ADMISSION

2. Processing of Request for First Year Students Admission Service

The Admission and Registration Services (ARSS) processes and facilitates the application for enrollment of high school/ senior high school students who passed the PUP College Entrance Test (PUPCET). The ARSS evaluates the applicants' documents as to the authenticity and whether the applicant is qualified for admission or not in adherence to the University admission requirements/criteria.

Office or Division:	Office of the University Registrar (OUR) – Admission and Registration Services Section
Classification:	Highly Technical
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	1. Graduates of the K12 program or those who graduated from K12 pilot schools who have not enrolled in any technical/diploma/degree program immediately after graduation with GWA of 82% or higher. 2. A Philippine Educational Placement Test (PEPT) passer, eligible for admission to college with an average rating of 82%
	or higher in its five (5) subject areas: Math, English, Science, Filipino, and Araling Panlipunan. 3. An Alternative Learning System Accreditation &Equivalency (ALS A&E) Test for Secondary Level passer, eligible for admission to college and has 100 or higher Standard Score (SS) with Essay Writing of 2 or higher.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
11. Student Application Form 1 with 2 x 2 picture with white background and collar (SAR Form 1 - Confirmation Slip)	To be printed from PUP Website
12. Route and Approval Slip	To be printed from PUP Website
13. Form 138 (Senior High School Card)	Client
14. Original or Certified True Copy of Grades 10 and 11 High School Card 4.1 For PEPT Passer – duly authenticated or verified copy of the Certificate of Rating and Certification issued by DepEd (CMO No.15, s.2003)- Bureau of Eductional Assessment (BEA) 4.2 For ALS A&E Passer - duly authenticated or verified copy of Test Certificate of Rating certified by DepEd-NETRC- Bureau of Eductional Assessment (BEA) for Tertiary Level	Client

15. Certification from High School/SHS Registrar with school dry seal and noted by the Principal that no copy of F137A has been sent to other college or university (for graduate of HS/SHS of previous year/s)	Client
16. Original PSA Birth Certificate	Client
17. Certification of Good Moral issued by the HS/SHS Principal/or Guidance Counselor with school dry seal	Client
18. School ID for currently enrolled students or any valid ID with picture for previous HS/SHS graduates	Client
19. Current Chest X-Ray result with film (six (6) months validity from schedule date of medical clearance)	Client
20. Medical clearance issued by the PUP Medical Clinic	PUP Medical Clinic
21. Duly accomplished Health Information Form for Students	To be printed from PUP Website
22. One (1) pc. long brown envelope	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of admission/entrance credentials	1. The Admission and Registration	None	15 minutes	*Admission and Registration Services Section Staff*

	Services Section will receive the entrance credentials from qualified freshmen applicants who passed the PUP College Entrance Test (PUPCET) 1.1 HS/SHS GWA must be 82% or higher 1.2 If final grade in English is 80% or lower, the applicant must take the English Placement Test (EPT) • Graduates of ALS and PEPT are required to take the EPT	Php150.00		Rm. 107, Grd. Flr. West Wing PUP Main Campus *Chairperson College of Arts & Letters English Department, 2ndFlr. North Wing PUP Main Campus*
2. Proceed to the College/Department program of your choice for interview	2. The Chairperson will accommodate the interview of your program choice and evaluation of credentials. The Chairperson/ Faculty Adviser will tag the courses for enrolment and	None	2 hours	*Chairperson/Faculty Adviser of the College/Department of your choice*

	assessment of fees			
3. Proceed to the PUP Medial Clinic to undergo physical examination	3. The applicant will submit to the medical clinic the chest x-ray film for physical examination and duly accomplished Health Information Form. The PUP Medical Clinic will provide medical assessment and clearance to the applicant if physically fit to proceed for enrollment.	None	2 hours	*PUP Medical Doctor/Staff* Ground Flr., East Wing, PUP Main Bldg.
4. Printing of Certificate of Registration (COR).	4. The ARSS will issue the Certificate of Registration to the students.	None	30 minutes	*Admission and Registration Services Section Staff*
5. Printing and claiming of Identification Card	5. The Office of Student	None	30 minutes	*Office of the Student Services*

	Services will print and release the Identification Card of students			
TOTAL	**Tuition and Misc Fees**	**None**	**1 working day**	
	English Placement Test **(if ALS and PEPT)**	**Php150.00**		