



11 January 2012

Memorandum ECA No. 12-04

To: ALL COLLEGE GRADUATE COORDINATORS

From: EVANGELINE C. AMOR, Ph.D.
University Registrar

RE: PROCESSING OF UNIVERSITY ADMISSION SLIPS (UAS) OF NEW GRADUATE STUDENTS

Please submit to the OUR the list of new graduate students admitted for the term, with the following attached : (1) College admission slip; (2) Official Transcript of Records (OTR); (3) student directory (two copies) ; and, (4) two passport size photos .

In addition, attach the following for:

Table with 2 columns: Local students, Foreign students. Rows list required documents like birth certificates, marriage certificates, study permits, and TOEFL reports.

- 1 Original must be presented and the photocopy to be submitted must be signed as proof of authentication.
2 ISP - International Students Program located at Vinzons Hall ground floor
3 Minimum score of 173 if computer based, 500 if paper based and 61 if Internet based

If the Official Transcript is not yet available, the college should submit to the OUR the credential used for evaluating the student. The official transcript, however, should be submitted within the semester. The OUR will then prepare the University Admission Slip with Student Number and temporary password to be used by the student to access the CRS. The same documents will be returned to you in time for the registration period.

Please strictly observe the following schedules:

Table with 4 columns: Summer 2011-2012, First Sem 2012-2013, Second Sem 2012-2013. Rows show submission and release dates for colleges and the OUR.

As in previous semesters, we hope you will be one with us in the effort to reduce long lines during registration. You may need to adjust your schedule of entrance examinations, interviews and other required screening procedures.

Thank you very much for your continued support and cooperation.