

TITLE V. ADMISSION AND REGISTRATION OPERATION POLICIES AND PROCEDURES

SECTION 1. ADMISSION REQUIREMENTS

The Philippine Christian University welcomes all students who meet its academic standards and are willing to abide by the rules and regulations of the University. The University sets guidelines and policies to ensure that it accepts only those applicants who are potentially capable of gaining benefit from a Christian institution.

SECTION 2. GENERAL. The admission requirements stated in this document must be met within a period of one (1) month from the official first day of classes. Non-compliance with this rule may result in disenrollment. The students enrolled at PCU are classified as a) freshmen students, b) transfer students, c) regular and irregular students, d) degree holders, e) special students.

SECTION 3. ADMISSION OF INCOMING FRESHMEN

1.1. A freshman student who wants to enroll in college for a specific degree program for the first time must meet the following general qualifications:

- A high school graduate of a secondary school approved by the Department of Education, Culture and Sports.
- A recipient of a DECS issued high school equivalency diploma

1.2 All enrolling freshmen must submit the following requirements to the Registrar's Office:

- A Certificate of Good Moral Character (Principal)
- Form 138 (High School Card)
- For foreign students, an admission fee of US\$150 paid to the Accounting Office.
- Form 137 (Official High School Transcript) sent to PCU Registrar's Office upon request.

- College Entrance Test (CET) scores or results from the Guidance and Counseling Office.
- Four (4) copies of 2x2 ID picture.
- Proof of residency.

1.3. Graduates of PCU Union Science High School are exempted from taking the CET.

1.4. Admission of Transferees

A transfer applicant should pass the CET and submit all the requirements as specified by the Registrar's Office. The requirements for transferees are the following: a) certificate of transfer credential (honorable dismissal), b) certificate of good moral character, c) transcript of records, and d) Four (4) copies of 2x2 ID pictures.

1.5 Admission of Foreign Student

A foreign student must submit the following to qualify for admission:

- a) 9(f) student visa. Requirements for securing the visa are: (Photocopied in triplicate except #1)
 - 1) Five (5) copies of original personal history statement duly accomplished and signed by the applicant in English and in National alphabet, with a personal seal, if any, with original photos and original left and right hand thumbprints affixed thereat;
 - 2) Transcript of records/scholastic records (original and photo copy), duly authenticated by the Philippine Embassy or Consulate in the country of origin or residence.
 - 3) A notarized affidavit of support with a bank statement or any proof of adequate financial support to cover expenses for the student's

accommodation and subsistence, as well as school dues and other incidental expenses, duly authenticated by the Philippine Embassy or Consulate in the country of origin. Father's certification that he is responsible for his son/daughter's expenses while in the Philippines.

- 4) Photocopy of birth certificate and/or passport, pages where name, photo, birth date, birth place appear;
- 5) Certificate of good moral character from the principal of school or head of the institution last attended;
- 6) Original and photocopy of the notice of acceptance (NOA) from the school containing a clear impression of the school's official dry seal.
- 7) Alien Certificate of Registration (ACR) and Certificate of Residence for Temporary Student (CRTS) upon enrollment.

1.6 Cross-Enrollment

a) Admission of Cross-Enrollees

Cross-enrollees for academic subjects and/or any of the NSTP components (ROTC, LTC, CWTC) are required to bring their cross-enrollment permit from their home school duly signed by authorized personnel. Students coming from the SMIIC member schools, DLSU, DLSU-CSB, SSC, PNC, UP-Manila, TUP, LPU, AdU, SPU-Manila, EAC, and PWU must present to the PCU Registrar's Office the completed and approved SMIIC Cross-Enrollment Authorization Form from the Registrar's Office of their home school.

Students officially cross-enrolled are subject to the existing rules and regulations of the home school and the host school (Philippine Christian University).

b) Admission of Graduate Education Enrollees

For Master of Arts in Education (MAEd)

Applicants are required to submit original copy of the following: 1) study permit (for currently teaching applicants) or recommendation letter from the employer; 2) transcript of records with S.O. number; 3) four copies of 2x2 ID picture; and 4) completion of the required 18 units of education subjects (for non-education graduates).

For Master in Business Administration and Master in Management

Applicants must present original copy of the following: 1) original transcript of records with S.O., 2) certificate of employment or letter of recommendation from the immediate supervisor, 3) two copies of 2x2 ID pictures.

For Doctor in Education (Ed.D.)

Applicants must present original copy of the following: 1) original transcript of records (Master of Arts with thesis and S.O., 2) study permit or letter of recommendation from the employer, and 3) two 2x2 ID pictures.

For Ph.D. in Development Administration (Ph.D. DA), Ph.D. in Business Management (DBM) and Ph.D. in Educational Management (Ph.D. EM):

Applicants must present original copy of the following: 1) transcript of records (MBA/MM or any relevant

graduate degree, 2) letter of recommendation from the immediate supervisor, and 3) two copies of ID pictures.

For Doctor of Philosophy in Religion and Philosophy (Ph.D. Rel)

Applicants must present 1) completed application for the Ph.D. program, 2) transcript of records for the M. Div. (GPA of A-) and/or for the Master of Theology or M.A. in Religion (or equivalent) from a respected and accredited academic institution. Candidates whose highest academic degree is the M. Div. will be on probation during the first year, 3) three academic and two character recommendations, 4) essay on vocational goals of about 1000 words, 5) certification of English proficiency or TOEFL score of 550 or above. All course work will be submitted in English, 6) statement of financial support, 7) medical certification, 8) two ID pictures, 9) personal interview with the Ph.D. Admissions Committee, 10) proof of residency or official domicile.

For Doctor of Missiology (D. Miss)

Applicants must present 1) completed application form, 2) official transcript of records for the Master of Divinity or Master of Arts from accredited schools and undergraduate work. The GPA of both M. Div or MA and BA or BTh should be not lower than B+ (1.5), two letters of recommendation from the church and the president or dean of the university or seminary where the applicant studied, 4) three (3) character references, 5) certification of English proficiency or TOEFL score of 550 or above, 6) statement of financial support, 7) medical certification, with chest X-ray and psychological test results, 8) two ID pictures, 9) interview with the D. Miss. Admissions Committee.

For Higher Education Management Course Straight Ed.D. Program

Applicants must present 1) a completed application or admission form, 2) two (2) letters of recommendation, one of which should be from the applicant's present employer or superior, 3) official transcript of records, 4) permit to study (for government employees only), 5) evidence of aptitude for graduate studies.

1.7. Admission to the College of Law

The PCU College of Law is open to all applicants whose personal qualifications and credentials can yield high academic performance and who can profit from the intellectual, social and spiritual opportunities offered by the College. Requirements for admission are the following: 1) bachelor's degree in Arts and Sciences or any equivalent bachelor's degree as may be authorized by the Commission on Higher Education with 18 units in English, 18 units in Social Sciences and six units in Mathematics, 2) original copy of the applicant's transcript of records with S.O. number, and 3) two (2) copies of 2x2 ID pictures.

1.8. CROSS-BORDER STUDENT ADMISSION POLICY

1.8.1. In accordance with the Executive Order No. 188 on "Guidelines on the Entry and Stay of Foreign Students in the Philippines" and CHED Order No. 2, S. 1996, "Rules and Regulations to Implement Executive Order No. 188, the following regulations and procedures are adopted:

- a. The Registrar's Office receives the application of the prospective foreign student.
- b. Based on the evaluation of the transcript of records, personal history statement (PHS) and other institutional requirements, the University issues a notice of acceptance (NOA).

- c. The University endorses a copy of the NOA together with a PHS, authenticated transcript of records, and proof of financial support, and other institutional requirements of the Bureau of Immigration and Deportation, copy furnished Commission on Higher Education (CHED).
- d. Bureau of Immigration and Deportation (CID), Manila approves and notifies the Department of Foreign Affairs (Foreign Service Post) concerned on the issuance of student visa. The student visa application should be submitted at least six (6) months before the opening of the school year.
- e. Upon approval of the issuance of student visa, the BID, Manila informs the school concerned on the action taken, copy furnished CHED.
- f. Upon arrival of the foreign student, the University assists him/her in securing an alien certificate of registration (ACR) and a certificate of residence for temporary students (CRTS) from the BID, Manila.

1.8.2. Procedures in the Issuance of Student Visa of Foreign Students Admitted into the Philippines under any Visa other than a Student Visa

- a. A foreign student admitted into the Philippines under any visa other than a student visa contacts a school authorized to admit foreign students.
- b. The school gives the student a list of institutional requirements including submission of documents cited above, and once complied with, issues the notice of acceptance (NOA).

- c. The school through its designated liaison officer submits the NOA to the Bureau of Immigration and Deportation (BID) together with other documents with the request that the student's admission status be converted to that of a student visa and that he be granted an ACR and CRTS.
- d. The Bureau of Immigration and Deportation upon finding the requirements complete and in order, converts the student's admission category to that of a student visa and issues an ACR and CRTS after payment of the prescribed fees.

1.8.3. Requirements for a 9(f) Student Visa (Photocopied in Triplicate, Except #1)

- a. Five (5) copies of original Personal History Statement, duly accomplished and signed by the applicant in English and in national alphabet, accompanied by personal seal, if any, with original photos and original left and right hand thumbprints affixed thereat.
- b. Transcript of Records/Scholastic Records (original and xerox copy), duly authenticated by the Philippine Embassy or Consulate in the country of origin or residence.
- c. A notarized Affidavit of Support accompanied by a Bank Statement or any other proof of adequate financial support to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses, duly authenticated by the Philippine Embassy or Consulate in country of origin.
- d. Birth Certificate and/or Passport pages where name, photo, birthdate, birthplace appear, duly authenticated by the Philippine Embassy or Consulate in the country of origin.

- e. Certificate of Good Moral Character from the Head of the Institution last attended.
 - f. Original and photocopy of the Notice of Acceptance (NOA) from school containing a clear impression of the school's official dry seal.
- 1.8.4. Documentary Requirements for Change/Conversion on Admission Status to that of a Student
- a. Original copy of the Notice of Acceptance containing a clear impression of the school's official dry seal.
 - b. Proof of adequate financial support to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses.
 - c. Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student's country of origin or residence.
 - d. Police Clearance Certificate issued by the National Police Authorities in the student's country of origin or residence duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place for students residing in the Philippines for less than one (1) month. However, for student residing in the Philippines for more than one (1) month at the time he applies for the said change/conversion of his admission status to that of a student, he shall be required to submit a National Bureau of Investigation (NBI) clearance in addition to the aforesaid Police Clearance in the student's country of origin or residence.
 - e. AIDS Test Clearance issued by any of the following hospitals:
 - i. Makati Medical Center
 - ii. St. Luke's Hospital
 - iii. Manila Doctor's Hospital
 - iv. Medical Center Manila
 - v. Medical City General Hospital
 - vi. Cardinal Santos Medical Center
 - vii. Philippine General Hospital
 - viii. Jose Reyes General Hospital
 - ix. Or any other general hospital accredited by the Department of Health to conduct AIDS test.
 - f. Quarantine Medical Examination by the National Quarantine Office.
 - g. Copy of the student's personal history statement signed by the student with a 2x2-inch photograph recently taken.
 - h. Xerox copy of the photo, date and stamp of the latest arrival pages of the passport of the student. The passport itself shall be presented to the Registrar's Office for verification.
- 1.8.5. English for Foreign Students (EFS)
- The EFS is a three (3) level (60-hour each) program of basic, intermediate, and advanced lessons on language proficiency needed for various day to day communicative situations of foreign students who come to the Philippines and desire admission to Philippine universities. As a preparation for their college studies here, the Commission on Higher Education (CHED) requires them to take language proficiency course in English. Level 1 is a 60-hour conversational English program. Level 2 is a 60-hour program designed to enhance the listening, speaking, reading, and writing proficiency of students. Level 3 is a 60-hour course on English proficiency with focus on the development of speaking skills in group communication settings and creative writing skills.
- 1.8.5.1. Admission Requirements

- a. Foreign students pursuing and EFS certificate are admitted to the program upon presentation of official receipt of payment, including the US\$ 150.00 foreign student admission fee, from the Accounting Office.
- b. A minimum of 4 and a maximum of 12 students will warrant the offering of a program.
- c. Late comers to the program will be admitted to the ongoing program but will have to attend the missed sessions in the next program before they are issued their certificates.
- d. Students have to pass the quizzes and final oral and written exams to qualify for the certificates.
- e. A minimum of 52.5 hours (7 weeks) is also required if a student is to earn his certificate.
- f. Level 1 students are required to have 20-hour classroom exposure and interact communicatively with Filipino students.

SECTION 4. Students must enroll first in a prerequisite subject to be granted credit for an advanced subject that requires basic foundational components. Subjects taken and passed without the necessary prerequisite will not be given credit and will not be recorded in the transcript of records, but these have to be retaken.