What are the requirement for enrolling?:  
  
**Pre-admission requirements**

1. Accomplished Application Form  
2. One copy of the applicant’s latest 2″x 2″ photo  
3. One of the following where applicable:

* For Grade 12 graduates: Grade 12 report card
* For graduates of Non-Formal Education: PEPT/ALS rating
* For current Grade 12 students: Grade 11 report card
* For college transferees: Transcript of records or Certification of grades
* For degree holders: Transcript of records
* For cross-enrollees: Permit to cross-enroll

4. Proof of Payment of application fee

Freshmen:

**A. Filipino and Resident Foreign International Students**

* Original copy of Form 138 (or Form 137A)
* Original copy of latest Certification of Good Moral Character
* Original copy of Philippine Statistics Authority (PSA)-authenticated copy of Birth Certificate

**Additional Requirements**

* For overall Rank 1 (Valedictorians)and Rank 2 (Salutatorians) with 50 graduates or more, a certificate issued by their Senior High School Principal indicating the academic rank received and the number of graduates in their batch.
* For resident foreign students, updated Alien Certificate of Registration (ACR) issued by the Bureau of Immigration (BI)
* For full-time working students, certificate of employment

**B. Non-Resident International Students**

**Government Requirements**

* Scholastic Records issued by the school head and duly authenticated by the Philippine Embassy located in the applicant’s country of origin or residence
* Documentary Proof of Support to cover expenses incidental to his/her studies, such as board and lodging, as well as return airline ticket duly authenticated by the Philippine Embassy located in the applicant’s country of origin or residence
* Police Clearance Certificate duly authenticated by the Philippine Embassy located in the applicant’s country of origin or residence
* Medical Health Certificate with standard-size chest X-ray
* NICA Clearance (from the Bureau of Immigration)

**University Requirements (in addition to the Government Requirements)**

* Authenticated copy of Diploma / Certificate of Graduation / Certificate of Completion
* Authenticated copy of Birth Certificate
* Two (2) Letters of Recommendation (one from the Headmaster of the school and another from a former teacher or professor)
* Seven (7) copies of the applicant’s latest 2″x2″ photo
* Personal History Statement
* Updated Alien Certificate of Registration (ACR) or Special Study Permit (SSP) issued by the Bureau of Immigration (BI)
* Passport
* Payment of Acceptance Fee of one hundred twenty-five US dollars (US$125.00) or its peso equivalent at the prevailing exchange rate upon release of the Notice of Acceptance (NOA). Check or money order should be made payable to the University of the East.
* Payment of seventy-five US dollars (US$75.00) or its peso equivalent at the prevailing exchange rate as Processing/Service fee. Check or money order should be made payable to the University of the East

IMPORTANT NOTICE:

[Policy and Implementing rules/guidelines on Admission of first year students](https://www.ue.edu.ph/mla/wp-content/uploads/2023/11/admission-policy_2022.pdf)

Transferees:

As a University policy, the University of the East accepts transferees provided that they completely submit the prescribed documents and other requirements specific to the college where they intend to pursue a degree.

**A. Filipino and Resident International Students**

* Transfer Credentials/Honorable Dismissal from the school last attended
* Transcript of Records or Certification of Grades issued by the Registrar of the school last attended
* Certificate of Good Moral Character
* Two (2) copies of the applicant’s latest 2″x2″ photo.
* PSA – Authenticated copy of Birth Certificate
* Drug-Free Certificate from a DOH-accredited laboratory or hospital

**Additional Requirement for Resident International Students**

Updated Alien Certificate of Registration (ACR) issued by the Bureau of Immigration (BI)

**B. Non-Resident International Students**

* Transfer Credentials/Honorable Dismissal from the school last attended
* Transcript of Records or Certification of Grades issued by the Registrar of the school last attended
* Certificate of Good Moral Character
* Seven (7) copies of the applicant’s latest 2″x2″ photo
* Letter of No Objection to transfer to UE issued by the School Registrar
* Updated Alien Certificate of Registration (ACR) or Special Study Permit (SSP) issued by the Bureau of Immigration (BI)
* Payment of Acceptance Fee of one hundred twenty-five US dollars (US$125.00) or its peso equivalent at the prevailing exchange rate upon release of the Notice of Acceptance (NOA). Check or money order should be made payable to the University of the East
* Payment of seventy-five US dollars (US$75.00) or its peso equivalent at the prevailing exchange rate as Processing/Service fee. Check or money order should be made payable to the University of the East

Degree Holders:

* Accomplished Application Form for Degree Holders
* Transcript of Records (TR)
* Certificate of Transfer Credentials/Honorable Dismissal
* Certificate of Good Moral Character
* PSA – Authenticated Copy of Birth Certificate
* Two (2) copies of the applicant’s latest 2″x2″ photo

Cross-Registrants:

* Accomplished Application Form for Cross Enrollees
* Cross Enrollment Permit issued by the Registrar of the school where the student is duly enrolled
* Two (2) copies of the applicant’s latest 2″x2″ photo

For New Students of the Following:

Click the Link

* [Graduate School](https://www.ue.edu.ph/mla/admission-requirements-of-gs/)
* [College of Law](https://www.ue.edu.ph/mla/college-of-law-admission-requirement/)
* [College of Dentistry](https://www.ue.edu.ph/mla/admission-requirements-2/)
* [BSBA (Management) Special Degree Program for Executives](https://www.ue.edu.ph/mla/admission-requirements-3/)  
  (in College of Business Administration-Manila )