

**INSTRUCTIONS FOR INCOMING FRESHMEN**  
SY 2018 – 2019

**ADMISSION REQUIREMENTS**

**BOX "1"**

1. Original copy of High School Card (Form 138), for Beginning Freshman **OR** Transfer Credentials/Honorable Dismissal, Transcript of Records/Certification of Grades, Certification of Good Moral Character from previous school, for Transferee
2. Original and Xerox copy of Birth Certificate, issued by the Philippine Statistics Agency (PSA)
3. Two pcs 2"x2" colored ID photo with name tag (white background). **Computer-generated and cropped photos will not be accepted**
4. Original copy of CLSU-CAT results
5. Filled-up Application for Enrollment (ACA.OAD.YYY.F.001)
6. Accomplished Student Directory Form (ACA.OAD.YYY.F.007)
7. Medical Certificate issued by CLSU Hospital (see Step 2)
8. Lodging Permit issued by Office of Student Affairs (OSA) (see Step 3)
9. Additional documents for recipients of Scholarship/Study Grant
  - a. **For Top 20 CLSU-CAT Qualifiers.** The notice/letter sent to you by OAd.
  - b. **For Children of CLSU Employee.** Affidavit of your parent (CLSU employee). Secure form from the Office of the University President).
  - c. **For other scholarship/financial grantees.** Certificate of scholarship/financial grant

**STEP 1. APPLY FOR ADMISSION to the curricular program you wish to pursue. Get BLOCK ASSIGNMENT.**

- A. If a **Beginning Freshman**, you will be asked to present your high school card (Form 138).
- B. If a **Transferee** (you have already enrolled in college/tertiary education in other school/university), you will be asked to present Transfer Credentials/Honorable Dismissal, Certification of Good Moral Character and Transcript of Records or Certification of Grades; **failures, if any, must not be more than 25% in all units taken during the last semester.** (NOTE: There are specific set of admission requirements for a particular curricular program/course, as presented on page 2. *If you cannot be admitted in your "priority course", you may wish to seek admission in other curricular program/course.*)

1.1 Report to the Office of Admissions (OAd) if you wish to apply in any of the following courses/programs:

BA Filipino*	BS Development Communication
BA Social Sciences	BS Fisheries
BS Agribusiness	BS Information Technology
BS Agriculture	BS Statistics

1.2 Report to the indicated Unit if you wish to apply in any of the following courses (You may be asked to submit a 2"x 2" photo when you apply. Please take note of the specific set of additional admission requirements for the course you are applying for):

<u>COURSE</u>	<u>UNIT</u>	<u>VENUE</u>
BA Literature*	Dept. of English & Humanities, College of Arts and Sciences	CAS Main
BS Biology	Dept. of Biological Sciences, College of Arts and Sciences	CAS Annex
BS Chemistry	Dept. of Chemistry, College of Arts and Sciences	CAS Annex
BS Environmental Science	Dept. of Environmental Science, College of Arts & Sciences	CAS Main
BS Mathematics	Dept. of Mathematics & Physics, College of Arts and Sciences	RSTC Bldg
BS Psychology	Dept. of Psychology, College of Arts and Sciences	CAS Main
BS Accountancy	College of Business Administration and Accountancy	CBAA Bldg
BS Business Administration	College of Business Administration and Accountancy	CBAA Bldg
BS Entrepreneurship	College of Business Administration and Accountancy	CBAA Bldg
BS Management Accounting*	College of Business Administration and Accountancy	CBAA Bldg
Bachelor of Early Childhood Educ.*	College of Education	CEd Bldg
Bachelor of Elementary Educ.	College of Education	CEd Bldg
Bachelor of Culture & Arts Educ.*	College of Education	CEd Bldg
Bachelor of Secondary Educ.	College of Education	CEd Bldg
Bachelor of Tech & Livelihood Educ.*	College of Education	CEd Bldg
Bachelor of Physical Educ.*	College of Education	CEd Bldg
BS Agrl & Biosystems Engineering	Dept. of Agricultural & Biosystems Engineering	CEn Bldg.
BS Civil Engineering	Dept. of Civil Engineering	CEn Bldg
BS Fashion & Textile Technology*	Dept. of Textile & Garment Technology	CHSI Main
BS Food Technology	Dept. of Food Technology, College of Home Science & Industry	CHSI Main
BS Hospitality Management*	Dept. of Hospitality Mngt., College of Home Science & Industry	CHSI Annex
BS Tourism Management*	Dept. of Hospitality Mngt., College of Home Science & Industry	CHSI Annex
Doctor of Veterinary Medicine	College of Veterinary Science & Medicine	CVSM Bldg

\*New curriculum

**STEP 2. UNDERGO A COMPLETE PHYSICAL-MEDICAL-DENTAL or HEALTH CHECK-UP at the CLSU Infirmary.** You are expected to report for this check-up on the date indicated in your letter (Box 1, No. 7).

Get the results. If you are issued a medical certificate reflecting your fitness to study in CLSU, you have satisfied another admission requirement.

**STEP 3. GET LODGING PERMIT at the Office of Student Affairs (OSA)**

You will be asked to present your Medical Certificate. If you will be accommodated in the University dormitory, you will pay the dormitory fee that ranges from ₱900.00 to ₱2,500.00 per semester.

**STEP 4. PROCESS YOUR ENROLLMENT**

- 4.1 Submit to OAd the required documents for admission (see Box 1).
- 4.2 You may visit [www.oad-clsu.com/registration](http://www.oad-clsu.com/registration) to print your official Registration Form (ACA.OAD.YYY.F.006). Web-based printing of Registration Form will be made available by first week of July. Schedule of your classes can be seen in your Registration Form.

## ADDITIONAL ADMISSION REQUIREMENTS

### **BA Literature / BS Biology / BS Fashion & Textile Technology / BS Mathematics Programs\***

- a. Must have a general academic average of 80% or 2.50.
- b. Must undergo a one-on-one personal interview and on-the-spot essay writing or pass the department entrance exam and interview

### **BS Agricultural & Biosystems Engineering / BS Chemistry / BS Environmental Programs\***

- a. Preferably should be on the STEM strand during high school. (For non-STEM or non-SHS graduates, must agree to take additional course(s) or undergo the bridging program that may be prescribed by the department.)
- b. Must pass the department interview.

### **BS Psychology Program\***

- a. Must have a CLSU-CAT score of at least 75%ile.
- b. Must have a general weighted average of 85% or better in high school.
- c. Must pass the department interview.

### **BS Business Administration / BS Accountancy / BS Management Accounting Programs\***

- a. Must have a grade point average of at least 85% in SHS in the ABM academic track. For non-ABM graduates, non-business course transferees, must take Certificate in Accounting or undergo bridging program as prescribed by the department. Transferees with a business course, must have a GPA of 2.25
- b. Must belong to the top 400 students whose priority course is BSBA/BSAc/BSMA based on CLSU CAT
- c. Must pass the qualifying examinations and college interview.

**Note:** For the 2018 CLSU CAT, the "top 400 students" (item b) have percentile ratings of 71 and above (ABM Strand). You may wish to check for vacant slots, if any, which will not be taken in by "CBAA qualifiers".

### **BS Entrepreneurship Program\***

- a. Must have a grade point average of at least 85% in SHS in the ABM academic track. For non-ABM graduates, non-business course transferees, must take Certificate in Accounting or undergo bridging program as prescribed by the department. Transferees with a business course, must have a GPA of 2.25
- b. Must belong to the top 150 students whose priority course is BS Entrep based on CLSU CAT
- c. Must pass the college interview.

### **Bachelor of Early Childhood Education / Bachelor of Elementary Education / Bachelor of Culture & Arts Education / Bachelor of Physical Education / Bachelor of Secondary Education / Bachelor of Technology & Livelihood Education Programs\***

- a. Must have an average grade of 85% in all of their basic subjects in Grade 11 & 12
- b. Must qualify in the college panel interview.

### **BS Hospitality Management / BS Tourism Management Programs\***

- a. Must have a CLSU-CAT score not lower than 60%ile
- b. Must have a GPA of 85%
- c. Must be on ABM Strand (non-ABM strand should enroll additional 15 units of Business Management subjects)
- d. Must have a HEPA-B vaccine
- e. Must pass the department interview

### **BS Food Technology Program\***

- a. Must have a CLSU-CAT score not lower than 60%ile
- b. Must have a GPA of at least 85% in Senior High School; With a grade of 85% or better in Chemistry, Biology, Physics, Mathematics, and English
- c. Preferably should be on the STEM Strand
- d. Must have a HEPA-B vaccine
- e. Must pass the department interview

### **Doctor of Veterinary Medicine Program\***

- a. Must belong to the top 500 qualifiers whose first priority course is DVM.
- b. Must have general weighted average of at least 85%
- c. Must qualify in the college panel interview.

***\*If you qualify, your Application for Enrollment (see item 5 of Admission Requirements) must be favorably endorsed to OAd by the concerned Unit. The College Dean/Department Chairperson/Registrar takes this action by affixing his/her signature on the appropriate space.***

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### **ADDITIONAL NOTES:**

1. Assignment of first year students to a block/section is made on a first come, first served basis.
2. Under the Advanced Credit Program of the University, qualified incoming first year students may earn credits for identified general education courses/subjects by passing an examination and paying the necessary school fees. Please inquire from the OAd, for details.
3. CLSU-CAT qualifiers who will not enroll this First Semester 2018-2019 must write a Letter of Deferment addressed to the Dean of Admissions of the University.
4. With the implementation of Republic Act 10931 effective AY 2018-2019, you will be enjoying free tuition and other school fees. However, uniform and other fees may be collected separately by the concerned college during enrollment.
5. August 6, 2018 - First day of classes