

Admission Requirements for College

1. () FOR HIGH SCHOOL GRADUATE/NEW STUDENT

()	Form 138-A (High School Card)
()	High School Diploma-photocopy
()	School Permanent Record (Form 137-A) – once the Form 138 has been submitted the school initially requests for this document however if there are discrepancies and if it is still not mailed to the school the student shall be given the authority to handcarry after which submit to the Office of the College Registrar
()	School Form (SF9) or Learner’s Progress Report Card – for Senior High School Graduates
()	Birth Certificate (PSA)-clear colored photocopy
()	Good Moral Certificate-original
()	Physical Exam result (X-ray)
()	Marriage Certificate (PSA)-clear colored photocopy, if married
()	One (1) 1 x1 ID Picture – latest colored
()	One (1) 2x2 ID Picture – latest colored
()	One (1) Expanded Long Brown Envelope (Thick)
()	Student Info Sheet or Online Student Info Sheet (tiny.cc/l1wemz)
()	Interview Form
()	Admission Slip
()	Class Schedule
2. () <u>FOR TRANSFEREES</u>	
()	Honorable Dismissal
()	TOR for Evaluation with school sealed and signed by authorized representative
()	TOR granted for Holy Child College of Davao once the HD has been submitted the school initially requests for this document however if there are discrepancies and if it is still not mailed to the school the student shall be given the authority to handcarry after which submit to the Office of the College Registrar

()	Birth Certificate (PSA)-clear colored photocopy
()	Good Moral Certificate-original
()	Physical Exam result (X-ray)
()	Marriage Certificate (PSA)-clear colored photocopy, If married
()	One (1) 1 x1 ID Picture – latest colored
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()	Student Info Sheet
()	Interview Form
()	Admission Slip
()	Class Schedule
3. () FOR CONTINUING STUDENTS	
()	Clearance of last semester enrolled
()	Evaluated Prospectus
()	Grades of current and previous semester
()	School ID
()	Admission Slip
()	Class Schedule
4. () FOR RETURNEES	
()	Letter of Request for Re-Admission duly signed by Program Heads and Registrar
()	Clearance of last semester enrolled
()	Evaluated Prospectus
()	Grades of current and previous semester
()	School ID
()	Admission Slip
()	Class Schedule
5. () FOR SHIFTEES	
()	Letter to Shift duly signed by Program Heads and Registrar
()	Clearance of last semester enrolled

()	Evaluated Prospectus
()	Grades of current and previous semester
()	School ID
()	Admission Slip
()	Class Schedule

6. FOREIGN STUDENTS

6.1. Prerequisite for Enrollment

A prospective foreign student-applicant for the college level should be a high school/secondary school graduate or its equivalent.

6.2. General Admission Requirements

The student applicant must:

- A. Pass the entrance examination
- B. Pass the interview of the Program Chair
- C. Submit a Certification of Good Health issued by the school physician (with laboratory results).

D. Documentary Requirements for Student Visa

1. Original copy of the school's Notice of Acceptance (NOA)
2. Original copy of the student's Personal History Statement (PHS)
3. Proof of adequate support to cover expenses incidental to his/her studies
4. Scholastic record authenticated by the Philippine Foreign Service Post
5. Police clearance Certificate issued by the National Police Authorities in the student's country of origin including
6. Medical Health Certificate issued by an authorized medical practitioner in the student's county of origin including standardized chest X-ray.
7. Photocopy of passport pages where name, photo, birth date and birth place appear
8. Eight (8) copies of recently taken "2x2" latest colored photos

Since AY 2007-2008, the Bureau of Immigration has allowed the processing of Student Visa by the foreign student himself or the agency of his choice.

E. If qualified, he/she must submit the following:

1. Form 138 (for High School Graduates)
2. Honorable Dismissal / Transcript of Records (for Transferees)
3. Birth Certificate
4. Three (3) copies of recently taken 2x2 latest colored pictures
5. One (1) Certificate of Good Moral Character from the Principal or Guidance Counselor;
6. Application for Admission
7. Student Visa (9f)
8. Alien Certificate of Registration (ACR) from the Bureau of Immigration issued in Davao City (issued upon presentation of Student Visa)
9. Photocopy of passport pages where name, photo, birth date and entry stamp-marked from the Bureau of Immigration appear

Note:

As per policy, transfer students will be evaluated according to the curriculum currently used by the chosen program. Hence, all subjects in the said curriculum must be completed as a requirement for graduation.

The school shall require the foreign student to comply with all the pertinent documents from Bureau of Immigration and Department of Foreign Affairs prior to entry to this school.