



Admission Procedures and Guidelines
18-Educ-Units for LET

1. Present a photocopy of the official Transcript of Records to College Admissions Office for initial screening.

Qualified Applicants:

- Bona fide graduate of any degree program
2. If qualified, secure slip for schedule of the preliminary interview with the Department Chair.
3. If recommended, pay the admission processing fee of P 400.00 at the Cashier's Office (*please secure payment slip at the College Admissions Office*). This is non-refundable and non-transferable.
4. Present the official receipt to the College Admissions Office to secure application form.
5. Submit to the Admissions Office the completed application form with all the required documents. Incomplete requirements will not be processed.
- Properly accomplished application form
 - Two (2) 2x2 recent, identical color pictures with white background (*with printed name and signature at the back*)
 - Photocopy of the official transcript of records
 - Recommendation letter (*if employed, certification from current employer; if unemployed, barangay clearance from barangay chairperson*) Letter must be placed inside a sealed white envelope signed on the flap by the issuer.
 - Two (2) photocopies of marriage certificate duly signed by a priest/minister (*if married*)
6. The applicant may inquire from the College Admissions Office the status of his/her application on the date stated in the claim stub and get the Notice of Admission.
7. To confirm your enrollment, please submit the following to the College Admissions Office within the period stated in the Notice of Admission:
- Statement of Responsibilities (*duly signed by the Student and Parent/Guardian*)
 - Photocopy of Notice of Admission
8. Secure from the College Admissions Office the following:
- Enrollment Procedure
 - Enrollment Information Sheet
 - Individual Inventory Record
 - Medical/Dental Exam Schedule
9. Bring the Notice of Admission and the following requirements on the enrollment date:
- Original copy and two (2) photocopies of transcript of records
 - Original copy and two (2) photocopies of NSO-certified birth certificate
 - Two (2) 2x2 recent, identical color pictures with white background (*with printed name and signature at the back*)
 - Enrollment Information Sheet
 - Individual Inventory Record
 - Two (2) photocopies of marriage certificate duly signed by a priest/minister (*if married*)

Crediting Subjects:

- Subjects to be enrolled will depend on the offerings per semester

**Applicants who fail to enroll on the date indicated in the acceptance letter will automatically forfeit their slots in favor of waitlisted applicants.*

**Any falsification of documents submitted constitutes grounds for disqualification.*