



UNIVERSITY *of* SAN CARLOS
SCIENTIA • VIRTUS • DEVOTIO

SIMPLIFIED APPLICATION PROCESS FOR NEW APPLICANTS
1st Semester, AY 2020-2021
SBE GRADUATE PROGRAMS

The following simplified process shall be followed by student applicants to the University of San Carlos - School of Business and Economics (SBE) Graduate Programs for the 1st Semester, Academic Year 2020-2021.

1. Prospective applicants apply online through <https://ismis.usc.edu.ph/apply>, and send e-copies of their Credentials to the Admissions Office through its email address, admissions-apply@usc.edu.ph. Credentials shall consist of:
 - a. Transcript of records;
 - b. Certificate of good moral character (for non-USC graduates);
 - c. Certificate of transfer credentials (for non-USC graduates)
2. The Admissions Office administer an SBE essay writing examination to prospective applicants.
3. The Admissions Office forwards the documents and submissions to the Coordinator of the SBE Graduate Programs for evaluation.
4. The Coordinator arranges an online interview for the prospective applicants. The following additional documents needs to be submitted to sbegrad@usc.edu.ph:

For MBA: Certificate of Employment (at least 2 years) or copy of Business Registration if self-employed. If recently unemployed due to COVID19, still eligible to apply.

For PhD BA – (a) E-copy of Approval Sheet and Abstract of Master’s Thesis (b) draft Dissertation Proposal (c) letter of recommendations

5. When admitted to the graduate program, the Coordinator communicates with the applicants, sends a Certificate of Acceptance (COA), and advises them to pay the down payment through any of the nearest accredited payment channels of USC.
6. Accepted applicants to ask for their USC ID number from the Admissions Office and sends Validated Payment Slip to admissions-apply@usc.edu.ph.

7. When regular work resumes, the admitted applicant proceeds to the Admissions Office for the verification of online personal data sheet information, takes the Graduate Admission Exam and proceeds with the enrolment process.
8. Accepted applicants must bring their COA and Validated Payment Slip of the down payment and the original copies of the credentials mentioned above with his/her Birth Certificate issued by the Philippine Statistics Authority (formerly National Statistics Office).
9. For any additional concerns related to admissions and enrolment, you may contact SBE Graduate Programs through sbegrad@usc.edu.ph. or Ms. Gemma S. Luna (SBE GP Secretary) at gsluna@usc.edu.ph.
10. If you wish to discuss other queries related to the specific academic program you wish to enroll to, you may contact Mr. Angelo O. Burdeos, Coordinator, SBE Graduate Program at aoburdeos@usc.edu.ph.

The SBE Graduate Programs will start to receive online applications starting May 15, 2020.

ORIGINAL SIGNED
Angelo O. Burdeos, PhD Candidate
Coordinator, SBE Graduate Programs

ORIGINAL SIGNED
Melanie B. De Ocampo, PhD
Dean - SBE