

**ENROLLMENT PROCEDURE FOR COLLEGE STUDENTS**  
*FIRST TERM 2018-2019*

**PRELIMINARIES**

The following requirements should be accomplished by the concerned students before the scheduled enrollment date:

<b>Requirements</b>	<b>Concerned students</b>	<b>Remarks</b>
Checking of courses via the <b>MyUSTe</b> portal	All students	<i>Check under <b>My Schedule module</b> if courses to be taken for first term are completely advised. If courses are incomplete, report to your Program Chair</i>
Scholarship requirements to be submitted to the Office of Student Affairs (OSA)	Scholarship Recipients	<i><b>Present the following applicable requirements to the Office for Student Affairs (OSA):</b> certified temporary transcript of records / report card, student's copy of scholarship encoding form, gratitude letter to Fr. Rector through the SHS Regent/College Regent</i>
Duly accomplished application forms	Qualified children of faculty, employee, and University officials	<i>Procure the <b>Educational Benefit Form</b> from the Accounting Office. The accomplished form will be presented to the Accounting Staff in the assessment and payment phase of the enrollment process.</i>

**ON-SITE Enrollment Procedure.** The general phases of the on-site enrollment procedure include:

1. **Logging-on to MyUSTe Portal** – *Check under My Schedule module if courses to be taken for first term are completely advised. If not, students must report to the Dean's Office for advising.*
2. **Reporting to respective colleges and observance of preliminary instructions.** *If this is not applicable to a certain college, then the College must instruct the students to then proceed to **Enrollment Venue** (Seminary Gym)*
3. **Printing of Registration Form (Form 1)** – *The students must present ID to the Accountant's representative for assessment of fees and printing of Form 1 (computer generated form).*  
*Note: If enrollee decides not to pay yet after the assessment, enrollee is required to return the printed Form 1 to the Accountant's representatives. Such form is not considered proof of registration.*
4. **Paying of Fees** – *The students must sign the registration form and proceed to payment counters. Bank tellers are available to receive payment. Visa, Mastercard and BPI-Express Payment System Credit card payments are also accepted. (Note: Students must have copies of their official receipt and Form 1 before leaving the enrollment site.)*
5. **Applying for ID.** This is done after the enrollment when enrollee has completed Step 4. Registration form is needed for the application.
6. **Placing of orders for uniforms/books** - *Students shall proceed to the designated rooms for fitting of uniforms and/or payment of books. (Note: Payment for PE uniforms is already included in the assessment of school fees.)*

**REMINDERS concerning payment:**

**A - For check payments:**

1. Check with exact amount should be made payable to University of Santo Tomas. (Note: only one check is allowed per student).
2. The following checks are **not accepted**:
  - second-endorsement checks
  - checks without MICR Code
  - post-dated checks
  - stale checks
3. Returned checks - Students whose checks are returned by the bank shall be required to pay in cash in their future transactions with the University. A **penalty of P1,500.00** shall be imposed by the University, in addition to the penalties to be charged by the bank.

**B - Succeeding payments can be done through the following:**

1. BPI - over-the-counter, Internet/Phone/ATM banking
2. Metrobank - over-the-counter, Internet/Mobile banking
3. BPI Family – Internet/Phone/ATM banking

\*The depositor is required to enroll UST as a merchant with the student number as the reference number. This facility will also apply to online-enrollment/other payments in the future.

**ON-LINE Enrollment Procedure.** The general phases of the on-line enrollment procedure include:

**1. Logging-on to the My USTe portal**

- a. Log on to the MyUSTe portal, click on the enrollment module and check if you are already advised by the Program Chair. If already advised with the courses to be taken up for the second term, the student must click on the conforme for PPS1027 undertaking for students in the higher years, and commitment to peace and order in the campus for students in the higher years, and then click submit.

I have read and fully understood the provisions contained in the following enrollment documents, and I promise to abide by the requirements of the policies set forth by the University of Santo Tomas

**UNDERTAKING FOR STUDENTS IN THE HIGHER YEARS  
(COMMITMENT TO R.A. 9165 AND THE UST DRUG-FREE CAMPUS POLICIES)**

I hereby undertake to submit myself to random drug testing conformably with the Drug-Free Campus Policies of the University which were enacted pursuant to the provisions of R.A. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, and commit myself to observe the same while I remain as such student of the University.

**COMMITMENT TO PEACE AND ORDER IN THE CAMPUS  
FOR STUDENTS IN THE HIGHER YEARS**

I hereby declare:

- b. Click Next Step Assessment
- c. Select a bank. Please read instructions on payment information. Follow the instructions that appear after completing the process:

Enrollment is completed upon payment.  
Two (2) banking days after payment, you will receive an email confirming that you are officially enrolled. If no email is received, verify with the UST Cashier's Office at 731-4322 or 406-1611 Local 8217

**2. Retrieving of the Registration Form** from the Dean's Office on the first day of classes.

**IMPORTANT: Students are advised to strictly observe the aforementioned phases for on-line enrollment to avoid inconvenience.** Any procedure outside of the aforementioned phases is considered unofficial. Hence, the student's name will not appear in the official list of students.

**Other Reminders for on-line enrollment:**

- 1. Only regular students who are "advised" by the Program Chair may enroll on-line via the MyUSTe portal.
- 2. Students are encouraged to have only one (1) online payment. If online payment is done more than once, student is advised to do it on the same banking day.

**OVER-THE-COUNTER / BANK PAYMENT Enrollment Procedure.** The general phases of the over-the-counter/bank payment enrollment procedure include:

**1. Logging-on to the My USTe portal**

- a. Log on to the MyUSTe portal, click on the enrollment module and check if you are already advised by the Program Chair. If already advised with the learning areas to be taken up for the second term, student must click on the conforme for PPS1027 undertaking for students in the higher years, and commitment to peace and order in the campus for students in the higher years, and then click submit.

I have read and fully understood the provisions contained in the following enrollment documents, and I promise to abide by the requirements of the policies set forth by the University of Santo Tomas

**UNDERTAKING FOR STUDENTS IN THE HIGHER YEARS  
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**COMMITMENT TO PEACE AND ORDER IN THE CAMPUS  
FOR STUDENTS IN THE HIGHER YEARS**

I hereby declare:

- b. Click Next Step Assessment
- c. Proceed to Metrobank or BPI for payment. Please bring your ID for reference.
- d. Keep deposit slip for claiming of the registration form.

**2. Retrieving of the Registration Form** from the Dean's Office on the first day of classes.

**IMPORTANT: Students are advised to strictly observe the aforementioned phases for on-line enrollment to avoid inconvenience.** Any procedure outside of the aforementioned phases is considered unofficial. Hence, student's name will not appear in the official list of students.

**Other Reminders for over-the-counter enrollment:**

1. Only regular students who are "advised" by the Program Chair may enroll on-line via the MyUSTe portal.
2. If online payment is done more than once, student is advised to do it on the same banking students are Students are encouraged to have only one (1) online payment. If online payment is done more than once, student is advised to do it on the same banking day.

**Thank you.**

**OFFICE OF THE REGISTRAR**

**ON-SITE ENROLLMENT PHASES  
FIRST TERM, AY 2018-2019**

<b>PHASES</b>	<b>ACTIVITIES</b>	<b>VENUE</b>
<i>1</i>	<i>Assessment of Fees and Printing of Registration Form (Form 1)</i>	<i>Enrolment Venue (Seminary Gym)</i>
<i>2</i>	<i>Payment of Fees</i>	
<i>3</i>	<i>Application of ID</i>	<i>To be announced</i>
<i>4</i>	<i>Placement of order for and distribution of school uniform</i>	<i>Respective colleges</i>

**ON-LINE ENROLLMENT PHASES  
FIRST TERM, AY 2018-2019**

<b>PHASES</b>	<b>ACTIVITIES</b>	<b>VENUE</b>
<i>1</i>	<i>Logging-on to MyUSTe portal</i>	<i>NA</i>
<i>2</i>	<i>Payment of fees as per instructions reflected on the MyUSTe portal</i>	<i>NA</i>
<i>3</i>	<i>Application of ID</i>	<i>To be announced</i>
<i>4</i>	<i>Retrieving of the Registration Form from the Dean's Office on the first day of classes</i>	<i>Respective colleges</i>

**OVER-THE-COUNTER / BANK PAYMENT ENROLLMENT PHASES  
FIRST TERM, AY 2018-2019**

<b>PHASES</b>	<b>ACTIVITIES</b>	<b>VENUE</b>
<i>1</i>	<i>Logging-on to MyUSTe portal</i>	<i>NA</i>
<i>2</i>	<i>Payment of fees</i>	<i>Metrobank or BPI</i>
<i>3</i>	<i>Application of ID</i>	<i>To be announced</i>
<i>4</i>	<i>Retrieving of the Registration Form from the Dean's Office on the first day of classes</i>	<i>Respective colleges</i>