



**7 January 2013**

**Memorandum ECA-13- 02**

**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:

Local students	Foreign students
1. Photocopy of NSO birth certificate <sup>1</sup>	1. Photocopy of birth certificate or passport <sup>1</sup>
2. If married female , NSO marriage certificate <sup>1</sup>	2. If married female , marriage certificate <sup>1</sup>
	3. Study permit issued by ISP <sup>2</sup>
	4. If the medium of instruction in the school attended is not English an Official TOEFL score report must be submitted <sup>3</sup>

<sup>1</sup> Original must be presented and the photocopy to be submitted must be signed as proof of authentication.

<sup>2</sup> ISP – International Students Program located at Vinzons Hall ground floor

<sup>3</sup> 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 for the issuance of University Admission Slips.

<b>MBA/FINANCE</b> (College of Business Administration)	<b>First Trim 2013-2014</b> (June-August)	<b>Second Trim 2013-2014</b> (Sept.-December)	<b>Third Trim 2013-2014</b> (Jan.-March)
	<b>2<sup>nd</sup> week of May</b>	<b>2<sup>nd</sup> week of August</b>	<b>1<sup>st</sup> week of December</b>

<b>SPRING ASIA PROGRAM</b> (School of Urban & Regional Planning)	<b>First Sem 2013-2014</b> (September- January)	<b>Second Sem 2013-2014</b> (Feb.- Jun)	<b>Summer 2013-2014</b> (Jul-Aug)
	<b>2<sup>nd</sup> week of August</b>	<b>3<sup>rd</sup> week of January</b>	<b>3<sup>rd</sup> week of June</b>

<b>OTHER GRADUATE PROGRAMS</b>	<b>First Sem 2013-2014</b> (June-October)	<b>Second Sem 2013-2014</b> (November-March)	<b>Summer 2013-2014</b> (April-May)
	<b>2<sup>nd</sup> week of May</b>	<b>3<sup>rd</sup> week of September</b>	<b>1<sup>st</sup> week of March</b>

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.