

ADMISSIONS PROCEDURE FOR UNDERGRADUATES SCHOOL YEAR 2010-2011

FOR APPLICANT (Beginning Freshmen)

1. Get an Application Form from the Guidance Office or from the Information Office. Forms may also be downloaded from the St. Paul University Manila website: www.spumanila.edu.ph.
2. Fill out application form and attach one (1) 2x2 recent colored picture. Submit to the Guidance Staff. Secure the exam permit.
3. Go to the Finance Office, present exam permit, pay the testing fee of Php 450.00. Get your receipt.
4. Proceed to the Testing Room on the date and time indicated on your exam permit.
5. Present the exam permit and receipt to the proctor and take the test.

Note:

Testing is scheduled every Saturday, 8:00 A.M. – 9:30 A.M. and 01:00 P.M. – 02:30 P.M. applicants may request for special exam schedule.

The applicant will be notified about the results of the exam during the interview with the Counselor/Psychometrist.

If accepted, the applicant will receive a Permit to Enrol (Yellow Form) and the list of documents to be submitted on or before enrolment.

****INTERNATIONAL STUDENTS are referred to the COORDINATOR FOR INT'L. STUDENTS**

DOCUMENTS REQUIRED PRIOR TO ENROLMENT		
FRESHMEN	TRANSFEREES	FOREIGN or INTERNATIONAL STUDENTS
<ul style="list-style-type: none"> - Permit to Enroll (Yellow Form) from the Guidance Office - High School Card (original and photocopy) - Authenticated Copy of Birth Certificate from the NSO - Copy of Marriage Certificate (for married students) 	<ul style="list-style-type: none"> - Permit to Enroll (Yellow Form) From the Dean or Program Chair - Transcript of Records or copy of Grades from school last attended. - Course description of subjects taken from school last attended. - Certificate of ELIGIBILITY TO TRANSFER from school last attended. <p style="text-align: center; font-size: small;"><i>* Foreign students transferring from another Phil. University must have completed a year of studies in the first school attended.</i></p>	<ul style="list-style-type: none"> - For Freshmen, authenticated High School Card (original, with official English Translation) - Photocopy of Passport - Birth Certificate - Personal History Statement - Police Clearance from Country of Origin - Affidavit/proof of financial support - English proficiency passing score (TOEFL, IELTS/TOIEC or SPUM-EPT) - STUDENT VISA and ACR-I card <p style="text-align: center; font-size: small;"><i>* See COORDINATOR for INT'L. STUDENTS or download other requirements from website: www.spumanila.edu.ph or www.immigration.gov.ph</i></p>
2 Recommendation Forms secured from SPU Manila: Forms must be accomplished & signed by the Adviser, Counselor, Teacher, High School Principal/Dean of school last attended or respected member of community of origin,		
Health Clearance (original & photocopy) to be submitted to the Health Services Office: <ul style="list-style-type: none"> -Certificate of Physical Fitness from Family Physician -Health Clearance issued from country of origin for International Students -Recent chest X-ray with interpretation from accredited clinic/hospital 		
Three (3) copies 2x2 recent colored ID photo (1 for Registrar, 2 for Health Services Office-for Medical & Dental Records)		
Two (2) long brown envelopes (1 for Registrar for academic records, 1 for Health Services Office for Health Records)		

6. Go to the FINANCE OFFICE and pay tuition fee (partial or full) or the reservation fee of Php 2,000.00, which is non-refundable but deductible from the total amount of fees.
7. Go to the HEALTH SERVICES OFFICE for PHYSICAL EXAM and MEDICAL CLEARANCE. Submit brown envelope with all the required health records. A Permit to Enrol (Yellow Form) signed by the University Physician will be issued.
8. Go to the REGISTRAR'S OFFICE and submit all the required documents with the accomplished Personal Information Sheet inside the brown envelope.
9. Return on the scheduled enrolment dates for official enrollment.
 - Get class schedule and assessment of fees.
 - Secure official student I.D.
 - Buy/order school uniform, etc. from the University Bookstore.

FOR TRANSFEREES

1. Go to the Guidance Office (Rm. 117). Secure an interview slip from the staff.
2. Proceed to the Counselor/Psychometrist for initial interview. Get the list of requirements, admission policies and procedures for application.
3. Go to the respective Chairperson/Dean of the desired course of study for interview and evaluation of grades. Present interview slip together with certified true copy of grades or transcript of records with grade equivalent, course description of subjects taken and certificate of eligibility to transfer from school last attended.
4. Return to the Guidance Office and submit the interview slip noted and signed by the interviewer.
5. If accepted, follow admission procedure for Beginning Freshmen.

For other INFORMATION or INQUIRIES, visit/call:

ADMISSIONS/GUIDANCE OFFICE	Rm. 117	Tel. no. (02) 524-56-87	local 210
REGISTRAR'S OFFICE	Rm. 110		local 221
HEALTH SERVICES OFFICE	Rm. 129		local 226
FINANCE OFFICE	Rm. 102		local 207

St. Paul University Manila Website: www.spumanila.edu.ph