**Admission and Office of the Registrar**

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

Date

**ENROLLMENT FORM**

Enrollment Procedure for NEW STUDENTS:

1. Secure enrollment form from the department of your desired course.
2. Fill-in all needed information & let it be signed by the Department Chairperson. \*Department Chairperson must check the entrance credentials together with this form.
3. Proceed to the college auditorium and look for the cubicle of:
4. SSC and Publication Fee
5. Admissions and Office of the Registrar \*Wait for your assessment to be issued to you.
6. Library Office for your library card
7. SSDO Office for your school identification card
8. Pay fees at the Cashier’s Office (for those not included in the Free Higher Education Program). Keep your receipts.

\*\*\*Printed assessment forms must be well cared for.

Enrollment Procedure for OLD STUDENTS and RETURNEES:

1. Secure grade slip or true copy of grades at the Admissions Office.

\* For shifters, get SHIFTING FORM at the Admissions Office before proceeding.

1. Secure enrollment form from the department of your desired course.
2. Fill-in all needed information & let it be signed by the Department Chairperson. \*Department Chairperson must check grade slip of student and apply the retention policy. Students must fill-in below.

\*(For students with known past due accounts/ not included in the Free Higher Education Program, please settle accounts at the Cashier’s office before proceeding.)

1. Proceed to the college auditorium and look for the cubicle of:
2. SSC and Publication Fee
3. Admissions and Office of the Registrar \*Wait for your assessment to be issued to you.
4. Proceed to the Library Office for application of borrower’s card.
5. Present assessment form at the SSDO for validation of ID card.

\*\*\*Printed assessment forms must be well cared for.

**Name of Student:**\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_ **Semester/Summer:** \_\_\_\_\_\_\_

(*Last Name) (Given Name) (Middle Name)*

 **School Year:** 20 - 20 .

**Course & Yr. Level: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section: \_\_\_\_\_\_\_\_\_\_

[ ] New

[ ] Old School Year last attended at MPSPC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ID Number)

[ ] Returnee School Year last attended at MPSPC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ID Number)

[ ] Transferee School last attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Cross Enrollee Original school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Shifter Old Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: Class codes are required.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Class Code** | **Course Number** | **Descriptive Title** | **Units** | **Schedule** | **Pre-requisite of the subject** | **Grade of Pre-requisite subject** |
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 Total Units: \_\_\_\_\_\_\_\_

*\*Please fill-in all information needed at the back. Thank u!*

*\*Must not exceed the prescribed curriculum*

Department Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conformed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Signature over printed name*  *Signature of Student*

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**(To be filled in by the Department Chairperson)**

Was the student referred to the Guidance Office?

 No

 Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature over printed name

\* If no, department chairperson still affix’s signature.

\* If yes, student proceeds to the Guidance office.

**(To the Guidance Office)**

\*Please affix signature if student went to your office.

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

 Signature over printed name

**(To be filled in by the Admission Staff)**

**Submitted Entrance Credential:**

F-138a or its equivalent Medical Certificate

Transfer Credential Result of Guided Admission Test Good Moral Certificate

 PSA Birth Certificate (photocopy)

  Marriage Certificate (for Married Female students)

Permit to Study (for employed students)

**PERSONAL DATA:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Last Name) (Given Name) (Middle Name)*

Sex Male: Female: Civil Status Single: Married: Widow/er:

Birth Date: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_, \_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_ Birth Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (*Month) (Day) (Year)*

Home Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Sitio Barangay City/ Municipality Province*

Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dialect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Religion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Living w/ Family?

Are you boarding? Landlord/lady \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Name (Maiden): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status of Parents Living together: Separate: Single Parent:

Name of Spouse (if married) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person supporting you (if other than parents)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EDUCATIONAL BACKGROUND: ***(Do not abbreviate please)***

 Year

 School Graduated

Intermediate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Average: \_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Junior High School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Average: \_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Senior High School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Average: \_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LRN No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Strand/ Track: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby agree to pay before the end of the semester/summer all fees assessed and that I may not be allowed to enroll the next term without settling my financial and other obligations (i.e. admission requirements); to comply with all the rules and regulations of the Mountain Province State Polytechnic College and those that may be adopted from time and to be dropped or dismissed upon any violation.

I further certify that the information I have provided above are factual and accurate. That I will not hold MPSPC accountable for any deprivation of privileges through the use of the same information and; that I shall be solely responsible for immediately updating the said information should there be changes, by notifying the Admissions and Office of the Registrar through hotline (Smart) **0910-845-3749**.

I also authorize the Admissions Office to show and issue a copy of my grades to my parents/ guardians.

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

 Signature of Student