



Admissions, Scholarships and Placement Office

ADMISSION REQUIREMENT CHECKLIST & REFERRAL FORM (FOREIGN STUDENT)

Name: _____ Desired Program/Strand: _____
 Contact Number: _____ Email: _____ Nationality: _____
 School Last Attended: _____

A. Admission Requirements (Photocopy only) - Foreign/International Students who seek Admission to the University shall submit the following requirements before he/she will be admitted to the University:

- 1. Letter of intent to study in the University address to the Dean and should include the following:
 - a. The program to pursue with first and second preference
 - b. Complete Home Address and Contact Number
- 2. Notarized Affidavit of support including bank statements - duly authenticated (red ribbon) by the Home Country Philippine Embassy
- 3. School Records – duly authenticated (red ribbon) by the Home Country Philippine Embassy
- 4. Certificate of Live Birth- duly authenticated (red ribbon) by the Home Country Philippine Embassy
- 5. Medical Certificate- duly authenticated (red ribbon) by the Home Country Philippine Embassy
- 6. Police Clearance- duly authenticated (red ribbon) by the Home Country Philippine Embassy
- 7. Photocopy of data page of passport showing data and place of birth - duly authenticated (red ribbon) by the Home Country Philippine Embassy
- 8. Letter of recommendation from the last school attended (Head or Adviser)
- 9. Certification of Good Moral Character from an Augustinian Priest (*) or letter of referral from an Augustinian Priest if student is not an Augustinian graduate
- 10. Personal History Statement (PHS) - duly authenticated (red ribbon) by the Home Country Philippine Embassy. (Please see attached PHS form)

**Applicable to Nigerian Student applicant only.*

B. Referral for Evaluation and Admission Approval

Referred to: _____ Date: _____
 College/Department Principal/Dean/ Academic Supervisor/Strand Coordinator

Referred by: _____ Date: _____
 Officer-in-Charge, International Students' Desk

Evaluation Result:

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

Remarks:

Approved for Admission by: _____ Date: _____
 Principal/Dean/ Academic Supervisor/Strand Coordinator

Endorsed by: _____ Date: _____
 University Registrar

Checked and Received by: _____ Date: _____
 Officer-in-Charge, International Students' Desk

Admission Certificate Number: _____ Date: _____
 Received by: _____
 Student Name & Signature

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