



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

Admission Phase

For the Transferee (Undergraduate Programs)

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. Get the clearance from Office of Student Affairs (OSA) through this link: <https://bit.ly/2YC5mG4>

Processing of the clearance from OSA will take two (2) working days after accomplishing the form. If you have not received the appointment schedule and the clearance, please email Jasmin Owacan - jeowacan@usc.edu.ph or Lizaneth Bustillo - lsbustillo@usc.edu.ph for follow-up.

Step 3: Email Admissions Office through admissions-apply@usc.edu.ph and attach the following necessary credentials for evaluation.

1. Certificate of Transfer Credentials (Honorable Dismissal)
2. Transcript of Records (TOR)
3. Authenticated Birth Certificate from PSA
4. Clearance from Office of Student Affairs (OSA), University of San Carlos
5. 1 pc. 2 × 2 colored photograph with white background

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 for follow-up.

Enrollment Phase

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

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/31SWaAq 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 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:

Approved:

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