs to show proof of Filipino Citizenship and submit any of the following:

- A valid Philippine Passport
- Identification Certificate (IC)
- Certificate of Reacquisition/Retention of Philippine Citizenship (CRPC)

4. Complete the Captcha.
5. Click the Submit button.
6. ERIO will verify the pre-admission documents and endorse the applicant to the Office of the University Registrar.
7. The Office of the University Registrar will verify the application and endorse the applicant for admission to the Office of the Recruitment and Admissions (ORA).



1. Once the admission requirements are validated by ORA, the applicant will now be endorsed for the College Admission Examination (except for the Graduate and Juris Doctor Program Applicants).

For Juris Doctor Program Applicants, once the admission requirements are validated by ORA, they will be endorsed to the Department Chair for interview and acceptance.

For Graduate Program Applicants, once the admission requirements are validated by ORA, then they will be endorsed to the Department Chair for interview (Masteral Program Applicant) or panel interview (Doctoral Program Applicant) and acceptance to their respective programs.

2. Once accepted by the Department Chairman, the applicant needs to go back to ERIO for the enrollment clearance slip before the applicant will proceed to the Office of the University Registrar for the submission of authenticated documents.

Kindly refer to the following link for the admission process:

- [Incoming Freshmen Applicants](#)
- [Transferee Applicants](#)
- [Graduate Program Applicants](#)
- [Juris Doctor Applicants](#)

### **Guide on how to pay the College Admission Examination (CAE) Fees Online**

*(This is not applicable for Juris Doctor and Graduate Program Applicants)*

*Note: **PayMaya/Visa/Mastercard** – payments made using this channel are posted real-time.*

1. Click this link <https://ismis.usc.edu.ph/Paymaya/firstindex>
2. Click PayMaya
3. Provide the needed applicant information. Name should be consistent with ISMIS including the space in between the First Name.
4. Choose the Payment Item - under Testing Fees, kindly type the amount • The testing fee for all tertiary programs is Php 500; and • PhP 600 for BS Architecture, BS Landscape Architecture and BS Interior Design.
5. Proceed to check out. Choose the Payment Channel. It will route the applicant to the PayMaya Website. Step 6 Type in your payment details and submit. After submitting, it will generate an e-receipt.

*Note: **Dragonpay** – depending on the payment channel, normally it will take 2 to 3 banking days before the payment will be posted*

1. Click this link <https://ismis.usc.edu.ph/Paymaya/firstindex>
2. Click Dragonpay
3. Provide the needed applicant information. Name should be consistent with ISMIS including the space in between the First Name.
4. Choose the Payment Item - under Testing Fees, kindly type the amount
  - The testing fee for all tertiary programs is Php 500; and
  - PhP 600 for BS Architecture, BS Landscape Architecture and BS Interior Design



5. Proceed to check out. It will route the applicant to the Dragonpay Website.
6. Choose the payment channel and click notify thru email.

7. If you are using a credit card, you will be redirected to the credit card payment page.

7. Follow the Reference Code and the payment instructions sent to your email.

- For online transactions, click the link provided and you will be redirected to the office of your chosen online payment link.
- For over the counter transactions e.g. Cebuano Lhuillier, the Biller will be Dragonpay and not University of San Carlos and use the Reference Code as the Reference Number.

*Note:* For those who will pay in-campus via the USC Teller, kindly show the ISMIS notification on how to pay the College Admission Examinations and pay the testing fee (for all tertiary programs is Php 500 except for BS Architecture, BS Landscape Architecture and BS Interior Design which is Php 600). After payment, kindly proceed to the Office of the Recruitment and Admissions (ORA) at the Downtown Campus and show the receipt or email the receipt to [admissions-apply@usc.edu.ph](mailto:admissions-apply@usc.edu.ph) so that the applicant will receive a google form link where the applicant can choose a schedule of their College Admission Examination.

### **Guide on how to take the In-Campus College Admission Examination**

*(This is not applicable for Juris Doctor and Graduate Program Applicants)*

1. *Once admission requirements are verified, the applicant will receive an email instruction from ISMIS on how to pay the testing fee online via payment centers or offline at the USC Teller.*
2. *Once payment is received (usually after 2 to 3 banking days for online payment) the applicant will receive a google form link to schedule the College Admission Examination.*
3. *Once the applicant has chosen the date for the College Admission Examination, it will generate an Examination Permit*
4. *The applicant must present a printed copy of the examination permit on the day of their scheduled examination and this will serve as their entry pass to the Testing Center, USC Downtown Campus. Examination results will be available 2 days from the examination date.*
5. *Once results are available, the Office of the Recruitment and Admissions will now endorse the applicant to the Department Chair for review and acceptance.*

*Once accepted by the Department Chair, then the enrollment process will commence at this stage. If advise to take another program, the applicant will be redirected to the Testing Center, USC Downtown Campus if there is any additional test to be taken and then to the Office of the Recruitment and Admissions for re-endorsement of the application to the Department Chair.*

## Guide on how to enroll online via ISMIS once the application is accepted by the Department Chair

The international students from countries that are members of The Hague Conference on Private International Law (HCCH) shall submit in English Form authenticated documents through the Apostille issued by the Secretary of State of the country of origin. Students from countries that are not members of HCCH, an authentication with a red ribbon by the Philippine Embassy in the country of origin applies.

1. Kindly submit personally the **authenticated documents** below along with the enrollment clearance slip from ERIO, to the Office of the University Registrar at Talamban Campus.

### For applicants who are graduates from schools abroad:

- Transcript of Records (1st and 2nd semesters of Grade 11 and Grade 12) for Bachelor's Program (IGCSE/GCSE with A-Levels may also be considered)
- Diploma/Certificate of graduation in Grade 12 (Senior High School)
- Photocopy of Passport bio-page with at least two-year validity
- English Proficiency Requirement with a rating in 6.0 in IETS or at least 60 for TOEFL or as prescribed by the program.
- Applicants, who graduated from schools that used English as a medium of instruction are required to submit a certificate issued by the head of the institution or its legal representative.
- Birth Certificate /Family Register/Household Register duly Authenticated
- Police Clearance (No Criminal Record) issued by the national police authorities in the student's country of origin or legal residence.
- Notarized Affidavit of Support and proof of adequate financial support, or bank statement to cover expenses for school fees, accommodation, subsistence, and other incidental expenses.
- Five (5) copies of the Student's Personal History Statement (click for the template [here](#)) duly signed both in English and in his/her national alphabet accompanied by his/her personal seal if any, containing among others, his/her left and right thumb-prints and 2x2 colored photo with white background taken not more than six (6) months prior to submission.

Once officially enrolled, the International Student must comply with the Bureau of Immigration requirements of the following:

- Student Visa Conversion (from tourist visa category to student visa)
- Student Visa Extension or Special Student Permit (SSP)

### For applicants who are graduates from Senior High Schools in the Philippines:

- Report Card (Form 138) duly certified/signed by the School Registrar/Principal as eligible for college
- Photocopy of Diploma
- Birth Certificate /Family Register/Household Register duly Authenticated
- Photocopy of Passport bio-page with at least two-year validity
- Copy of Special Student Permit (SSP) issued by the Bureau of Immigration or copy of other visas e.g. SSPV, SDPV, OC, etc.



SSRV, SIRV, 9G, etc.

- Notarized Affidavit of Support and proof of adequate financial support, or bank statement to cover expenses for school fees, accommodation, subsistence, and other incidental expenses.
- Five (5) copies of the Student's Personal History Statement (click for the template [here](#)) duly signed both in English and in his/her national alphabet accompanied by his/her personal seal if any, containing among others, his/her left and right thumb-prints and 2x2 colored photo with white background taken not more than six (6) months prior to submission.

Once officially enrolled, the International Student must comply with the Bureau of Immigration requirements of the following:

- Student Visa Conversion (from tourist visa category to student visa)
- Student Visa Extension or Special Student Permit (SSP)

### **For applicants who are Transferees from Philippine Schools:**

- Transcript of Records (Informative Copy)
- Certificate of Transfer Credential/Honorable Dismissal
- Certificate of Good Moral Character (from the previous school attended)
- Clearance from the Office of Student Formation and Activities (OSFA) of the University of San Carlos Downtown Campus.
- Photocopy of Passport bio-page with at least two-year validity
- Copy of Special Student Permit (SSP) issued by the Bureau of Immigration or copy of other visas e.g. SSRV, SIRV, 9G or 9F valid Student Visa Stamp
- Copy of Alien Certificate of Registration of Identification Card (ARC-ICard)
- Birth Certificate /Family Register/Household Register duly Authenticated
- NBI Clearance
- Notarized Affidavit of Support and proof of adequate financial support, or bank statement to cover expenses for school fees, accommodation, subsistence, and other incidental expenses.
- Five (5) copies of the Student's Personal History Statement (click for the template [here](#)) duly signed both in English and in his/her national alphabet accompanied by his/her personal seal if any, containing among others, his/her left and right thumb-prints and 2x2 colored photo with white background taken not more than six (6) months prior to submission

### **For applicants who are Transferees from Schools Abroad:**

- Transcript of Records (Informative Copy)
- Diploma/Certificate of graduation from Senior High School or in College
- Police Clearance (No Criminal Record) issued by the national police authorities in the student's country of origin or legal residence.
- Photocopy of Passport bio-page with at least two-year validity
- English Proficiency Requirement with a rating in 6.0 in IETS or at least 60 for TOEFL or as prescribed by the program.
- Applicants, who graduated from schools that used English as a medium of instruction are required to submit a certificate issued by the head of the institution or its legal representative.
- Birth Certificate /Family Register/Household Register duly Authenticated
- Notarized Affidavit of Support and proof of adequate financial support, or bank statement to cover expenses for school fees, accommodation, subsistence, and other incidental expenses.
- Five (5) copies of the Student's Personal History Statement (click for the template [here](#)) duly signed





both in English and in his/her national alphabet accompanied by his/her personal seal if any, containing among others, his/her left and right thumb-prints and 2x2-colored photo with white background taken not more than six (6) months prior to submission.

Once officially enrolled, the International Student must comply with the Bureau of Immigration requirements of the following:

- Student Visa Conversion (from tourist visa category to student visa)
- Student Visa Extension or Special Student Permit (SSP)

#### **For applicants with Dual Citizenship and who Graduated Abroad:**

- Transcript of Records (Informative Copy)
- Diploma/Certificate of graduation from Senior High School or in College
- Police Clearance (No Criminal Record) issued by the national police authorities in the student's country of origin or legal residence.
- Certificate of Good Moral Character (from the previous school attended)
- Photocopy of Passport bio-page with at least two-year validity
- Authenticated Original PSA/NSO Birth Certificate
- Clear Photocopy of Foreign Birth Certificate (it should be in English Form)
- Submission of either a valid Philippine Passport or Identification Certificate (IC) or Certificate of Reacquisition/Retention of Philippine Citizenship (CRPC)

2. Check the inbox and/or spam folder of the email address specified/registered in the application form.

*Notes:* Once received and verified by the Office of the University Registrar, the applicant will not be tagged to the applied program. The applicant will receive a clearance slip upon submission of the above-stated mandatory requirements which will be required for the issuance of the RFID (School ID card) after enrollment.

Once the applicant is tagged to his/her applied program, the applicant receives an email indicating his/her acceptance in the University as well as the student ID number and a link in ISMIS where he/she can set his/her password. The email address is the one he/she has specified in the application form. Please note that the link expires after 24 hours. To request for a new link, email [irmoacs@usc.edu.ph](mailto:irmoacs@usc.edu.ph).

3. Pay the down payment of **Php 3,000.00** through the most convenient payment channels <https://www.usc.edu.ph/updated-payment-channels>

**Down-payment for Scholars:** Scholars need to request for the endorsement letter from the Office of Alumni Affairs, Scholarships and Job Placement (OAASJP) and the OAASJP will email it to [assessmenttertiary@usc.edu.ph](mailto:assessmenttertiary@usc.edu.ph) to bypass or override the down-payment. After the account is bypassed, the scholar will proceed to **Step 4**.

If unable to enroll after 2 to 3 banking days, kindly send proof of payment to [offsitecol@usc.edu.ph](mailto:offsitecol@usc.edu.ph) or call (032) 4012-300 local 173 / (032) 2300-100 local 173 / call or text Treasury Office at +639088866790.

 log in to <https://ismis.usc.edu.ph/> using the given username and the set password.

Click on **Student Task → Enrollment Related → Student Enrollment → Block Advising** and choose the specific

Click on [Student Task](#) → [Enrollment Related](#) → [Student Enrollment](#) → [Block Advising](#) and choose the specific block section. The schedule for each block will be show

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5. Click [Block Enroll](#). The enrolled courses will appear under the Enrolled Courses column on the screen.
6. Print the study load by clicking [Student Task](#) → [Enrollment Related](#) → [View Study Load](#) and click the Print button.

For concerns on Steps 3 to 6, please contact the Office of the Department Chair through the contact information on this [link](#).

### Post Enrollment Requirements

7. Please access this link to accomplish the Personal Data Form (PDF) and schedule an interview with the Counselor: <https://rb.gy/agb99m>

Once clicked, you will be directed to the School where your Program belongs. Just click the Program and accomplish the form. An email will be sent to your official USC email address or in the email address specified in the Personal Data Sheet. For concerns on this step, please email [cdchead@usc.edu.ph](mailto:cdchead@usc.edu.ph) or call (032) 401-2300 local 595 / (032) 2300-100 local 595

8. Proceed to the IRMO ID Room (either at the Downtown or Talamban Campus) for picture taking. The School ID will only be released upon the presentation of the clearance from the Office of the University Registrar.

As soon as classes start, students are automatically enrolled in the online Learning Management System (LMS) to receive announcements and updates of the courses they are enrolled in.





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This comprehensive guide is made in collaboration with the Office of Registrar and the rest of the USC Student Support and Services Team, ISMIS Dev't Team and the Office of the Presidential Assistant for Quality Assurance (OPAQA). Artworks in this site are properties of the University of San Carlos with credits due to the CLG Team, Calendar 2020 Team and OPAQA VizCom Artists.

Please visit the [Contact the Offices](#) page for the corresponding contact information for specific inquiries & programs.

