

ATTENTION: FRESHMEN APPLICANTS

CONFIRMATION OF ENROLMENT INSTRUCTIONS
Academic Year 2020-2021

1. Print the Confirmation of Enrolment Form before proceeding to UST, Albertus Magnus bldg. on the scheduled date (March 19,20 and 23, 2020).
2. Successful applicants should proceed on **March 19,20 and 23, 2020** to the following rooms/venues of the Albertus Magnus bldg. where they will be given leaflet containing information about enrolment on April 24, 2020.

Fenced area (Holding area from 8 am to 12 nn and 1 pm to 5 pm)
MFR2A and MFR2B (submission of requirements)

3. Applicants will proceed to either MFR2A or MFR2B to see the TM Chair and HM Chair whom they will submit the requirements.
4. Applicants will give to the Chair the **Confirmation of Enrolment Form** as well as the following requirements:
 - a. Original senior high school card - Form 138 (with note on "Eligible for College Admission")
 - b. 2 original copies of certificate of good moral character
 - c. 1 pc of 2X2 picture
 - d. photocopy of enrolment form

Note: In case the report card is not yet available (incomplete grades), applicants will submit **TWO (2) CONDITIONAL ADMISSION CONTRACT** in which the date of the submission of the report card (Form 138) of the applicant to the Dean's Office will be indicated.

5. The respective chair will give back the Confirmation of Enrolment Form to the applicant in which the schedule of enrolment will be indicated. A copy of the Proxy Enrolment Form can be secured from the Chair.
6. Three (3) days after submitting all the required documents, please login at <http://pds.ust.edu.ph> to accomplish the **Personal Data Sheet (PDS) online** and print the Acknowledgment Slip.
7. Proceed to the ground floor of Buenaventura Garcia Paredes, O.P. (BGPOP) Building for enrolment on the schedule indicated in the Confirmation of Enrolment form. The **Acknowledgement Slip** is a requirement for enrolment.

8. On the day of Enrolment, freshmen may have their **college uniform measurement** at MFR 2A&B of Albertus Magnus Building. Please be ready with the down payment.