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PRE-ADMISSION

1. Processing of Request for Polytechnic University of the Philippines College Entrance Test (PUPCET) On-Line Application Service

PUPCET On-Line Application (iApply) enable students/applicants to register for University Entrance Test.

Office or Division:	Office of the University Registrar (OUR) – Admission and Registration Services Section
Classification:	Complex
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Graduating Senior High School Students / Graduate Senior High School Students Who Have Not Enrolled in Any College, Technical or Vocational School

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PUPCET Pre-Application Form	PUPCET iApply http://www.pup.edu.ph
2. 2" x 2" colored picture with white background 2.1 Formal pose with collar and no eyeglasses or any accessories that may cover the facial features 2.2 Taken in the past seven (7) days prior to filing of on-line application 2.3 With complete, readable name tag: First Name, Middle Name and Last Name as indicated in your PSA Birth Certificate positioned at the chest area of the picture.	Client
3. Original and/or certified true copy of grades of Grade 11 Report Card	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Visit the PUP Website, apply for PUP College Entrance Test (PUPCET) and go to iApply and read the information provided and click the **iApply Now** button. Before you register online, please make sure that you have the	a. Monitor on-line application.	Admission Fee (Php 500.00) Covered by Republic Act 10931	20 minutes	*Admission and Registration Services Section Staff* Rm. 107, Grd. Flr. West Wing PUP Main Campus *ICTO Officer* 2nd Floor NALLRC Building, OUO Main Campus

following files on your device or USB drive (each file size must not be more than 300 kb only). a. Applicant's photo must be JPEG file. b. General Weighted Average (GWA) in Grades 11 of 82% or higher. c. Scanned Grade 11 Report Card JPEG file.				http://www.pup.edu.ph
2. Read the service agreement and click the **I have read**…button to begin your On-Line application.	2. Monitor the on-line application	None	10 minutes	*Admission and Registration Services Section Staff* Rm. 107, Grd. Flr. West Wing PUP Main Campus http://www.pup.edu.ph/iApply
3. Click the **PUPCET icon** and answer the pre-application questionnaire to determine if you are qualified to apply.	3. Monitor the on- line application	None	5 minutes	*Admission and Registration Services Section Staff* Rm. 107, Grd. Flr. West Wing PUP Main Campus http://www.pup.edu.ph/iApply
4. Click **Proceed** to begin your On-Line registration and select your intended campus and program and submit the application. Take note of the following: 4.1 Type or select the required information in the form and click **Next;** 4.2 Be sure that the information	4. Inform the client that any misrepresent ations (or giving false/incorrect information) in your On-Line application will automatically invalidate their admission in	None	30 minutes	*Admission and Registration Services Section Staff* Rm. 107, Grd. Flr. West Wing PUP Main Campus http://www.pup.edu.ph/iApply

(**particularly your name and date of birth**) in the application must be consistent with your PSA birth certificate; 4.3 Make sure that the email address you will provide in the application is active and correct; 4.4 Upload a scanned clear copy of your photo and grade 11 report card in correct format as stated in the guidelines	the University.			
5. If the information you have entered is correct, read the service agreement and confirm by: 5.1 Checking the **Yes, I have read and understood**…box 5.2 Typing your complete name in the **Digital Signature**, and 5.3 Typing the characters in the Digital Security Code 5.4 Click **Make Changes** if you need to make necessary changes or **Next** to finally submit your information.	5. Monitor the on-line application	None	10 minutes	*Admission and Registration Services Section Staff* Rm. 107, Grd. Flr. West Wing PUP Main Campus http://www.pup.edu.ph/iApply
6. After submission of your application, allow five (5) working days before claiming your ePermit. 6.1 Remember or write down your **Reference Number.** 6.2 Go to PUP iApply and click **Claim ePermit**	6. The Admission and Registration Services Section review, evaluate and approve the application as to the authenticity,	None	Five (5) working days	*Admission and Registration Services Section Staff* Rm. 107, Grd. Flr. West Wing PUP Main Campus http://www.pup.edu.ph/iApply

6.3 Type the required information and click **Submit**
      6.3.1 **Application Successful** – If you see this message, click **Download ePermit**. Click **Save** or **Open** and Print your ePermit in color.
      6.3.2 **Problem with your Photo** – scan a new photo with the correct format and click **Upload Photo**
	correctness of uploaded photo, and whether the applicant is qualified for admission requirements.
	    6.1 if approved, the client is advise to print ePermit.
	    6.2 If not approved, the client is advise
	    To review his/her entry or upload required photo.			

	TOTAL	**P500.00 (covered by RA 10931)**	**6 working days and 15 minutes**	

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