



REQUIREMENTS AND APPLICATION PROCEDURE

College [Second Course Taker]

Step 1: Registration and Verification of Application Form

- A. Accomplish online application. [Click here](#).
- B. Verify your application form and bring the following requirements in Counter 17:
 1. Printed application form
 2. ID photo (passport photo size identical in your application form)
 3. Original and photocopy of transcript of records or certification of grades
- C. Get an interview slip in Counter 17.
- D. Strictly follow the given interview schedule with the Dean/Associate Dean/Chair of the College.

Step 2: Interview

- A. Proceed to the Dean/Associate Dean/Chair's Office.
- B. Present the interview slip with attached transcript of records or certification of grades for an interview.

Step 3: Confirm Result of the Interview

- A. Submit the signed interview slip and confirm the status of application in Counter 17. If the applicant is deemed qualified after the interview, the applicant may proceed to Step 4. If the applicant fails the interview, applicant will not be allowed to continue with his application.

Step 4: Submission of Requirements

- A. Submit the documents included in the list of requirements (*see Step 1*) to Counter 17.
- B. Pay the non-refundable application fee in Counters 14, 15 or 16.
(PHP500 for Filipino student and USD50 for international student)
- C. Present the official receipt in Counter 17 and get the Student Admission Test (SAT) permit with claim stub.

Step 4: Take the Student Admission Test (SAT)

- A. Present your SAT permit to the examiner on your scheduled exam.
- B. Keep your claim stub.

Step 5: View SAT result

- A. View result. [Click here](#).
- B. Get the printed copy of your test result by presenting your claim stub in Counter 18.