



Online Admission and Enrollment Process for Graduate Students

For applicants who have completed the undergraduate degree outside of USC and who have graduated from USC but transferred to another school

1. Prospective applicant applies online thru <https://ismis.usc.edu.ph/apply>, and sends his/her scanned credentials - Transcript of Records and valid ID with picture and signature to the Admissions Office through its email address, admissions-apply@usc.edu.ph.
2. The Admissions Office gives the Essay Exam online to the applicant. Once the applicant submits the answered Essay Exam, The Admissions Office forwards the documents (TOR, Certificate of Transfer Credentials, Answered Essay) to the appropriate Department according to the applicant's credentials or preference.
3. The Department Chair checks the Transcript of records, communicates with the applicant who is admitted to the program, sends Certificate of Acceptance (PDF file), and advises the applicant to pay the downpayment via the designated payment channels.
4. Admitted applicants pay the downpayment in the nearest payment channels and accomplishes the form through this link: <https://bit.ly/380d4xU>
5. The Admissions Office forwards to the Office of the Registrar the list of accepted applicants with their applied programs and ID numbers.
6. The Office of the Registrar tags the applicant to the applied program for conditional enrollment pending the submission of the original copy of the required credentials for enrollment. Once the applicant is tagged to his/her applied program, the applicant receives an email indicating his/her acceptance in the University as well as the student ID number and a link in ISMIS where he/she can set his/her password. The email address is the one he/she has specified in the application form.
7. Once the password is set, the applicant logs in to <https://ismis.usc.edu.ph>, clicks on "Student Task" ----> Enrollment Related---> Student Enrollment and clicks on the "Advise Course" tab. The schedule of the courses offered for the semester will be shown.
8. After the courses have been advised, click on the "list" icon and choose the schedule of the course to be enrolled. Once enrolled, the enrolled courses appear under the "Enrolled Courses" column on the screen.



9. The student can then print the study load by clicking “Student Task” --Enrollment Related --View Study Load and the “Print” button. Once the situation stabilizes,
 - a) student proceeds to the Admissions Office to present the Certificate of Acceptance, submit the Validated Payment Slip, verify the online information in the Personal Data Sheet (PDS) and take the remaining Admission Exam.
 - b) Admissions Office releases GAE (Graduate Admission Exam) result and issues Certificate of Acceptance.
 - c) student submits the GAE Result, Certificate of Acceptance, Certificate of Transfer Credential and transcript of records, or authenticated (Apostilled) credentials for international students and Filipino students who graduated abroad and original copy of PSA birth certificate to the Office of the Registrar.

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.

For applicants who have completed the undergraduate degree within USC

1. Prospective applicant sends the application letter stating which program he/she would like to enroll and his/her scanned credentials - Transcript of Records and valid ID with picture and signature to the Admissions Office through its email address, admissions-apply@usc.edu.ph.
2. The Admissions Office gives the Essay Exam online to the applicant. Once the applicant submits the answered Essay Exam, The Admissions Office forwards the documents (TOR, Answered Essay) to the appropriate Department according to the applicant's credentials or preference.
3. The Department Chair checks the Transcript of records, communicates with the applicant who is admitted to the program, sends Certificate of Acceptance (PDF file), and advises the applicant to pay the downpayment via the designated payment channels.
4. Admitted applicant pays the downpayment in the nearest payment channels and accomplishes the form through this link: <https://bit.ly/380d4xU>
5. The Admissions Office forwards to the Office of the Registrar the list of accepted applicants with their applied programs and ID numbers.



6. The Office of the Registrar tags the applicant to the applied program for conditional enrollment pending the submission of the original copy of the required credentials for enrollment. Once the applicant is tagged to his/her applied program, the applicant receives an email indicating his/her acceptance in the University as well as the student ID number and a link in ISMIS where he/she can set his/her password. The email address is the one he/she has specified in the application form.
7. Once the password is set, the applicant logs in to <https://ismis.usc.edu.ph>, clicks on "Student Task" ----> Enrollment Related---> Student Enrollment and clicks on the "Advise Course" tab. The schedule of the courses offered for the semester will be shown.
8. After the courses have been advised, click on the "list" icon and choose the schedule of the course to be enrolled. Once enrolled, the enrolled courses appear under the "Enrolled Courses" column on the screen.
9. The student can then print the study load by clicking "Student Task" --Enrollment Related --View Study Load and the "Print" button. Once the situation stabilizes,
 - a) student proceeds to the Admissions Office to present the Certificate of Acceptance, submit the Validated Payment Slip, verify the online information in the Personal Data Sheet (PDS) and take CAE.
 - b) Admissions Office releases GAE (Graduate Admission Exam) result and issues Certificate of Acceptance.
 - c) student submits the GAE Result, Certificate of Acceptance,
 - d) photocopy of transcript of records, and original copy of PSA birth certificate to the Office of the Registrar.

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.