

## **POLICY AND IMPLEMENTING RULES/GUIDELINES ON ADMISSION OF FIRST YEAR STUDENTS**

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As recommended by the University Academic Council at its 328<sup>th</sup> regular meeting on 03 November 2022 and approved by the Board of Trustees, under Board Resolution No. 2022-11-71, dated 17 November 2022, the following UPDATED POLICY AND IMPLEMENTING RULES/GUIDELINES ON ADMISSIONS OF FIRST YEAR STUDENTS are hereby promulgated:

**SECTION 1. Purpose.** This circular is promulgated to update the policy and implementing rules/guidelines on the admission of first year students to the Basic Education, Technical-Vocational Education and Training (TVET), Higher Education, and Legal Education Programs.

**SECTION 2. General Policy.** Admission of First Year students to any program in the Basic Education, Technical-Vocational Education and Training (TVET), Higher Education, and Legal Education shall be selective and correlative with the retention policy of the University.

As a general rule, no applicant may be admitted to and registered in any program of the University unless the applicant satisfies all the qualifying factors and prescribed requirements/credentials enumerated in Section 4.

**SECTION 3. Definition of Terms.** As used in this Circular:

**3.1 First Year Students.** Students enrolling for the first time (i.e. without any previous enrollment) in one of the following levels:

**3.1.1** For Basic Education

- Kinder
- Grade 1
- Grade 7
- Grade 11

**3.1.2** For TVET, Legal Education, and Higher Education

- First Year

**3.2 Basic Education.** The program is from Kindergarten to Grade 12. This comprises one (1) year of Kindergarten, six (6) years of Elementary, four (4) years of Junior High School (JHS) and two (2) years of Senior High School (SHS).

**3.3 Technical-Vocational Education and Training (TVET).** The program that gears towards acquisition of occupation-specific knowledge and practical skills.

**3.4 Higher Education.** The program consists of Undergraduate and Graduate Education.

**3.4.1 Undergraduate Education.** The program that follows after the completion of basic education and leads to a baccalaureate degree.

**3.4.2 Graduate Education.** The program that follows after the completion of the appropriate baccalaureate degree program and leads to a Master's degree; and the program that follows after the completion of the appropriate Master's degree program and leads to a Doctoral degree. Graduate Education is offered under the University's Graduate School, except Graduate Education related to Dentistry which is offered under the University's Graduate Dentistry.

**3.5 Legal Education.** The program that follows after the completion of a baccalaureate degree program and that leads to a Juris Doctor (J.D) degree.

**SECTION 4. Qualifying Factors and Prescribed Requirements/Credentials.** The applicants may qualify for admission to any program in the University provided they satisfy the following:

**4.1** Pass the Qualifying Examination:

**4.1.1** For Basic Education

Level	Qualifying Examination
Kindergarten	Readiness Assessment for Pre-School (UE – RAP)
Grade 1	Elementary Entrance Test (UE – EET)
Grade 7	Junior High School Entrance Test (UE – JET)
Grade 11	Competency and Interest Assessment (UE – CAIA)

**4.1.2** For TVET, Legal Education, and Higher Education

Program			Qualifying Exam
TVET			As the concerned College/Unit may prescribe in accordance with the rules and policies of TESDA
Legal Education			UE College of Law Diagnostic (UE-CLAWD) and Interview
Higher Education	Undergraduate		UE College Entrance Test(UE-CET) and any additional examinations that the College may require
	Graduate	Graduate School	UE Graduate School Entrance Exam (UE-GSEE) and Interview
		Graduate Dentistry	UE Graduate Dentistry Qualifying Exam (UE-GDQE) and Aptitude Test

**4.2** Meet the prescribed requirements of the program;

**4.2.1** For Basic Education

Level	Requirements
Kindergarten	--
Grade 1	Completion of the Kindergarten Program
Grade 7	Completion of the Elementary Program
Grade 11	Completion of the Junior High School Program

**4.2.2** For TVET, Legal Education, and Higher Education

Program			Requirements
TVET			Completion of the Senior High School Program
Legal Education			Completion of the Baccalaureate Degree Program
Higher Education	Undergraduate		Completion of the Senior High School Program  Additional Requirements for programs that require Licensure Examinations: SHS General Weighted Average (GWA) of at least 80%
	Graduate	Graduate School	For Master’s Degree Program: Completion of the appropriate Baccalaureate Degree Program For Doctoral: Completion of the appropriate Master’s Degree Program
		Graduate Dentistry	Completion of the Doctor of Dental Medicine Degree (DMD) Program

### **4.3 and Submit the Prescribed Credentials.**

#### **4.3.1 For Filipino Students**

##### **4.3.1.1 For Basic Education (All Levels)**

- Original Copy of Form 138 with Learner Reference Number (LRN) or its equivalent
- Certificate of Good Moral Character (for Grade 7 and 11)
- PSA-issued Birth Certificate
- Report of the qualifying examination result
- Accomplished Application Form and other documents that the Principal may require

##### **4.3.1.2 For TVET**

- Original Copy of SHS Form 138 or its equivalent
- Certificate of Good Moral Character
- PSA-issued Birth Certificate
- Report of the qualifying examination result
- Accomplished Application Form and other documents that the Director/Dean may require

##### **4.3.1.3 For Undergraduate Program**

- Original Copy of SHS Form 138 or its equivalent
- Certificate of Good Moral Character
- PSA-issued Birth Certificate
- Report of the qualifying examination result
- Accomplished Application Form and other documents that the Dean may require

##### **4.3.1.4 For Legal Education Program (College of Law)**

- Original Copy of Transcript of Records of the Baccalaureate Degree
- Certificate of Transfer Credentials (Honorable Dismissal)
- Certificate of Good Moral Character
- PSA-issued Birth Certificate
- Report of the qualifying examination result
- Accomplished Application Form and other documents that the Dean may require

##### **4.3.1.5 For Graduate School/Graduate Dentistry**

- Original Copy of Transcript of Records of the applicable degree program completed
- Certificate of Transfer Credentials (Honorable Dismissal)
- Certificate of Good Moral Character
- PSA – Issued Birth Certificate
- Report of the qualifying examination result
- Accomplished Application Form and other documents that the Dean may require

## 4.3.2 For International Students

### 4.3.2.1 Resident international students

- The same requirements enumerated in Section 4.3.1 and
- Updated I-Card issued by the Bureau of Immigration

### 4.3.2.2 Non – Resident International Students

- Authenticated/Apostille copy of Transcript of Records
- Authenticated/Apostille copy of Diploma/Certificate of Graduation/Certificate of Completion
- Authenticated/Apostille copy of Affidavit of Support together with the Bank Account Certificate
- Authenticated copy of Birth Certificate
- Authenticated copy of Police Clearance
- Medical Health Certificate (from National Quarantine Office)
- Photocopy of Passport
- Certificate of Eligibility for Admission to the Doctor of Dental Medicine Program
- Certificate of English Language Proficiency
- Proof of payment of the prescribed non-refundable foreign student acceptance fee and foreign student processing fee

**SECTION 5.** *Special Proviso.* Under no circumstances shall an applicant who has not met the requirements prescribed in this Circular be considered for admission, except in meritorious cases, recommended by the head of the admitting academic unit and/or for the Director of Admissions, and approved by the Chancellor.

In the event that any of the prescribed entrance credentials is later on found to be spurious or the student has committed a grave act of misrepresentation, the student will be automatically dropped from the roll. The amount paid for tuition and other fees will not be refunded, and no units for the subjects/courses enrolled in and passed will be given credit, without prejudice to the filing of the corresponding administrative charges.

**SECTION 6.** *Repealing Clause.* This circular repeals and supersedes all other circulars and policies pertaining to the same subject and inconsistent herewith.

**SECTION 7.** *Effectivity.* This circular takes effect immediately upon its confirmation by the Board of Trustees.

For strict compliance and immediate dissemination by all concerned.