NEW STUDENTS AND TRANSFEEES

**Step 1. DEAN’S OFFICE**  
- Submit the necessary documents for evaluation.  
- Secure the approval to take the Entrance Exam.

**Step 2. ACCOUNTING OFFICE**  
- Pay the Entrance Exam Fee.

**Step 3. GUIDANCE OFFICE**  
- Submit the following:  
  - Approval to take the Entrance Exam  
  - Official Receipt from Accounting Office  
  - Photocopy of High School report card or College Transcript of Records  
- Take the Entrance Exam.

**Step 4. DEAN’S OFFICE**  
- Follow up the result of the Entrance Exam on the date specified by the Guidance Office.  
- If the result is favorable: (Note: Foreign student applicants should first see the University Registrar for evaluation of their credentials before going to the Dean’s Office to do the steps below.)  
  - Fill up the Admission Form.  
  - Get the subject assignment (for First Year Block Sections only).  
  - Fill up the Pre-enrollment Form.  
  - Secure an ID number and enter it in the Pre-enrollment Form.  
  - Secure all the credentials and the curriculum for submission to the Registrar’s Office.

**Step 5. REGISTRAR’S OFFICE**  
- Submit the credentials and the curriculum.

**Step 6. ACCOUNTING OFFICE**  
- Pay the PHP 12,000.00 enrollment fee.  
- Get the Official Receipt.

**Step 7. LIBRARY**  
- Fill up the Student Information File (SIF) Form.  
- Present the enrollment Official Receipt and the Pre-enrollment Form.

**Step 8. EDP OFFICE**  
- Submit the accomplished Pre-Enrollment Form.  
- Present the enrollment Official Receipt.  
- Fill up the Personal Information Sheet for CDU I.D.  
- Have your picture taken  
- Claim your CDU I.D.

**Step 9. DEAN’S OFFICE**  
- Get a printout of the study load.  
- Have your CDU I.D. Validated.

OLD AND RETURNING STUDENTS

**Step 1. REGISTRAR’S OFFICE** (Foreign students only)  
- Have your credentials evaluated.

**Step 2. DEAN’S OFFICE**  
- Present your CDU ID.  
- Obtain the previous semester’s grades.  
- Get the subject assignment.  
- Fill up the Pre-enrollment Form.

**Step 3. ACCOUNTING OFFICE**  
- Pay the PHP 12,000.00 enrollment fee.  
- Get the Official Receipt.

**Step 4. LIBRARY**  
- Fill up the Student Information File (SIF) Form.  
- Present the enrollment Official Receipt and the Pre-enrollment Form.

**Step 5. EDP OFFICE**  
- Submit the accomplished Pre-Enrollment Form.  
- Present the enrollment Official Receipt.

**Step 6. DEAN’S OFFICE**  
- Get a printout of the study load.  
- Have your CDU ID validated.

IMPORTANT: YOU SHALL BE CONSIDERED ENROLLED ONLY AFTER YOU COMPLETE THE ENROLLMENT PROCESS AND YOUR ID IS VALIDATED; OTHERWISE, A FINE OF PHP250.00 SHALL BE IMPOSED PER DAY BEYOND THE LAST DAY OF ENROLLMENT UNTIL YOU SHALL HAVE BEEN ENROLLED.

Follow strictly the following Assessment / Updating schedules.

**First Semester:**  
- July 1-31 (before Midterm Exams)  
- Sept 1-30 (before Final Exams)

**Second Semester:**  
- Dec 1-20 (before Midterm Exams)  
- Feb 1-28 (before Final Exams)  
- NO assessment, NO payment accepted.  
- We do not entertain assessment over the phone.  
- Full payment discount shall be applied up to two (2) weeks after classes start.

DR. ENRICO B. GRUET  
Vice-President for Academic Affairs

DR. POTENCIANO V. LARRAZABAL, JR.  
President and Chairman of the Board