

Classification of Student: **FRESHMAN**

NAME: _____ **I.D. No.** _____
 Family Name **First Name** **M.I.**

List of Requirements:

- Long Brown Envelope
- Photocopy of the Philippine Statistics Authority (PSA) Authenticated Copy of Birth Certificate *(Pls. present the original for comparison purposes only)*
 - If the entries are not readable, please secure a duly accomplished Local Civil Registrar Form 1A from the Office of the Civil Registrar's Office where one's birth was registered. Original copies must be presented for comparison purposes only
 - If the PSA issues certification that the birth was not registered, please secure a copy of the said Certification of Negative Birth Registry and the Local Birth Certificate acknowledged by the Local Civil Registrar. Original Copies must be presented for comparison purposes only
- Photocopy of the Philippine Statistics Authority (PSA) Authenticated Copy of Marriage Contract for female married students only *(pls. present the original for comparison purposes only)*
- Original copy of the duly-accomplished Department of Education (DepEd) Form-138A (High School Card). Please secure photocopy/ies of the same for personal use/copy. Once this document is submitted, the Office shall no longer retrieve the same for the owner to reproduce copy.
- Original copy of the Certificate of Good Moral Character from Last School Attended
- Duly-accomplished Student Personal Record (SPR) – *This can only be secured at the CSUCC – Office of the Admission, Scholarship and Financial Assistance*
- 2 pcs. Latest 2x2 ID Picture
- Medical Certificate with Chest X-ray Result
- Parents Income Tax Return from BIR or Certificate of Indigency from your Barangay
- Entrance Examination Result (CSATB Result) - *This can only be secured at the CSUCC – Office of the Admission, Scholarship and Financial Assistance*
- Duly-accomplished Authorization Form
- Duly-accomplished Checklist Form

Remarks: Complete Requirements Signature _____ Date: _____
 Partial Requirements with Promissory Staff-in-Charge

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