



UNIVERSITY of  
SAN CARLOS  
SCIENTIA • VIRTUS • DEVOTIO

*Admissions Office*

**Simplified Admission and Enrollment Procedure  
Incoming First Year Applicants  
2nd Semester AY 2020–2021**

**Admission Phase**

**For Incoming First Year 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.

**For USC Senior High Graduates please PROCEED to STEP 2**

**Step 2:** Email Admissions Office through [admissions-apply@usc.edu.ph](mailto:admissions-apply@usc.edu.ph) and attach the following necessary credentials for evaluation.

1. Form 138
2. Valid ID with picture and signature

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

*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](mailto:admissions-apply@usc.edu.ph) for follow-up.*

**Enrollment Phase**

**Step 3:** Pay the downpayment of Php3,000.00 through the nearest payment channels (see attached)

**Step 4:** 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 5.** Log in to <https://ismis.usc.edu.ph> using the given username and the set password. Click on **“Student Task → Enrollment Related → Student Enrollment → “Block Advising”** and choose the specific block section. The schedule for each block will be shown.

**Step 6.** Click **“Block Enroll”**. The enrolled courses will appear under the “Enrolled Courses” column on the screen.

**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 Report Card (Form 138), 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](http://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 your 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:

Approved:

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OIC-Vice President for Academic Affairs

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