	ADMISSION REQUIREMENTS CHECKLIST & REFERRAL FORM **College Entrants/Transferees** AY ____-____ 1ST Sem.____ 2nd Sem.____ Summer ____	Document No.	**USA-ASP-F02**
		Revision No.	**02**
	UNIVERSITY OF SAN AGUSTIN **ADMISSIONS, SCHOLARSHIPS AND PLACEMENT OFFICE** **ILOILO CITY**	Date of Effectivity	**October 28, 2018**
		Issued by	**ASPO**
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Name: _____ Desired Program: _____
Contact Number: _____ Email: _____ Nationality: _____
School Last Attended: _____

A. Admission Requirements (Photocopy only)

☐ **FOR 1ST YEAR COLLEGE**

- ☐ High School Report Card/F9 or Transcript of Records
  (If School Abroad, duly authenticated/red ribbon by the Home Country Philippine Embassy)
- ☐ Good Moral Character Certificate
  (If School Abroad, duly authenticated/red ribbon by the Home Country Philippine Embassy)
- ☐ Entrance Examination Result
- ☐ Philippine Statistics Authority (PSA) formerly NSO
- ☐ Medical Certificate issued by University Physician
  (for Medical related programs only)
- ☐ Admission Fee Receipt

☐ **FOR TRANSFEREE:**

- ☐ Transcript of Records
  (If School Abroad, duly authenticated/red ribbon by the Home Country Philippine Embassy)
- ☐ Certificate of Transfer Credentials/Honorable Dismissal
- ☐ Good Moral Character Certificate
  (If School Abroad, duly authenticated/red ribbon by the Home Country Philippine Embassy)
- ☐ Philippine Statistics Authority (PSA) formerly NSO
- ☐ Medical Certificate issued by University Physician
  (for Medical related programs only)
- ☐ Admission Fee Receipt

B. Referral for Evaluation and Admission Approval *(For Transferees ONLY)*

Referred to: _____ _____ Date: _____
College Dean/ Academic Supervisor

Referred by: _____ Date: _____
ASPO Personnel

Evaluation Result:

- ☐ Approved for Admission
- ☐ Temporary Enrollment
- ☐ On Probation
- ☐ Disapproved for Admission

Remarks:

_____
_____
_____

Approved for Admission by:

_____ Date: _____
Dean/ Academic Supervisor

Checked and Received by:

_____ Date: _____
ASPO Personnel

Admission Certificate Number: _____

Received by: _____ Date: _____
Student Name & Signature