

USTP CDO ADMISSION AND TESTING PROCEDURE

(Graduate Level: Certificate of Teaching, Masters and PhD)

1 CREATE A NEW E-MAIL ADDRESS FOLLOWING THIS FORMAT: **LASTNAME.FIRSTNAME@GMAIL.COM**

For those who have multiple first names, use only either one or two of it (e.g. *Rizal.JuanMiguel@gmail.com*). Take note of your new e-mail address, its username, and password as this will be used as our primary means of communication to you for instructions and updates.

2 PREPARE THE FOLLOWING DOCUMENTARY REQUIREMENTS:

- Scanned copy of all pages saved in PDF format of **Transcript of Records or TOR** (*for Certificate of Teaching and Graduate Level*)
- Scanned copy or photo of previous **Employment or Government ID** (*for Certificate of Teaching and Graduate Level*)
- **2x2 photo** in white background
- **Birth Certificate** (*preferably PSA*)

3 COMPLETELY FILL-OUT THE ONLINE APPLICATION FORM AT **PRISMS.USTP.EDU.PH/PADMISSION**

1. Choose **examination type**: **onsite** (*in-campus for residents in the City*) or **homebased** (*exam from home for Master and PhD student applicants residing outside CDO City*)
2. Choose the desired **academic year and term** (*1st Semester, 2nd Semester, and Mid-year Term*)
3. Choose the appropriate **application type**:
 - **Freshman**- a student applicant who is incoming 1st year level of either college or graduate level academic program
 - **Transferee**- a student applicant who wishes to transfer from other schools and enroll in USTP
 - **Cross-Enrollee**- a student applicant from another university who wishes to cross-enroll in USTP
 - **Returnee**- a student applicant who withdrew from the program or was granted a Leave of Absences (LOA) or who went on Absence Without Leave (AWOL) for one semester or more and wishes to re-enroll in the university
 - **2nd Courser**- a student applicant who is a 4-year degree holder and who wishes to enroll in a 4-year academic program in USTP
 - **Earning Units**- a student applicant who wishes to enroll in Certificate of Teaching (COT)
4. Choose the appropriate **department**:
 - Post Baccalaureate (*for Certificate of Teaching*)
 - Masters
 - PhD
5. Attach all documentary requirements

4 SUBMITTED DOCUMENTARY REQUIREMENTS WILL BE EVALUATED BY THE ADMISSION OFFICER WHILE TOR WILL BE EVALUATED BY THE ACADEMIC PROGRAM CHAIR.

5 IF INCOMPLETE AND INACCURATE DOCUMENTS ARE SUBMITTED, E-MAIL OF FOLLOW-UP WILL BE SENT WHILE E-MAIL OF ACCEPTED APPLICATION WITH EXAM PERMIT, TESTING SCHEDULE AND TEST INSTRUCTIONS WILL BE SENT TO YOUR NEW E-MAIL ADDRESS IF APPLICATION IS DEEMED IN ORDER.

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6 ACCEPTED ONSITE TEST TAKER:

1. Get **Evaluation Slip** from the Admission and Scholarship Office (Ground Flr, Room 1, ITB Building)
2. Pay **testing fee** of **Php 500** (*for Master and PhD*) and **Php 450** (*for Certificate of Teaching*) at the Cashier
3. Present your official receipt of payment to the Admission and Scholarship Office to claim your **Permit to Take the Entrance Examination** with signature and fill out our logbook

7 ACCEPTED HOMEBASED TEST TAKER:

1. Download **Exam Permit** embedded in the e-mail of accepted application
2. For Master and PhD student applicants, payment of testing fee of **Php 500** will be charged upon further notice

8 TAKE THE ADMISSION TEST AS SCHEDULED

9 WAIT UNTIL TEST RESULTS WILL BE RELEASED