

PRE-ADMISSION REQUIREMENTS AND PROCEDURES

Applicant for Collegiate Programs

1. The applicant obtains an application form for Intake examination from Guidance Services Office and pays the Testing fee of P200.00
2. The applicant fills out and submits the forms together with the Official Receipt of the Testing Fee to the Guidance Staff.
3. The applicant takes the exam on the scheduled date.
Reminders:
 - a) Testing room is at 0-208 (adjacent to the Guidance Services Office)
 - b) Bring your valid identification card with your picture and signature.
 - c) Come 30 minutes before the time of the test.
 - d) The exam that will last for 3 hours. Be ready physically, emotionally, and mentally.
 - e) You will not be allowed to leave the room while the exam is on progress. Attend your personal necessities before going to the testing room. Bring something to eat or drink.
 - f) NO WALK-IN EXAMINEE SHALL BE ADMITTED
4. After the exam, the Guidance Staff will confirm the schedule of your Intake Interview.
5. The applicant reports for the intake interview and brings the following requirements:
 - a) one (1) copy of Medical Certificate (from SAC Clinic)
 - b) one (1) photocopy of the birth certificate issued by NSO
 - c) one (1) photocopy of the High School Report card or Transcript of Records for Transferee
 - d) one (1) photocopy of the Certificate of Good Moral Character or Honorable Dismissal for Transferee
 - e) one (1) copy of a handwritten personal essay in an intermediate paper about the answers to the following questions:
 - What are your reasons for choosing SAC as your school?
 - Why did you choose your course?
 - What difficulties or challenges do you expect in your course?
 - What personal qualities, skills, and talents do you have that can help you succeed in your chosen course?
 - f) one (1) colored 2"x 2" size ID pictures
 - g) one (1) photocopy of marriage certificate (for married applicants)
 - h) Duly accomplished Individual Inventory Record Form from the Guidance Services Office
6. After the interview, the applicant comes for ENROLMENT and brings the following documents to the Registrar's Office on enrolment day.
 - a) Student Registration Form signed by a Guidance Staff
 - b) one (1) original copy of the birth certificate issued by NSO
 - c) one (1) original copy of the High School Report card or Transcript of Records for Transferee
 - d) one (1) original copy of the Certificate of Good Moral Character or Honorable Dismissal for Transferee
 - e) one (1) photocopy of marriage certificate (for married applicants)

Name: _____
Family Name
First Name
Middle Name

Address: _____

Date of Test: _____ Date of Interview: _____

Amount Paid: _____ O.R. #: _____ Date: _____

Attended by: _____
GSO Staff

