



**ENROLLMENT GUIDE FOR SCHOOL OF LAW
New Students / Transferees
First Semester AY: 2018-2019**

(Please complete first your admission requirements)

ENROLLMENT PERIOD	STEPS
<p>June 4 to August 4, 2018</p> <p>Admission Requirements:</p> <ol style="list-style-type: none"> 1. PhilSat Result (Philippine Law School Admission Test) or Certificate of Exemption, 2. Evaluation copy of Transcript of Records (original or certified true copy) 3. C1 – Certificate of Eligibility into the Law Course from the Evaluation Section of Registrar’s Office in Talamban Campus (<i>The C1 can be applied after taking the PhilSat or with Certificate of Exemption, Get a referral form from the USC School of Law and present to the Evaluation Section USC registrar’s Office for issuance of C1</i>) together with the transcript of records. 4. Honorable Dismissal or Certificate of Transfer Credential (for NON-USC Graduates) 5. Certificate of Good Moral Character (for NON-USC Graduates) 6. 2 copies of 2x2 picture colored with white back ground) 7. NSO Birth Certificate (Original Copy) <p>NOTE: Classes start on August 7, 2018</p>	<ol style="list-style-type: none"> 1. School of Law (4th flr. USC Law and Business School Building- Downtown Campus)– for checking of PhilSat result, Certificate of Exemption, and other admission credentials. 2. Go to the Admissions Office (USC Downtown Campus Lobby) – to fill-out the Student’s Personal Data Form and submission 2x2 picture colored with white background 3. Proceed to Office of Student Affairs Office- OSA (USC Downtown Campus Lobby) for submission of Certificate of Good Moral Character (for NON-USC Graduate only) 4. Registrar’s Office (USC Talamban Campus) – for issuance of C1 (Certificate of Eligibility into a Law Course) 5. Go back to the School of Law Dean’s Office (4th flr. USC Law and Business School Building- Downtown Campus) for submission of the C1 and to claim the registration form. 6. Proceed to the Registrar’s Satellite Office (USC Downtown Campus- OSA ID Room located in the Lobby of USC Main Building) for submission of admission credential and issuance of student manual 7. Pay the P3,000.00 down payment to the teller (USC Downtown or Talamban Campus) 8. Go back to the USC School of Law (4th flr. USC Law and Business School Building- Downtown Campus) for enrolment of courses, encoding and printing of Admissions Slip (study load). 9. Proceed to the Office of Student Affairs OSA ID Room (USC Downtown Campus Lobby) for capture of photo and signature for permanent school ID. Present your admission slip. 10. Proceed to the Guidance Office for interview (USC Downtown Campus Lobby). Bring student manual. 11. Proceed to School Clinic for physical and dental check-up. Bring student manual.