

## Graduate Level: New Students Registration

First Semester SY 2019 – 2020

### ADMISSION SLIP, ID NUMBER, AISIS ACCOUNT AND REGFORM DISTRIBUTION

**1** **August 9, 12-13 2019 | Friday, Monday-Tuesday**  
8:00 AM-12:00 NN; 1:00-4:00 PM

### REMINDERS

- No ID, no entry. Bring any valid ID with picture and signature.
- Scholars must obtain their scholarship forms at the OADGP before proceeding with the registration proper.

### ONLINE ADVISEMENT OF SUBJECTS

**2** **August 9, 12 2019 (Friday, Monday)**  
8:00 AM-12:00 NN; 1:00-4:00 PM  
**August 13, 2019 (Tuesday)**  
8:00 AM - 12 NN  
**VENUE**  
Department/s concerned

- **No ID, no entry.** Bring any valid ID with picture and signature.
- Advisement Is NOT the same as enlistment.

### MANUAL REGISTRATION

**3** **August 9, 12 2019 (Friday, Monday)**  
8:00 AM-12:00 NN; 1:00-4:00 PM  
**August 13, 2019 (Tuesday)**  
8:00 AM - 12 NN  
**WAITING AREA/AISIS PASSWORD CONCERNS**  
Case Study Room  
(1<sup>st</sup> Floor, Social Sciences Bldg.)  
**ENLISTMENT AND ASSESSMENT VENUE**  
SS 284

- Fill up Personal Information Data Sheet (PIDS)
- Scholars must make sure they have their scholars' documents. Certain scholarship forms (**Master's Program, Theology-FIRE, Thesis Direction, Graduate Program, and Doctoral Program**) may be obtained at the OADGP.
- Make sure you have your assessment form before you leave the venue
- Submit your PIDS and scholars' documents at the enlistment venue (SS 284).

### PAYMENT

**4** **Aug 9, 12-13 (Fri, Mon-Tue)**  
8AM-4PM (Weekdays)  
**Aug 10 (Sat)**  
8AM-12NN  
**VENUE:**  
Xavier Hall, 1<sup>st</sup> Floor  
• Cash and Cash/Check Combinations  
Berchmans Hall, Room 106  
• Check, Credit Card, Debit Card, Zero-

Payment Scholars  
\* To avoid long lines, you may opt to pay online via the Internet banking facility or through Over-the-Counter payments of the following: BPI, BDO, Metrobank & Unionbank.

- **Bring your printed assessment form.**
- Checks must have the following information listed at the back: **Name, Year and Course, ID Number, and Contact Details.**
- Checks with erasure/alteration in date, payee's name and amount in words and in figures will not be accepted even if countersigned by the issuer.
- **For those who paid off-campus,** Cashier will not print your Tuition Receipt. Tuition Receipt is downloadable from the AISIS after 1 banking day from the time payment is made.
- **Only if you paid on-campus** will Cashier print your Tuition Receipt.
- Off-campus payments that are not recognized by **August 13, 2019** are subject to the late registration fee.

### ID APPLICATION/VALIDATION

**5** **Aug 8-9, 12-16, 20, 22-23 (Weekdays)**  
9AM-12NN, 1-4PM  
**Aug 10, 17, 24 (Saturdays)**  
9AM-12NN  
**VENUE:**  
**Aug 8-17** - Rizal Mini Theater, Faber Hall  
**Aug 20-24** - G310, Gonzaga Hall, 3<sup>rd</sup> Floor)

- All students are required to apply for a new ID for SY 2019-2020. Those enrolled during the Intersession need only to validate their ID.
- Students who will have their new ID picture taken will have to comply with the Dress Code.
- Persons with disability may directly proceed to the Office for Student Services (Xavier Hall, 1<sup>st</sup> floor) for their ID application or validation.
- Tuition Receipt is NOT needed for ID application/validation.
- Make sure you paid online at least 2 banking days before you apply for or validate your ID.
- NO PROXIES ALLOWED for ANY ID related matters.
- Strict ID wearing starts on **August 27, 2019.**