



21 April 2014

OUR MEMORANDUM ECA NO.14-18

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. Lists required documents for each group.

- 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 Vinzon's Hall ground floor
3 A score of 500 in the paper-based, or at least 173 in the computer-based, or at least 61 in the internet-based
4 A score of at least 5.5

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.

MBA/FINANCE (College of Business Administration)	First Trim 2014-2015 1st week of July	Second Trim 2014- 2015 1st week of December	Third Trim 2014- 2015 1st week of March
SPRING ASIA PROGRAM (School of Urban & Regional Planning)	First Sem 2014-2015 1st week of July	Second Sem 2014- 2015 1st week of December	Midyear 2014-2015 1st week of May
OTHER GRADUATE PROGRAMS	First Sem 2014-2015 1st week of July	Second Sem 2014- 2015 1st week of December	Midyear 2014-2015 1st week of May

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.