

Procedure No:	ACA-PROC-0003
Procedure Title:	College Admission Procedure
Related Policy:	Student Admission Policy (ACA-POL-0002)
Date of Issuance:	2008-2009
Effectivity:	2008-2009 to present
Page Number:	Two (2)
Office of Origin: (Procedure Expert)	Office of the School Registrar
"Supersedes" Notification:	
Procedure Description:	This procedure is designed to administer and control the admission of new students in the collegiate department. This procedure cuts-across different offices with their corresponding responsibility and accountability.
Areas of Responsibility:	<ul style="list-style-type: none"> • Registrar-- Office of the Registrar • Academic Office Staff – Office of the Dean • Psychometrician – Guidance and Counseling office • Cashier -- Finance and Resources
Procedure Details:	<p>Step 1: Fill-out Application Form The student applicant fill-out the application form. For online applicants, the online application form is available at http://www.letran.edu/forms/admission.php. For walk-in applicants, the student applicant secures the application form from the management staff of the Admissions office.</p> <p>Step 2: Submit Admission Requirements The student applicant submits the following admission requirements:</p> <ul style="list-style-type: none"> • Completed application form duly signed by parent or guardian. • Form 138 (Report Card) • Academic Average of at least 80% • No failing grade in any quarter • Conduct average of not lower than 80% • Copy of birth/baptismal certificate • Recommendation from the Principal • Not more than 13 years old • Certificate of good moral character • 2 pcs. 2x2 picture • 2 pcs 1x1 picture • Original and photocopy of their Alien Certificate of Registration (ACR)—for foreign student applicants. <p><u>Transferees:</u></p> <ul style="list-style-type: none"> • Completed application form duly signed by parent or guardian. • Transcript of records / True copy of grades • Credit of Subjects with a grade reference of 80% and above • Validation examination given to students for crediting of subjects (General Education) with grade below 80% taken from Ateneo, UST, La Salle and UP • Certificate of good moral character • Honorable dismissal (if officially admitted) • Satisfactory interview with the Dean • 2 pcs. 2x2 picture • 2 pcs 1x1 picture <p>If requirements are not complete, proceed to this step: Step 2.1: Fill-out and sign a promissory note and submit it to the management staff.</p> <p>Step 3: Checking of requirements The management staff checks the submitted admission requirements and application form. If no documentary problem, do step 4, otherwise do step 2.1. After checking the requirements, the management staff issues the entrance exam payment slip to the student applicant.</p> <p>Step 4: Payment of Entrance Examination Fee The student applicant proceeds to the cashier and pays the non-refundable entrance examination fee and secures the official receipt.</p> <p>Step 5: Schedule of Entrance Exam The student applicant proceeds back to the admissions office to present the entrance exam permit and official receipt for the schedule and venue of entrance exam. The date, time, and venue of the entrance exam is given to the student applicant and the management staff files</p>

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	<p>the student applicant's record submitted in Step 2.</p> <p>Step 6: Entrance Exam Test Proper The student applicant takes the entrance exam as scheduled in step 5. Procedure and Policy on entrance exam is applied here.</p> <p>Step 7: Issuance of Exam Result The student applicant claims the printed copy of the results at the Guidance Office after 3 working days. The Guidance office psychometrician discloses the result of the exam to the student applicant. If the student applicant passed the entrance exam, proceed to step 8, otherwise, the student applicant is informed that he is not admitted in the Colegio.—end of procedure.</p> <p>Step 8: Student Applicant Interview The student applicant for interview is scheduled by the Guidance and Counseling to the interviewer. After the interview, the student applicant is advised to go back to the Guidance and counseling office. The college shall forward the interview results to the Guidance and Counseling office.</p> <p>Step 9: Data encoding and Issuance of Student Number The Admissions office management staff encodes the data of the student application form into the student record management system. The management staff issues the student number (system generated) and reservation slip to the student applicant for payment of a non-refundable reservation fee at the financial affairs office. Also, the student is advised as to the schedule of his enrollment.</p> <p>Step 10: Payment of Reservation fee The student applicant pays the non-refundable reservation fee in exchange for an official receipt and returns for enrollment as scheduled in step 9.</p> <p>Step 11: Record Filing The management staff of the Admissions office forwards the student applicant records to the office of the Registrar for filing and record keeping.—end of procedure.</p>
Procedure Approval Authority:	Registrar
References:	<ul style="list-style-type: none"> • Student Handbook • School fees Policy (ACA-POL-0012) • Entrance Exam Procedure • Application Form • Entrance Exam Payment Slip • Reservation Slip
Definition:	Student applicant record – is a file that contains the admission requirements, student application form, and entrance exam result. This becomes the official student record kept at the Registrar's office.
Help Page:	Admissions Office Guidance and Counseling office Dean's Office (CBAA, CLAS, COED) Office of the Principal Office of the Registrar
Approved by	<p>_____</p> <p>Dr. Maria Victoria Rosas</p>

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