

**UNIVERSITY OF SAN CARLOS
ADMISSIONS OFFICE**

ADMISSION PROCEDURE FOR NEW FIRST YEAR APPLICANT

STEP 1

1. Fill out the Personal Data Form online <https://ismis.usc.edu.ph/Apply>
2. Go to Admissions Office and present Original Birth Certificate from PSA, Original Report Card from Senior High School and 2 **copies** 2x2 ID photographs (colored with white background)

*For International Students: Present **Referral Slip** from International Student Section, Office of External Relations*

3. Secure Student ID Number
4. Secure Admission Examination Referral Slip

STEP 2

CASHIER'S/TELLER'S COUNTER

- ✍ Pay required Testing Fee and secure a receipt of the payment

STEP 3

TESTING OFFICE

Register for Examination

- ✍ Present Admission Examination Referral Slip, Receipt of Testing Fee to the Testing staff
- ✍ Secure Admission Examination Permit

Take the USC CAE

- ✍ Take the admissions examinations according to your schedule
- ✍ Schedule for claiming your CAE results will be announced

STEP 4

ADMISSIONS OFFICE

Claiming of USC CAE Results:

- ✍ Present receipt of testing fee and valid ID.
- ✍ If claimed not by the applicant himself/herself, kindly submit authorization letter duly signed by the applicant with the photocopy of the authorized person's valid ID (kindly bring the original valid ID)

Applicant with USC CAE results below the required Cut-Off will be given the Referral Slip

STEP 5

DEPARTMENT

- ✍ Present CAE Results and other pertinent documents to the Department Chair.

END OF PROCESS. PROCEED TO ENROLMENT