Admission and Office of the Registrar

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

Date

**ENROLLMENT FORM**

**School of Advanced Education**

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 approved by the dean.
3. Proceed at the assigned area of Admission office for registration. Submit needed entrance credentials together with this form. Wait for your assessment form to be printed.
4. Pay fees at the Cashier’s Office. Keep your receipts.
5. Proceed to the Library Office for application of borrower’s card.
6. Present assessment form at the SSDO for printing of your ID card.

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

Enrollment Procedure for OLD STUDENTS:

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

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

1. Secure enrollment form from the SAE Office.
2. Fill-in all needed information & let it be approved by the dean.

\*(For students with known past due accounts, please settle it at the Cashier’s office before proceeding.)

1. Proceed at the assigned area of Admission office for registration. Wait for your assessment form to be printed.
2. Pay fees at the Cashier’s Office. Keep your receipts.
3. Proceed to the Library Office for application of borrower’s card.
4. 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: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Year Level:** I II III IV

[ ] New School last attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course: \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] 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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 Total Units: \_\_\_\_\_\_\_\_

----------------------------------------------------------------------------------------------------------------

I am notified about my entrance credential and I am aware that I am conditionally admitted so I promise to submit them on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

 Signature

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

**Submitted Entrance Credential:**

MPSPC Alumni Transfer Credential

Photocopy of OTR Good Moral Certificate

 PSA Birth Certificate (photocopy)

 Marriage Certificate (for Married Female students)

Permit to Study (for employed students)

**PERSONAL DATA:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: \_\_\_\_\_\_\_\_ Civil Status: \_\_\_\_\_\_\_\_

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

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

 (*Month) (Date) (Year)*

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

 *Sitio Barangay City/ Municipality Province*

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

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

Government Employee: Private Employee: Years of employment: \_\_\_\_\_\_\_ Wage Earner: Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

 Year

 School Graduated Average Address

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

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

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

Collegiate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Masters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Registration Office through hotline (Smart) **0910-845-3749**.

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

 Signature of Student

Approved:

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

 Signature of SAE Dean