### Pre-admission Procedure at the University of the East

#### Step-by-Step Guide for Applicants

1. **Online Application:  
   Visit the Admissions Office or apply online for admission at** [**www.ue.edu.ph/onlineadmission**](http://www.ue.edu.ph/onlineadmission)**.**
2. **Upload Required Documents:  
   Upload a 2” x 2” photo with a white background and any of the following applicable documents:**
   * **For College Applicants:**
     + **Grade 12 graduates: Grade 12 report card**
     + **Non-Formal Education graduates: PEPT/ALS rating**
     + **Current Grade 12 students: Grade 11 report card**
     + **College transferees: Transcript of records or Certification of grades**
     + **Degree holders: Transcript of records**
     + **Cross-enrollees: Permit to cross-enroll**
   * **For Senior High School (SHS) Applicants:**
     + **Grade 10 completers: Grade 10 report card**
     + **Non-Formal Education graduates: PEPT/ALS rating**
     + **Current Grade 10 students: Grade 9 report card**
     + **Grade 12 transferees: Grade 11 report card**
3. **Reference Number:  
   Copy or take a screenshot of your reference number for future use.**
4. **Pay Application Fee:  
   Pay the application fee at the Finance Department.**
5. **Submit Receipt and Check Status:  
   Present the payment receipt at the Admissions Office to check the status of your application and the schedule for enrollment.**

#### Freshmen Procedure:

1. **Submit the original copy of admission requirements at the Admissions Office.**
2. **Secure the Registration Form at the Admissions Office.**
3. **Pay school fees at the Finance Department.**
4. **Proceed to the Student Affairs Office (SAO) for processing your Identification Card (ID) and receive instructions regarding the school uniform.**

#### Transferees Procedure:

1. **Submit the original copy of the admission requirements at the Admissions Office.**
2. **Proceed to the Dean’s Office for an interview and credential evaluation.**
3. **Obtain endorsement from the College Dean for the Notice of Admission (NOA).**
4. **Proceed to the College Dean’s Office for the Pre-Enrollment Form (PEF).**
5. **Complete the PEF (refer to bulletin boards for subject schedule).**
6. **Go to the Registration Area for advising and encoding of subjects.**
7. **Secure the Registration Form at the IT Department.**
8. **Pay school fees at the Finance Department.**
9. **Proceed to the SAO for processing of ID and school uniform instructions.**

#### Degree Holders Procedure:

1. **Submit the original copy of admission requirements at the Admissions Office.**
2. **Proceed to the Dean’s Office for interview and credential evaluation.**
3. **Obtain the Notice of Admission (NOA) from the Admissions Office.**
4. **Complete the Pre-Enrollment Form (PEF) from the College Dean’s Office.**
5. **Follow the same steps as transferees for registration, payment, and ID processing.**

#### Cross-Registrants Procedure:

1. **Present the Cross Enrollment Permit from the registrar of the current school at the Admissions Office.**
2. **Verify with the college offering the subjects to confirm availability.**
3. **Obtain the Notice of Admission (NOA) from the Admissions Office.**
4. **Complete the Pre-Enrollment Form (PEF) and follow similar steps for registration, payment, and ID processing.**

### Important Notes:

* **CET Results: Results of the College Entrance Test (CET) are released immediately after the test.**
* **Freshmen Applicants: CETs for the upcoming school year start in August.**

**By following these steps, you can ensure a smooth admission process at the University of the East.**