

PLEASE ATTACH THE FOLLOWING REQUIREMENTS ON THIS APPLICATION FORM:

FILIPINO APPLICANTS

MUST: All requirements shall be placed in a **short ordinary FOLDER**.

Grade 12 Graduate/HIGH SCHOOL GRADUATE:

1. Photocopy of High School Report Card
2. Photocopy of Certification of Good Moral Character
3. Two copies of 1x1 ID Picture

TRANSFEREES:

1. Photocopy of TOR or Certification of grades signed by the Registrar
2. Photocopy of Honorable Dismissal or Transfer Credentials
3. Photocopy of Certification of Good Moral Character
4. Photocopy of NBI Clearance (for students who are 18 years old & above) or Police Clearance (if the student is 17 years old and below)
5. Two copies of 1x1 ID Picture

If the applicant* is from the other CvSU Branch Campuses:

***No need to take entrance exam, unless special condition**

1. Photocopy of TOR or Certification of grades signed by the Registrar
2. Photocopy of Honorable Dismissal
3. Two copies of 1x1 ID Picture

SECOND COURSER:

1. Photocopy of TOR or Certification of grades signed by the Registrar
2. Two copies of 1x1 ID Picture

FOREIGN APPLICANTS

1. Approved permit to study from the concerned embassy
2. Report Card or Transcript of Records from High School last attended
3. Police Clearance Certificate Issued by the National Police Authorities from the applicant's country of origin or/and NBI Clearance
4. Affidavit of financial support duly authenticated by the Philippine Foreign Service Post
5. Certificate of English Proficiency (as necessary)
6. Photocopy of Certification of Good Moral Character
7. Two pieces 1x1 ID Picture

Process Flow for Transferees:

1. Submit all these requirements to Guidance Office and have it checked by the Guidance Staff.
2. After getting the Notice for interview form from the Guidance, proceed to Department for interview/evaluation.
3. If passed, photocopy the form. If failed, go back to Guidance Office.
4. After passing the Department interview, student may now take exam.

Process Flow for Foreign Applicants:

1. Foreign applicants must proceed first to the Registrar's Office for initial evaluation of requirements.
2. Registrar office shall issue a simple note that they have checked their requirements and allow the Guidance Office to process the applicant's examination.