



Online Admission and Enrollment Process for Incoming Freshmen

1. Applicants who have taken the College Admission Examinations (CAE) and met the cut-off scores can now pay the amount of P3,000.00 in the nearest payment channels (see attached list). This serves as their downpayment and reservation fee.
2. Department Chairs concerned shall communicate with the applicants who have not met the cut-off scores through the contact addresses provided by the Admissions Office. They may conduct an online interview and Skills Test with the applicants. If the applicant passes the review/ screening, the Chair shall inform him/her to pay the downpayment to reserve a slot. Certificate of Acceptance and Registration Form will be given upon coming to school together with the CAE results from the Admissions Office.
3. The following process shall be followed for applicants who are unable to take the College Admission Examinations due to the suspension of work:
 - a. Prospective applicant applies online thru <https://ismis.usc.edu.ph/apply>, and sends his/hers scanned credentials -Grade 11 and First Semester Grade 12 grades and valid ID with picture and signature to the Admissions Office through its email address, admissions-apply@usc.edu.ph.
 - b. The Admissions Office forwards the documents to the appropriate Department according to the applicants' credentials or preference.
 - c. The Department Chair concerned checks the grades, communicates with the applicant who is admitted to the program, sends Certificate of Acceptance (PDF file), and advises him/her to pay the downpayment. Those who will not be admitted shall be referred back to the Admissions Office and refer them to the other Departments.

Chairs should establish parameters as their guide in the acceptance, e.g., grade average, Science and Math grades, English grades, etc.
 - d. Admitted applicant pays the downpayment in the nearest payment channels.
 - e. The Department Chair forwards to the Office of the Registrar the list of accepted applicants with their applied programs and ID numbers.
 - f. 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.
 - g. Once the password is set, the applicant logs in to <https://ismis.usc.edu.ph>. Click on **"Student Task" - --> Enrollment Related --> Student Enrollment**. Click **"Block Advising"** and choose the specific block section. The schedule for each block will be shown.
 - h. After the courses have been advised, click on **"Block Enroll"**.
 - i. The enrolled course appears under the "Enrolled Courses" column on the screen.
 - j. The student can then print the study load by clicking **"Student Task" --> Enrollment Related --> View Study Load and click the "Print" button**.
 - k. 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.
 - l. Once the situation stabilizes, the admitted applicant submits the CAE Results, Certificate of Acceptance and original copy of Report Card, authenticated (Apostilled) credentials and original copy of PSA birth certificate to the Office of the Registrar.



OFFSITE PAYMENT CENTERS FOR SCHOOL FEES

DOCUMENTED INFO EFFECTIVE
May 20, 2020

1. Local Partners

BANK/ PAWNSHOP	PAYMENT FACILITY	MODE OF PAYMENT	FEE	POSTING
1. ASPAC	- Over the counter at any branch	- Cash only	FREE	NEXT BANKING DAY
2. BDO Acct. No. 002428009644	- Over the counter at any branch thru DEPOSIT REFERENCING - Online Banking/Direct Transfer <i>(Refer to Payment Instructions and comply Payment Verification Form)</i>	- Cash/Check	25.00 PESOS	
3. BPI	- Over the counter at any branch - Online Bills Payment	- Cash/ON-US Check	FREE	
4. PNB	- Over the counter at any branch	- Cash/ON-US Check	10.00 PESOS	
5. METROBANK	- Over the counter at any branch - Online Bills Payment	- Cash/Check	FREE	
6. UCPB	- Over the counter at any branch	- Cash/Check	10.00 PESOS	
7. UNIONBANK	- Over the counter at any branch - Online Bills Payment	- Cash/Check	FREE	
8. CEBUANA LHUILLIER PAWNSHOP	- Over the counter at any branch	Cash	10.00 PESOS	2 – 3 BANKING DAYS
9. GEMMARY PAWNSHOP	- Over the counter at any branch	Cash	10.00 PESOS	
10. PRINCE retail	- Over the counter at any branch	Cash	10.00 PESOS	
11. BAYAD CENTER	- Over the counter at any branch	Cash	10.00 PESOS	

2. INTERNATIONAL PAYMENTS

For wire transfer or remittances from abroad, kindly email queries to Bank Payment Staff at offsitecol@usc.edu.ph.



3. PAYMENT INSTRUCTIONS

	Bank Payment (except BDO)	BDO	Non-Bank Payment
Use	Bills Payment Facility (no need of USC Bank Account Number)	Deposit Slip	Transaction Form
Merchant Name/Account Number/Receiver	University of San Carlos	002428009644 For Online Banking/Direct Transfers without ID number/Student Name, kindly fill-out the Payment Verification Google Form and attach Proof of transaction to - https://docs.google.com/forms/d/e/1FAIpQLSdebppxRuGPmFk3WIXClfCLAreK7j5vwXhDAWlzN76uWljfg/viewform?vc=0&c=0&w=1	Reference/Subscriber number
Reference/Subscriber Number	write USC ID number		
Reference Name	Student's Name		
Check Payment	Payable to UNIVERSITY OF SAN CARLOS		
Reminders: 1. Check amount due thru ISMIS Student's Ledger 2. Be aware of the Posting lead time and check thru ISMIS Payment History			
For other payment queries kindly email offsitecol@usc.edu.ph			

treasury
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