

ADMISSION REQUIREMENTS

For New Student

- High School Record Card (Form 138) and High School Permanent Record (Form 137)
- Certificate of Good Moral Character
- Birth Certificate From PSA (Original & Photocopy)
- 2pcs. 2x2 and 2pcs. 1x1 ID Picture with Nametag
- TAU Aptitude Test from OSSD

For Transferee

- Honorable Dismissal or Transfer Credential
- Transcript of Records (TOR)
- Certificate of Good Moral Character
- Birth Certificate From PSA (Original & Photocopy)
- 2pcs. 2x2 and 2pcs. 1x1 ID Picture with Nametag
- TAU Aptitude Test from OSSD

Additional Requirements

For Foreign Student

- Personal History Data
- Student Visa/ Student Permit
- Alien Certificate of Registration
- Proof of Citizenship

Admission Procedure (Application) (New and Transferee)

Step	Venue	What to do
1 (Evaluation and Application)	Office of Admission and Registration Services (Administration Building)	Evaluation of Credentials Get Application Form
2 (Payment)	Cashier's Office (Administration Building)	Pay Testing Fee (₱200.00)
3 (Examination)	Office of the Student Services and Development (2 nd Floor of Gilberto Teodoro Multipurpose Center Gym)	Get Testing Schedule and Result
4 (Medical Exam)	Medical and Dental Clinic (Medical and Dental Building)	Medical Exam
5 (Interview)	College Concerned	

Registration Procedure (Enrollment) (New and Transferee and Old Student)

Step	Venue	What to do
1 (Pre-Enrollment and Advising) / (Validation of Subjects for Transferees)	College Concerned	Present your Application Form (New and Transferees) Present Report of Grades (Old Student) Payment of College Fees Get Pre-Enrollment Form Student Advising
2 (Submission of Requirements)	Office of Admission and Registration Services (Administration Building)	Submission of Enrollment Papers (New and Transferees)
3 (Enlistment)	College Concerned	Subject Encoding
4 (Validation)	Accounting Office (Administration Building)	
5 (Registration)	Office of Admission and Registration Services (Administration Building)	Printing of Certificate of Registration (COR)
6 (ID Picture Taking)	Office of Admission and Registration Services (Administration Building)	Picture taking for School ID
7 (Student Handbook)	Office of the Student Services and Development (2 nd Floor of Gilberto Teodoro Multipurpose Center Gym)	Get TAU Student Handbook (New and Transferee)

Evaluated by:

Signature of the Director of
Admission & Registration Services

Remarks: _____

Date: _____

Physical & Medical Exam:

Signature of the University Physician

Remarks: _____

Date: _____

College Evaluation:

Signature of the College Adviser

Remarks: _____

Date: _____

Encoded by:

OARS Staff

Remarks: _____

Date: _____