

Please attach passport size ID picture with name tag, with white background and taken within the last six months

**DEPARTMENT OF REGISTRAR AND ADMISSION SERVICES**

**APPLICATION FOR ADMISSION**

**Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of student: \_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- |
| **ADMISSION REQUIREMENTS** |
| **New First-Years (undergraduate)** | **New Transferees (undergraduate)** | **ALL New Graduate School Students** |
| * IFSU Entrance Exam Result
* Form 138-A Report Card (original)
* Certificate of Good Moral Character from last school attended (original)
* One (1) passport size colored ID picture (taken recently, with name tag and white background)
* PSA/NSO issued Birth Certificate (photocopy)
* Marriage Certificate for married students (photocopy)
* *Form 137-A High School Transcript*
 | * IFSU Entrance Exam Result
* Transfer Credential (original copy)
* True Copy of Grades (original copy)
* Certificate of Good Moral Character from last school attended (original)
* One (1) passport size colored ID picture (taken recently, with name tag and white background)
* PSA/NSO issued Birth Certificate (photocopy)
* Marriage Certificate for married students (photocopy)
* *Valid Official Transcript of Records*
 | * Transfer Credential from last school attended (original)
* True Copy of Grades or Photocopy of Transcript of Records from last school attended
* One (1) passport size colored ID picture (taken recently, with name tag and white background)
* PSA/NSO issued Birth Certificate (photocopy)
* Marriage Certificate for married students (photocopy)
* *Valid Official Transcript of Records*
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| Notes: - All requirements with underline are mandatory and must be submitted upon application. - Requirements in *italics* will be issued by the concerned school to IFSU upon our request. |

Program to enroll: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTICE OF ADMISSION**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Upon assessment of your admission requirements, your application for admission is approved on a:

* Regular Admission
* Temporary Admission

due to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registrar Conforme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IFSU-VPAA-DRAS-F002

Rev.00(Feb.04,2019)

*Registrar’s Copy*

 Student’s signature over printed name



**NOTICE OF ADMISSION**

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Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registrar Conforme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student’s signature over printed name

*Student’s Copy*