



## Admission Policies

Admission to the University is based on a selection process that is applied to all prospective students regardless of age, race, sex, religion, national origin and economic status. Every applicant is assessed in terms of his/her qualifications to profit from the educational programs of the different colleges. The following factors are considered in such assessment: past scholastic records; scholastic aptitude, character, recommendations and applicant's acceptance of the policies, rules and regulation of the Colleges and of the University.

Prospective students are assisted by the Office of Admissions in processing their application based on the following admission requirement for:

### 1. Entering College Freshmen

- 1.1. CET (College Entrance Test) Results
- 1.2. Report Card (Form 138)
- 1.3. Three (3) copies of 1.5 x 1.5, full face ID photo
- 1.4. Birth/Baptismal certificate and marriage certificate, if married
- 1.5. Recommendation from HS Adviser/Principal (use HAU Form 3) or Certificate of Good Moral Character
- 1.6. Medical Examination Result for CHM Students
- 1.7. Interviews with Guidance and Admissions officer (with parent)
- 1.8. Consultation with parents/guardian

### 2. Transferees

- 2.1. Copy of grades
- 2.2. Official transfer credentials (Honorable Dismissal)
- 2.3. For Nursing, Accountancy, CICT, SAS, SED applicants: Interview with the Dean/Chairperson
- 2.4. Four (4) copies of 1.5 x 1.5, full face ID photo
- 2.5. Certificate of good moral character/barangay clearance

2.6. Medical Examination Result for SHTM Students.

2.7. College Entrance Test Results

2.8. Interviews with Guidance Counselor and Head of Student Affairs

2.9. Consultation with parents/guardian

### **3. Foreign Students**

3.1. Proof of adequate financial support to cover expenses for the student's accommodation and subsistence, as well as school dues and other accidental expenses;

3.2. Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student's country of origin or legal residence;

3.3. Police clearance issued by the National Police Authorities in the student's country of origin and duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place;

3.4. Quarantine Medical Clearance Certificate by the National Quarantine Office;

3.5. NBI Clearance;

3.6. Copy of student's Personal History Statement signed by the student with a recent 2 x 2 photograph;

3.7. Photocopy of the picture, data, and stamp of the latest pages of the student's passport (The passport itself shall be presented for verification); and

3.8. Four (4) copies of the 1.5 x 1.5 most recent photograph.

### **4. Returning/ Shifting Students**

Procedures for re-admission/shifting:

1. Bring one (1) copy of 1.5 x 1.5 latest ID photo;

2. Bring Barangay Clearance if the student was not enrolled for more than two (2) semesters;

3. Get application Form from Registrar's Office;

4. Get Clearance from Office of Student Affairs;

5. Get Clearance from Finance Office and pay Processing Fee for re-admission/shifting;
6. Get Test Schedule, take the test and get test results & recommendation from the Testing Center;
7. Go for an interview/recommendation from Career & Placement Office and/or College Guidance Center; and
8. Go for an interview/approval from College Dean;
9. Get Permit to Enroll & Advisement paper from Registrar's Office;
10. For Nursing applicants only: Submit results of physical check-up;
11. Medical Examination Result for SHTM Students.

## **5. For Leave of Absence**

Students who will not enroll the following semester must apply for a leave of absence at the Registrar's Office. The application must be filed before the enrolment period of the following semester.

- 5.1. Get application for Leave of Absence at the Registrar's Office
- 5.2. Secure Clearance from the following:
  - 5.2.1. College Dean
  - 5.2.2. College Library
  - 5.2.3. Finance Office
- 5.3. Submit application form at the Registrar's Office