General Guidelines for the Admission and Enrollment
of the Incoming Freshman Applicants AY 2023-2024

As the University aspires to provide continuous quality education, it resolves to reinstate the in-campus College Admission Examination for the Academic Year 2023-2024 to determine the aptitude of the applicants for the program applied for. Therefore, the following are the simplified and streamlined general guidelines and requirements for admission and enrollment:

I. ADMISSION REQUIREMENTS

a) **Grade 12 grades** (at least first semester if the applicant is currently enrolled) duly certified/signed by the School Registrar/Principal

b) **School ID** (A Certificate of Eligibility is required should there be no available school ID, see downloadable form)

c) **1 copy 2x2 colored photo** with white background

d) **Diploma in Senior High School** (if by the time of application, the applicant graduated already in Grade 12, duly signed and authenticated by the School Registrar/Principal, a *Declaration Form as a New Student* should be signed and submitted).

Step by step guide on how to upload your admission requirements in ISMIS

Step 1   Go to *ismis.usc.edu.ph*.
Step 2   Click *Applicants for Admission Graduate, Tertiary & Senior High School*.
Step 3   Click the *Submit Admission Application* tab at the bottom of the page.
- For USC senior high school graduates and those who were already issued a Student ID in the past, please click the *Submit Admission Application for 2nd Courser and Continuing Students* tab and key in first the Student ID number.
- For International Passport Holders/Dual Citizens/Filipino Graduates Abroad, click the *International Applicants* tab.
Step 4   Fill out the *Personal Data Sheet* and complete all fields.
Step 5   Attach the required documents and do not forget to click the *Start Upload* button after adding a file
Step 6   Complete the *Captcha*.
Step 7   Click the *Submit* button.

Step by step guide on how to check the application status and
how to upload additional documents in ISMIS

Step 1   Go to *ismis.usc.edu.ph*.
Step 2   Click *Applicants for Admission Graduate, Tertiary & Senior High School*.
Step 3   Click the *Check Status of Submitted Application* button at the bottom of the page. Complete the required fields and click the *Search Applicant* button.
Step 4   To add more documents, click on the *Files Uploaded* button/icon

For concerns on the above requirements, guidelines and process, please email admissions-apply@usc.edu.ph or call us at (032) 401-2300 local 521 / (032) 2300-100 local 521.

Step by step guide on how to pay the College Admission Examination (CAE) Fees Online

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

Step 1   Click this link *https://ismis.usc.edu.ph/Paymaya/firstindex*

Step 2   Click *PayMaya*

Step 3   Provide the needed applicant information. Name should be consistent with ISMIS including the space in between the First Name.

Step 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.

Step 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.

Step 1   Click this link *https://ismis.usc.edu.ph/Paymaya/firstindex*

Step 2   Click *Dragonpay*

Step 3   Provide the needed applicant information. Name should be consistent with ISMIS including the space in between the First Name.

Step 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

Step 5   Proceed to check out. It will route the applicant to the *Dragonpay Website*.

Step 6   Choose the payment channel and click notify thru email.

Step 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 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* so that the applicant will receive a google form link where the applicant can choose a schedule of their College Admission Examination.

For concerns on the above requirements, guidelines and process, please email offsitecol@usc.edu.ph or call (032) 401-2300 local 173 or (032) 2300-100 local 173 or call or text the Treasury Office at +639088866790.

Step by step guide on how to take the In-Campus College Admission Examination

Step 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

Step 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.

Step 3   Once the applicant has chosen the date for the College Admission Examination, it will generate an Examination Permit

Step 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.

Step 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

II. ENROLLMENT

Step by step guide on how to enroll online via ISMIS once the application is accepted by the Department Chair

Step 1   Kindly submit personally or via courier the
- *original Report Card (Form 138),*
- *original PSA/NSO certified Birth Certificate, and*
- *1 copy 2x2 colored photo with white background* to the Office of the University Registrar's address below:

Records Section
Office of the University Registrar
University of San Carlos Talamban Campus
Nasipit, Talamban, Cebu City 6000

Notes:
- Once received and verified by the Office of the University Registrar, the applicant will now be tagged to the program applied for. 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) after enrollment.

For concerns on this step, please email registrar@usc.edu.ph or call (032) 401-2300 local 138 or 112 / (032) 2300-100 local 138 or 112

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

Notes: 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.

Step 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 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 or call (032) 4012-300 local 173 / (032) 2300-100 local 173 / call or text Treasury Office at +639088866790

Step 4 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 block section. The schedule for each block will be show.

Step 5 Click Block Enroll. The enrolled courses will appear under the *Enrolled Courses* column on the screen.

Step 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: https://enrollmentguide.usc.edu.ph/contact-the-offices

Post Enrollment Requirements

Step 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 *or call (032) 401-2300 local 595 / (032) 2300-100 local 595*

Step 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**.

For concerns on this step, please email irmoacs@usc.edu.ph *or call (032) 401-2300 local 107 or 506 / (032) 2300-100 local 107 or 506.*

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.

For further queries you may contact the following:

Technical Concerns	*ISMIS & IT Helpdesk* Trunk lines: (032) 4012-300 local 107 / 506 Smart: +639616184681 Globe: +639956719328
Non-technical enrollment concerns	(032) 4012-300 local 116 Email: njttiu@usc.edu.ph
For Payment concerns	(032) 4012-300 local 173 Smart: +639088866790 Email: offsitecol@usc.edu.ph

For other academic and enrollment concerns not specified above, please email your Department Chair.