

	<b>ADMISSION REQUIREMENTS CHECKLIST &amp; REFERRAL FORM</b> <b>Senior High School (SHS)</b> AY ____ - ____ 1 <sup>ST</sup> Sem. ____ 2 <sup>nd</sup> Sem. ____ Summer ____	Document No.	<b>USA-ASP-F05</b>
		Revision No.	<b>02</b>
	<b>UNIVERSITY OF SAN AGUSTIN</b> <b>ADMISSIONS, SCHOLARSHIPS AND PLACEMENT OFFICE</b> <b>ILOILO CITY</b>	Date of Effectivity	<b>October 28, 2018</b>
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Name: \_\_\_\_\_ Desired Strand: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 School Last Attended: \_\_\_\_\_

**A. Admission Requirements (Photocopy only)**

**FOR GRADE 11 (New)**

- 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 strand only)
- Admission Fee Receipt

**FOR TRANSFEREE:**

- High School Report Card/F9 or 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 strand only)
- Admission Fee Receipt

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

Referred to: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department Principal/Academic Supervisor/Strand Coordinator

Referred by: \_\_\_\_\_ Date: \_\_\_\_\_  
 ASPO Personnel

**Evaluation Result:**

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

**Remarks:**

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

Approved for Admission by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Principal/Academic Supervisor/Strand Coordinator

Checked and Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
 ASPO Personnel

Admission Certificate Number: \_\_\_\_\_ Date: \_\_\_\_\_  
 Received by: \_\_\_\_\_  
 Student Name & Signature