



UNIVERSITY of
SAN CARLOS
SCIENTIA • VIRTUS • DEVOTIO

Admissions Office

**Simplified Admission and Enrollment Procedure
Graduate Program Applicants
2nd Semester AY 2020–2021**

Admission Phase

For the Graduate Program Applicants

Step 1: Go to <https://ismis.usc.edu.ph/apply> and accomplish the Personal Data Sheet (PDS) online.

Remember to take note of your USC ID Number that is generated after submission.

Step 2: Email Admissions Office through admissions-apply@usc.edu.ph and attach the necessary credentials for evaluation, including:

1. Certificate of Transfer Credentials (Honorable Dismissal)
2. Transcript of Records (TOR)
3. Authenticated Birth Certificate from PSA
4. 1 pc 2 × 2 colored photograph with white background

For USC Graduates:

1. Transcript of Records (TOR) only

Remember to indicate the Program Applied as the subject of the email.

Step 3. Take the Essay Test. Essay questions will be sent to your email and should be answered within the prescribed number of hour/s indicated in the email sent by the Admissions Office.

Processing of your admission application will take seven (7) working days after the Admissions Office advises you that your credentials were referred to the Department Chair. If you have not received an email from the Department Chair after seven days please email Admissions Office through admissions-apply@usc.edu.ph for follow-up.

Enrollment Phase

Step 4: Pay the downpayment of Php3,000.00 through the nearest payment channels (see attached)

Downpayment for Scholars - Send email of endorsement from Scholarship's Office to assessmenttertiary@usc.edu.ph for bypass or override of downpayment. After the approval proceed to **STEP 6**.

Step 5: Go to <https://ismis.usc.edu.ph>, go to **Send Proof of Downpayment** → Send Proof of Payment. Select the **Academic Period and Academic Year** and input the amount. Attach the electronic copy of the downpayment and click the **“Submit”** button.

For payments made online via the ISMIS online payment portal, there is no need to send proof of downpayment.

Step 6. Log in to <https://ismis.usc.edu.ph> using the given username and the set password. Click **“Student Task → Enrollment Related → Student Enrollment → Advise Course**. Choose the courses to be enrolled and select the schedule by clicking the icon. Repeat this process for all courses to be enrolled.

Step 7. Print the study load by clicking **“Student Task” → Enrollment Related → View Study Load and click the “Print” button**.

Step 8. Submit the original copy of the Certificate of Transfer Credential (Honorable Dismissal), Transcript of Records, Authenticated Birth Certificate from PSA, 1 copy 2 × 2 colored photograph with white background to the Registrar's Office personally or through a courier service to this address:

University Registrar
University of San Carlos
Nasipit, Cebu City 6000
Telephone number: (+63 32) 230 0100 local 115 or 138

Step 9. Accomplish the form through this link: bit.ly/31SWaAg or <https://forms.gle/wMUPhPz5wQc1t86ZA> to facilitate the printing of your RFID.

Claiming of your USC Student ID will be announced through ISMIS.

Step 10. Go to this link: <http://bitly.ws/aEtS> to accomplish the Personal Data Form (PDF) and schedule an interview with your counselor. You will be directed to the School where your Program belongs, select the Program, and accomplish the form. Wait for the email from the Counselor.

As soon as classes start, students are automatically enrolled in the online Learning Management System (LMS) to receive announcements and updates of the courses they are enrolled in.

Prepared:

(Sgd) LUZLIN P. ELCULLADA, RGC
Admission Officer

November 21, 2020

Approved:

(Sgd) FR. FELIPE MUNCADA, SVD
OIC-Vice President for Academic Affairs