



APPLICATION FOR PRE – ADMISSION FORM
(For New Students- Undergraduate)

☐ Incoming Freshmen ☐ Transferee ☐ Second Courser ☐ Foreign Students

PERSONAL INFORMATION

Name (Last, First, Middle):			Name Extension:		
Sex: () Male () Female		Gender: () Masculine () Feminine () LGBTQ+ Specify: _____			
Civil Status: () Single () Married () Separated () Solo Parent			Name of Spouse (if married):		
Age:	Date of Birth (mm/dd/yyyy):		Place of Birth:		PWD: () No () Yes
Ethnic Affiliation: () Ilocano () Igorot () Ifugao () Bisaya () Others: _____					Disability: _____
Home Address:					
Mobile Number:			Email Address:		
Father's Name:			Occupation:		Contact #:
Mother's Maiden Name:			Occupation:		Contact #:
Guardian's Name:			Occupation:		Contact #:

EDUCATIONAL BACKGROUND (Please do not Abbreviate/ Spell-out)

School/ University Last Attended:	
School Address:	Year Last Attended (for transferee):
Program/ Strand Taken:	Year Graduated (for Incoming Freshman):

COURSE INTENDED TO TAKE

1st Preference:	2nd Preference:	3rd Preference:
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DOCUMENTARY REQUIREMENTS FOR PRE - ADMISSION

Incoming Freshmen <ul style="list-style-type: none"><input type="checkbox"/> Duly accomplished Application for Pre - Admission Form<input type="checkbox"/> Certified True Copy of Grade 12 report card (1st sem)<input type="checkbox"/> Certificate of Good Moral Character<input type="checkbox"/> NSO/PSA Birth Certificate (2 photocopies)<input type="checkbox"/> Marriage Certificate (if married) (2 photocopies)<input type="checkbox"/> 2x2 ID picture (6pcs) – with name tag and white background<input type="checkbox"/> Long brown folder (1pc)	Transferee Student <ul style="list-style-type: none"><input type="checkbox"/> Duly accomplished Application for Pre - Admission Form<input type="checkbox"/> Certificate of Transfer Credential (original and photocopy)<input type="checkbox"/> Certification of Complete Grades (original and photocopy)<input type="checkbox"/> Certificate of Good Moral Character (original and photocopy)<input type="checkbox"/> NSO/PSA Birth Certificate (2 photocopies)<input type="checkbox"/> Marriage Certificate (if married) (2 photocopies)<input type="checkbox"/> 2x2 ID picture (6pcs) – with name tag and white background<input type="checkbox"/> Long brown folder (1pc)
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To be filled out by the Admission Officer

Received by:	Date of Received:
Name and Signature of OGCA Personnel	

QSU-OGCA-F001-A
Rev. 03 (Feb. 03, 2025)

DATA PRIVACY STATEMENT AND AGREEMENT (DATA PRIVACY ACT OF 2012)

The Office of the Guidance, Counseling, and Admission (OGCA) is committed to protecting the privacy of its data subjects, and ensuring the safety and securing of personal data under its control and custody. The OGCA collects, stores and processes personal data from its current, past and prospective students starting with the information provided during application for admission.

Furthermore, the information collected and stored by the Unit shall only be used for the following purposes: *Processing of admission application and student selection, Verifying authenticity of student records and documents, Supporting the student's well-being and providing guidance counselling, Documentation of students' data, Management of data records for active population, and as Basis for further development of service protocols and guidelines.*

CLIENT CONSENT:

I have read the Data Privacy Statement and express my consent for the Office of Guidance, Counseling and Admission (OGCA) and its subsidiary offices and departments to collect, record, organize, update or modify, retrieve, use, consolidate, block, erase, transfer, disclose or dispose of my personal data as part of my information.

Upon signing this form, I hereby allow the OGCA to collect and process all my submitted information. This consent is hereby given on the guarantee that my rights shall be upheld at all times.

Client Signature Over Printed Name

Date Signed

