



University of Southeastern Philippines
Office of the Dean of Advanced Studies

Pre-Enrollment Procedure for NEW Graduate Students

Important:

The Colleges need to review the qualifications of the student applicants before enrolling in any graduate programs in the University. This requires submission of essential documents. Some of these can be downloaded from <http://www.usep.edu.ph/forms>. Applicants must ensure that the forms are legibly filled-in or by electronic means and necessary signatures are affixed.

STEP	NOTICE TO STUDENT/PROCEDURE
1	<p>Prepare the following essential requirements:</p> <ul style="list-style-type: none"> ✓ Accomplished Student Information Sheet (SIS) <i>(Downloadable at http://www.usep.edu.ph/?p=3754)</i> ✓ Transcript of Records (TOR) <p>If you are a foreign student, download and review the Admission Procedures for Foreign Students issued by the International Affairs Division (IAD) <i>Please download the document through this link http://www.usep.edu.ph/?p=3748. If IAD is able to verify your documents, these are forwarded to the college of the program you chose.</i></p>
2	<p>Choose the specific program that you want to enroll in.</p> <p><i>Description of the program and specializations (if there are any), and contact details of the program head (PH) are available in the poster.</i></p>
3	<p>Send the SIS and TOR as an email attachment to the PH indicated on the program page. Please indicate the following information in the email Subject: PROGRAM_FULL NAME_SIS/TOR (e.g. MBA_JOSE RIZAL_SIS/TOR).</p> <p>Allow 1-2 working days for the college to review your documents and for the PH to send you the evaluation results through email.</p>
4	<p>If you qualify for the program, prepare and email the rest of these essential requirements to the Program Head:</p> <ul style="list-style-type: none"> ✓ Honorable Dismissal (HD) ✓ Signed Data Privacy and Non-Disclosure Agreement (DPNDA) Form <p><i>(Downloadable at http://www.usep.edu.ph/?p=3754)</i></p>

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Address: University of Southeastern Philippines
 Iñigo St., Bo. Obrero, Davao City
 Philippines 8000

Telephone: (082) 227-8192 local 310
 Website: www.usep.edu.ph
 E-mail: oas@usep.edu.ph



	<ul style="list-style-type: none"> ✓ Signed Personal Health Declaration Form (Downloadable at http://www.usep.edu.ph?p=3754) ✓ Signed Promissory Note Form (to accomplish this form, please tick off/write the documents listed on Step 5) (Downloadable at http://www.usep.edu.ph?p=3754)
5	<p>If documents submitted are in order, your respective college will email you the Notice of Admission to the Program (NOAP), USEP Student ID and Portal credentials within 3-5 days. These credentials will give you access to the online enrollment system of the University via http://portal.usep.edu.ph. Please visit the USEP official Facebook page and website for additional instruction on the enrollment process.</p> <p><i>If you are a foreign student who qualifies for the program, you are to be recommended for admission.</i></p> <p><i>If you do not qualify for the program, you are given the notice with the reason for not qualifying.</i></p>

	Other Requirements for those qualified GS Students to be submitted within the first semester of AY. 2020-2021.
6	<p>Prepare and submit original copies of the following documents:</p> <ul style="list-style-type: none"> ✓ Honorable Dismissal (HD)/Transfer Credential ✓ Transcript of Records (TOR) copy for USEP ✓ Medical Certificate ✓ Student Information Sheet ✓ Notice of Admission ✓ Mailing stamps worth P50.00 (from Philippine Postal Office) ✓ ID Picture – 2 pcs. 2x2 (colored & formal; white background) ✓ 2 pcs. brown envelop (long) ✓ Signed Data Privacy and Non-Disclosure Agreement (DPNDA) Form ✓ Signed Personal Health Declaration Form ✓ Signed Promissory Note Form ✓ PSA authenticated Birth Certificate ✓ PSA authenticated Marriage Certificate (for female students) <p>Original copies of the other requirements listed above shall be submitted to the University/Campus registrar through courier/personal delivery within the first semester of the AY 2021-2022:</p> <p>For Obrero Campus:</p> <p>UNIVERSITY REGISTRAR UNIVERSITY OF SOUTHEASTERN PHILIPPINES</p>

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	<p>Obrero, Davao City</p> <p>For Mintal Campus:</p> <p>CAMPUS REGISTRAR UNIVERSITY OF SOUTHEASTERN PHILIPPINES Mintal, Davao City</p> <p>For Tagum-Mabini Campus:</p> <p>CAMPUS REGISTRAR UNIVERSITY OF SOUTHEASTERN PHILIPPINES Apokon, Tagum City</p>
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