

*Office of the President*

6 July 2020

ADMINISTRATIVE ORDERNo. *14* series of 2020

TO: **All Vice-Presidents
Deans and Directors
Heads and Chiefs of Offices
Department Chairpersons
University and College Registrars
University and Cluster Finance Personnel
Faculty Members
Students
All Concerned
Bicol University**

SUBJECT: **Enrolment Guidelines for Incoming Freshmen, Undergraduate, Graduate, Foreign Students and Post-Baccalaureate Programs in the University SY 2020 – 2021**

I. Purpose

In accordance with pertinent issuances and guidelines from both national and local governments and to facilitate smooth implementation of the enrolment procedure, the following set of guidelines for enrolment of students in the Bicol University for 1st semester SY 2020-2021 is provided for the guidance of all concerned.

II. General Guidelines

1. The enrolment schedules for students are as follows:

BICOL UNIVERSITY SCHEDULE OF ENROLLMENT, First Semester, AY 2020-2021	
Category	Registration Dates
Qualified Freshmen	July 20 - 22, 2020
Waitlisted Freshmen If Applicable)	July 27 - 28, 2020
Below Quota Freshmen (If Applicable)	August 3 - 4, 2020
Incoming 2nd Year & 3rd Year Students (Regular)	August 3 - 4, 2020
Incoming 2nd Year & 3rd Year Students (Irregular)	August 5 - 7, 2020
Returning Students, Transferees and Shifters	August 5 - 7, 2020
Second Coursers and Foreign Students	August 5 - 7, 2020
Master's Degree/Doctoral (Graduate School)	July 13 – 31, 2020
Master's Degree/Doctoral (Open University)	July 13 – 31, 2020
Juris Doctor (College of Law)	July 27 - 31, 2020
Doctor of Medicine (College of Medicine)	July 27 - 31, 2020
Certificate in College Teaching (College of Education)	July 27 - 31, 2020

2. Transactions pertaining to enrolment shall be conducted ONLINE; onsite inquiries without prior arrangements shall not be entertained in all campuses.
3. All colleges will establish **online enrolment support** via the [College Official Email Accounts](#) where enrolment inquiries may be directed.
4. Students who may have difficulty with internet access are advised to contact the concerned [College Registrar](#) and **schedule an appointment** with the following conditions:
 - a. No appointment means no entry with no exceptions;
 - b. The appointment is only for the purpose of **enrolment**; inquiries and other concerns shall not be entertained; and
 - c. The appointment is scheduled within the enrolment period prescribed for each category; it is expected that the concerned student shall be able to enrol as scheduled.

III. Special Instructions for New Students (Freshmen)

1. Strictly observe the enrolment schedule. There will be no extensions beyond the scheduled dates of enrolment. Failure to enrol within the prescribed period will be construed as non-interest and the allotted slot shall be given to waitlisted or below quota enrollees as may be applicable.
2. The medical certificate should be accomplished completely using the required format:
[Student Health Record Downloadable Form](#)
[Dental Health Record Downloadable Form](#)
[Requirements for Physical/Dental Examination on Admission Downloadable Form](#)

The results of a chest x-ray must be attached to the medical certificate (Note: Some courses have additional requirements, e.g. Hepatitis B Screening Result for Nursing, Medicine, Food Technology and BS Entrepreneur students. Please check the provided notification or the website.)

- a. If the student has been found to have a medical illness and needs treatment, prompt intervention is encouraged and eventual certification of fitness to enrol from an appropriate medical specialist will be required.
 - b. The enrolment of a student with a medical condition shall be deferred until such time that appropriate clearance has been obtained from a medical specialist.
3. The following are the required documents for enrolment, all asterisked items must be scanned and the digital copy submitted during registration. Please be reminded that all documents must be ORIGINAL:

ADMISSION REQUIREMENTS, BICOL UNIVERSITY			
FRESHMEN	SHIFTERS	TRANSFEREES	2 ND COURSERS
*BUCET Result (Original)	*Notice of Admission (Issued by BU Admissions)	*Notice of Admission (Issued by BU Admissions)	*Notice of Admission (Issued by BU Admissions)
*Senior High School Report Card	*Certification of Grades with GWA-2.4 or better, no 2 or more failing marks	*Transcript of Records with remark Granted Honorable Dismissal GWA-2.0 (89%) or its equivalent, no failing marks	*Transcript of Records with remark Granted Honorable Dismissal GWA - 2.5 (84%) or its equivalent
* Medical Certificate issued by any Government/Private Physician (see instructions)	*Medical Certificate issued by any Government/Private Physician (see instructions)	*Medical Certificate issued by any Government/Private Physician (see instructions)	*Medical Certificate issued by any Government/Private Physician (see instructions)
* NSO/PSA Birth Certificate	NSO/PSA Birth Certificate	*NSO/PSA Birth Certificate	*NSO/PSA Birth Certificate
Good Moral Certificate	Brown Envelope (long)	Good Moral Certificate	Good Moral Certificate
Police Clearance	Long Folder (hard 2 pcs)	Police Clearance	Police Clearance
Brown Envelope (long)	*2 pcs 2x2 Picture	Brown Envelope (long)	Brown Envelope (long)
Long Folder (hard 2 pcs)		Long Folder (hard 2 pcs)	Long Folder (hard 2 pcs)
*2 pcs 2x2 Picture		*2 pcs 2x2 Picture	*2 pcs 2x2 Picture
Mailing Envelope with Mailing Stamps worth P40		Mailing Envelope with Mailing Stamps worth P40	Mailing Envelope with Mailing Stamps worth P40
RETURNING STUDENT			
*Approved Leave of Absence			
*Student Clearance			
*Medical Certificate issued by any Government/Private Physician (see instructions)			
FOREIGN STUDENTS			
FRESHMEN	TRANSFEREES/2 ND COURSERS		
*BUCET Result	*Transcript of Records – with remark "Graduated"		
*Senior High School Report Card with Certificate of Completion of a Secondary Curriculum where the applicant had the secondary education - With Red-Ribbon by the Philippine Foreign Service Post located in the student's country of origin or legal residence	<ul style="list-style-type: none"> - With red-ribbon by the Philippine Foreign Service Post located in the student's country of origin or Legal residence. - GWA – 2.0 (89%) or its equivalent for Transferees and GWA – 2.5 (84%) or its equivalent for 2nd Coursers. 		
Personal Data	Personal Data		
Affidavit of Support	Affidavit of Support		
Allen Certificate of Registration	Allen Certificate of Registration		
Results of Test on English as Foreign Language (TOEFEL)	Results of Test on English as Foreign Language (TOEFEL)		
Study Permit issued by CHED after the Foreign Student is enrolled and upon compliance of Report and Student Visa and other Requirements	Study Permit issued by CHED after the Foreign Student is enrolled and upon compliance of Report and Student Visa and other Requirements		
*Medical Certificate issued by any Government/Private Physician (see instructions)	*Medical Certificate issued by any Government/Private Physician (see instructions)		
*Authenticated Birth Certificate from Embassy or the country of origin	*Authenticated Birth Certificate from Embassy or the country of origin		
Police Clearance	Police Clearance		
*2 pcs 2x2 Picture with name tag	*2 pcs 2x2 Picture with name tag		
Brown Envelope (long)	Brown Envelope (long)		
Long Folder (hard 2 pcs)	Long Folder (hard 2 pcs)		

4. The issuance of the official Certificate of Registration (COR) depends on complying with enrolment requirements as specified in the succeeding sections. **The COR is the admission requirement for all classes.**
5. Do not hesitate to contact the college enrolment support via the [College Official Email Account](#) for enrolment concerns.

IV. Procedure for Qualified Freshmen in the Bachelor's Degree

1. Enrolment period for all qualified freshmen is from **July 20 to July 22, 2020**.
2. Failure to enrol during this period means the slot shall be given to waitlisted candidates
3. The following are required activities for enrollment of incoming freshmen:
 - a. Attendance to the National Service Training Program (NSTP) orientation and accomplishment of NSTP form **before** registration
 - b. Attendance to the Office of Student Affairs and Services (OSAS) orientation, accomplishment of OSAS orientation assessment and questionnaire **after** registration
4. **Original** documents listed in section B, item 3 above should be mailed and received on or before August 4, 2020 in the Office of the University Registrar, Bicol University, Legazpi City or drop in designated Drop Boxes located in the external campuses (BU Tabaco Campus, BU Gubat Campus, BU Polangui Campus, and BU College of Agriculture and Forestry) for those who are within the vicinity of said campuses/college so that COR can be sent to your respective email accounts. The Mailing envelope should likewise bear the NAME OF STUDENT, COURSE and NAME OF THE COLLEGE enrolled in and address of the sender. For example:

<p>JUAN DELA CRUZ BS COMPUTER SCIENCE COLLEGE OF SCIENCE #5984 Barangay 37, Bariada Road, Bitano, Legazpi City</p>	<p>OFFICE OF THE UNIVERSITY REGISTRAR BICOL UNIVERSITY LEGAZPI CITY</p>
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Pre-registration	<ul style="list-style-type: none"> Secure Medical Certificate from a certified government or private physician using the required format: Student Health Record Downloadable Form Dental Health Record Downloadable Form Requirements for Physical/Dental Examination on Admission Downloadable Form Gather and complete all requirements; make digital copies of all asterisked documents (see list in Section B , item 3) View NSTP Orientation and fill up the NSTP form at (www.bicol-u.edu.ph). A notice will be sent to the NSTP Administrator after submitting the form. The NSTP orientation shall be available starting July 15, 2020. <p>Note: The selection of an NSTP program does not guarantee entry into that component program as certain conditions may apply. There are limited slots in some of the NSTP component programs.</p>
Enrolment Proper	<ul style="list-style-type: none"> Access the Enrolment Form on July 17 - 19, 2020 at: (www.bicol-u.edu.ph). Completely provide all required information. Upload scanned copies or photos of required documents. Check all entries before clicking submit.

Post-enrolment Orientation	<ul style="list-style-type: none"> View OSAS Orientation and take the orientation assessment and questionnaires at (www.bicol-u.edu.ph). The assessment will determine the enrollee's understanding of Bicol University policies and guidelines. A notice will be sent to the OSAS ISPSD (Institutional Student Program and Services Division) and OSAS SWSD (Student Welfare Services Division) after submitting the assessment. <p>Note: An enrollee who is able to accomplish this step is considered CONDITIONALLY ENROLLED pending the submission of documents and release of the Certificate of Registration (COR).</p>
Release of COR	<ul style="list-style-type: none"> Original documents listed in section B, item 3 above should be mailed and received on or before August 4, 2020 via courier, addressed to the Office of the University Registrar, Bicol University, Legazpi City or drop in designated Drop Boxes located in the external campuses (BU Tabaco Campus, BU Gubat Campus, BU Polangui Campus, and BU College of Agriculture and Forestry) for those who are within the vicinity of said campuses/college. The return address of the sender should state the NAME OF STUDENT, COURSE and NAME OF THE COLLEGE enrolled in and address of the sender. Certificate of Registration (COR) will only be released via email if all of the abovementioned instructions are complied with. Monitor and follow the instructions for the first day of classes.

V. Procedure for Waitlisted Freshmen and DOST Scholars

- The enrolment of waitlisted freshmen is subject to the availability of slots in the program.
- Enrolment period for all waitlisted freshmen including DOST scholars is from **July 27 to July 28, 2020**.

Pre-registration	<ul style="list-style-type: none"> Check the university website (www.bicol-u.edu.ph) for list of waitlisted prospective freshmen who are authorized to enrol which shall be made available starting July 23, 2020. Secure medical certificate from a certified government or private physician using the required format: Student Health Record Downloadable Form Dental Health Record Downloadable Form Requirements for Physical/Dental Examination on Admission Downloadable Form Gather and complete all requirements; make digital copies of all asterisked documents (see list in Section B, item 3) View NSTP Orientation and fill up the NSTP form at (www.bicol-u.edu.ph). A notice will be sent to the NSTP Administrator after submitting the form. The NSTP orientation shall be available starting July 15, 2020. <p>Note: The selection of an NSTP program does not guarantee entry into that program as certain conditions may apply. There are limited slots in some of the NSTP programs.</p>
Enrolment Proper	<ul style="list-style-type: none"> Access the Enrolment Form on July 24 - 26, 2020 at: (www.bicol-u.edu.ph). Completely provide all required information. Upload scanned copies or photos of required documents. Check all entries before clicking submit.
Post-enrolment Orientation	<ul style="list-style-type: none"> View OSAS Orientation and take the orientation assessment and questionnaires at (www.bicol-u.edu.ph). The assessment will determine the enrollee's understanding of Bicol University policies

	<p>and guidelines. A notice will be sent to the OSAS ISPSD (Institutional Student Program and Services Division) and OSAS SWSD (Student Welfare Services Division) after submitting the assessment.</p> <p>Note: An enrollee who is able to accomplish this step is considered <u>CONDITIONALLY ENROLLED</u> pending the submission of documents and release of the Certificate of Registration (COR).</p>
Release of COR	<ul style="list-style-type: none"> • Original documents listed in section B, item 3 above should be mailed and received on or before August 4, 2020 via courier, addressed to the Office of the University Registrar, Bicol University, Legazpi City or drop in designated Drop Boxes located in the external campuses (BU Tabaco Campus, BU Gubat Campus, BU Polangui Campus, and BU College of Agriculture and Forestry) for those who are within the vicinity of said campuses/college. The return address of the sender should state the NAME OF STUDENT, COURSE and NAME OF THE COLLEGE enrolled in and address of the sender. • Certificate of Registration (COR) will only be released via email if all of the abovementioned instructions are complied with. • Monitor and follow the instructions for the first day of classes.

VI. Procedure for DOST Scholars

1. DOST Scholars who opt to enrol in their second choice of course or in courses that are not among their choices are advised to contact the enrolment support via the [College Official Email Accounts](#) of the corresponding home college for inclusion in the waitlist.
2. Enrolment of DOST scholars to their 2nd or non-choice courses depends on the availability of slots and are **treated similarly to waitlisted enrollees**.

VII. Procedure for Below Quota (BQ) Enrolment

1. The admission of below quota (BQ) enrollees is subject to the availability of slots after the enrolment of both qualified and waitlisted students.
2. For courses with limited slots, only those whose first course choice is the same as the course shall be considered.
3. For courses with open slots, students with different course choice (1st or 2nd) may be considered.
4. The enrolment period for accepted BQ students is on August 3 – 4, 2020.

Pre-registration	<ul style="list-style-type: none"> • Check the university website (www.bicol-u.edu.ph) for list of below quota (BQ) prospective freshmen for screening and/or interview. The list shall be made available starting July 29, 2020. • Attend the screening and/or interview for BQ enrollees by the college or department as scheduled. • Proceed with enrolment upon receipt of authority to enrol (through announcement or email). • Procure medical certificate from a certified government or private physician using the required format: Student Health Record Downloadable Form Dental Health Record Downloadable Form Requirements for Physical/Dental Examination on Admission Downloadable Form • Gather and complete all requirements; make digital copies of all asterisked documents (see list in Section B, item 3) • View NSTP Orientation and fill up the NSTP form at (www.bicol-u.edu.ph). A notice will be sent to the NSTP Administrator after submitting the form. The NSTP orientation shall be available starting July 15, 2020.
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	Note: The selection of an NSTP program does not guarantee entry into that program as certain conditions may apply. There are limited slots in some of the NSTP programs.
Enrolment Proper	<ul style="list-style-type: none"> • Access the Enrolment Form on July 31, August 1 - 2, 2020 at (www.bicol-u.edu.ph). • Completely provide all required information. • Upload scanned copies or photos of required documents. • Check all entries before clicking submit.
Post-enrolment Orientation	<ul style="list-style-type: none"> • View OSAS Orientation and take the orientation assessment and questionnaires at (www.bicol-u.edu.ph). The assessment will determine the enrolee's understanding of Bicol University policies and guidelines. A notice will be sent to the OSAS ISPSD (Institutional Student Program and Services Division) and OSAS SWSD (Student Welfare Services Division) after submitting the assessment. <p>Note: An enrolee who is able to accomplish this step is considered CONDITIONALLY ENROLLED pending the submission of documents and release of the Certificate of Registration (COR).</p>
Release of COR	<ul style="list-style-type: none"> • Original documents listed in section B, item 3 above should be mailed and received on or before August 4, 2020 via courier, addressed to the Office of the University Registrar, Bicol University, Legazpi City or drop in designated Drop Boxes located in the external campuses (BU Tabaco Campus, BU Gubat Campus, BU Polangui Campus, and BU College of Agriculture and Forestry) for those who are within the vicinity of said campuses/college. The return address of the sender should state the NAME OF STUDENT, COURSE and NAME OF THE COLLEGE enrolled in and address of the sender. • Certificate of Registration (COR) will only be released via email if all of the abovementioned instructions are complied with. • Monitor and follow the instructions for the first day of classes.

VIII. Procedure for Regular 2nd Year, 3rd Year Undergraduate Students and Old Students of Graduate School

Pre-registration	<ul style="list-style-type: none"> • Check the university website (www.bicol-u.edu.ph) for updates.
Enrolment Proper	<ul style="list-style-type: none"> • Access the Student Portal on August 3 - 4, 2020 and login using your ORS account. • Follow the Step by step Procedure for Self-Enrollment • Check all entries before clicking Save Registration. • Proceed to Payment if necessary, otherwise proceed to Post-Enrolment.
Payment	<ul style="list-style-type: none"> • Download copy of assessment of fees and class schedule; check the details and contact the College Registrar if there are concerns. • Pay fees to: <ul style="list-style-type: none"> Account Name : BICOL UNIVERSITY-STF(164) Account No. : 0132-0265-48 Bank Branch : LBP – Legazpi • SEND a scanned copy of the Deposit Slip to the respective email address of the Registrar's Office. Allow 1-2 days for the Cashier to validate your deposit slip.
Post-Enrolment	<ul style="list-style-type: none"> • View OSAS Orientation and take the orientation assessment and questionnaires at (www.bicol-u.edu.ph). The assessment will determine the enrolee's understanding of Bicol University policies and guidelines. A notice will be sent to the OSAS ISPSD

	<p>(Institutional Student Program and Services Division) and OSAS SWSD (Student Welfare Services Division) after submitting the assessment.</p> <p>Note: An enrollee who is able to accomplish this step is considered CONDITIONALLY ENROLLED pending the submission of documents and release of the Certificate of Registration (COR).</p>
Release of COR	<ul style="list-style-type: none"> • Download a copy of Certificate of Registration (COR) from the Student portal. • Monitor and follow the instructions on the first day of classes.

IX. Procedure for Irregular 2nd and 3rd Year Students (All levels)

Pre-registration	<ul style="list-style-type: none"> • Check the university website (www.bicol-u.edu.ph) for updates.
Enrolment Proper	<ul style="list-style-type: none"> • Access the Enrolment Form on August 3 - 4, 2020 at (www.bicol-u.edu.ph). • Completely accomplish all required information. • Upload scanned copies of required documents, where necessary. • Check all entries before clicking submit. • Proceed to Payment if necessary, otherwise proceed to Post-Enrolment.
Payment	<ul style="list-style-type: none"> • For students with ORS accounts, access the Student Portal and login your ORS account on August 6 - 7, 2020. <ul style="list-style-type: none"> • Update student profile. • Download a copy of assessment of fees and class schedule; check the details and contact the College Registrar if there are concerns and proceed to payment of fees. • For students enrolled thru eRegistration System, download a copy of assessment of fees and class schedule thru your respective official email addresses and contact the College Registrar if there are concerns. • Pay fees to: <p style="margin-left: 40px;">Account Name : BICOL UNIVERSITY-STF(164) Account No. : 0132-0265-48 Bank Branch : LBP – Legazpi</p> • SEND a scanned copy of the Deposit Slip to the respective email address of the Registrar’s Office. Allow 1-2 days for the Cashier to validate your deposit slip.
Post-Enrolment	<ul style="list-style-type: none"> • View OSAS Orientation and take the orientation assessment and questionnaires at (www.bicol-u.edu.ph). The assessment will determine the enrollee’s understanding of Bicol University policies and guidelines. A notice will be sent to the OSAS ISPSD (Institutional Student Program and Services Division) and OSAS SWSD (Student Welfare Services Division) after submitting the assessment. <p>Note: An enrollee who is able to accomplish this step is considered CONDITIONALLY ENROLLED pending the submission of documents and release of the Certificate of Registration (COR).</p>
Release of COR	<ul style="list-style-type: none"> • Download a copy of Certificate of Registration (COR) from the Student portal. • Monitor for and follow the instructions on the first day of classes.

X. Procedure for Returning Students

<p>Pre-registration</p>	<ul style="list-style-type: none"> • Check the university website (www.bicol-u.edu.ph) for updates on available slots • Secure medical certificate from a certified government or private physician using the required format: Student Health Record Downloadable Form Dental Health Record Downloadable Form Requirements for Physical/Dental Examination on Admission Downloadable Form • Present the Leave of Absence form duly signed by the college registrar and the dean/director and the Student Clearance. • Gather and complete other requirements; make e-copies of all documents.
<p>Enrolment Proper</p>	<ul style="list-style-type: none"> • Access the Enrolment Form on August 5 - 7, 2020 at (www.bicol-u.edu.ph). • Completely accomplish all required information. • Upload scanned copies of required documents, where necessary. • Check all entries before clicking submit. • Proceed to Payment if necessary, otherwise proceed to Post-Enrolment.
<p>Payment</p>	<ul style="list-style-type: none"> • Check email and download copy of assessment of fees and class schedule; check the details and contact the College Registrar if there are concerns • Pay fees to: Account Name : BICOL UNIVERSITY-STF(164) Account No. : 0132-0265-48 Bank Branch : LBP – Legazpi • SEND a scanned copy of the Deposit Slip to the respective email address of the Registrar’s Office. Allow 1-2 days for the Cashier to validate your deposit slip.
<p>Post-Enrolment</p>	<ul style="list-style-type: none"> • View OSAS Orientation and take the orientation assessment and questionnaires at (www.bicol-u.edu.ph). The assessment will determine the enrollee’s understanding of Bicol University policies and guidelines. A notice will be sent to the OSAS ISPSD (Institutional Student Program and Services Division) and OSAS SWSD (Student Welfare Services Division) after submitting the assessment. <p>Note: An enrollee who is able to accomplish this step is considered CONDITIONALLY ENROLLED pending the submission of documents and release of the Certificate of Registration (COR).</p>
<p>Release of COR</p>	<ul style="list-style-type: none"> • Original documents listed in section B, item 3 above should be mailed and received on or before August 4, 2020 via courier, addressed to the Office of the University Registrar, Bicol University, Legazpi City or drop in designated Drop Boxes located in the external campuses (BU Tabaco Campus, BU Gubat Campus, BU Polangui Campus, and BU College of Agriculture and Forestry) for those who are within the vicinity of said campuses/college. The return address of the sender should state the NAME OF STUDENT, COURSE and NAME OF THE COLLEGE enrolled in and address of the sender. • Certificate of Registration (COR) will only be released via email if all of the abovementioned instructions are complied with. • Monitor and follow the instructions for the first day of classes.

XI. Procedure for Shifters Students (both Undergraduate and Graduate Programs)

Pre-registration	<ul style="list-style-type: none"> • Check the university website (www.bicol-u.edu.ph) for updates on available slots • Secure Notice of Admission from the BU Office of Admissions. • Gather and complete other requirements; make e-copies of all documents
Enrolment Proper	<ul style="list-style-type: none"> • Access the Enrolment Form on August 5 - 7, 2020 for Undergraduate and on July 13 - 31, 2020 for Graduate School Program at (www.bicol-u.edu.ph). • Completely accomplish all required information. • Upload scanned copies of required documents, where necessary. • Check all entries before clicking submit. • Proceed to Payment if necessary, otherwise proceed to Post-Enrolment.
Payment	<ul style="list-style-type: none"> • Check email and download copy of assessment of fees and class schedule; check the details and contact the College Registrar if there are concerns • Pay fees to: <ul style="list-style-type: none"> Account Name : BICOL UNIVERSITY-STF(164) Account No. : 0132-0265-48 Bank Branch : LBP – Legazpi • SEND a scanned copy of the Deposit Slip to the respective email address of the Registrar's Office. Allow 1-2 days for the Cashier to validate your deposit slip.
Post-Enrolment	<ul style="list-style-type: none"> • View OSAS Orientation and take the orientation assessment and questionnaires at (www.bicol-u.edu.ph). The assessment will determine the enrollee's understanding of Bicol University policies and guidelines. A notice will be sent to the OSAS ISPSD (Institutional Student Program and Services Division) and OSAS SWSD (Student Welfare Services Division) after submitting the assessment. <p>Note: An enrollee who is able to accomplish this step is considered CONDITIONALLY ENROLLED pending the submission of documents and release of the Certificate of Registration (COR).</p>
Release of COR	<ul style="list-style-type: none"> • Original documents listed in section B, item 3 above should be mailed and received on or before August 4, 2020 via courier, addressed to the Office of the University Registrar, Bicol University, Legazpi City or drop in designated Drop Boxes located in the external campuses (BU Tabaco Campus, BU Gubat Campus, BU Polangui Campus, and BU College of Agriculture and Forestry) for those who are within the vicinity of said campuses/college. The return address of the sender should state the NAME OF STUDENT, COURSE and NAME OF THE COLLEGE enrolled in and address of the sender. • Certificate of Registration (COR) will only be released via email if all of the abovementioned instructions are complied with. • Monitor and follow the instructions for the first day of classes.

XII. Procedure for Transferees, Second Coursers and Foreign Students

Pre-registration	<ul style="list-style-type: none"> • Check the university website (www.bicol-u.edu.ph) for updates on available slots. • Secure Notice of Admission from the BU Office of Admissions. • Secure medical certificate from a certified government or private physician using the required format: Student Health Record Downloadable Form Dental Health Record Downloadable Form
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	<p>Requirements for Physical/Dental Examination on Admission Downloadable Form</p> <ul style="list-style-type: none"> Gather and complete other admission requirements; make e-copies of all documents
Enrolment Proper	<ul style="list-style-type: none"> Access the Enrolment Form on August 5 - 7, 2020 at (www.bicol-u.edu.ph). Completely accomplish all required information. Upload scanned copies of required documents, where necessary. Check all entries before clicking submit. Proceed to Payment if necessary, otherwise proceed to Post-Enrolment.
Payment	<ul style="list-style-type: none"> Check email and download copy of assessment of fees and class schedule; check the details and contact the College Registrar if there are concerns Pay fees to: <ul style="list-style-type: none"> Account Name : BICOL UNIVERSITY-STF(164) Account No. : 0132-0265-48 Bank Branch : LBP – Legazpi SEND a scanned copy of the Deposit Slip to the respective email address of the Registrar's Office. Allow 1-2 days for the Cashier to validate your deposit slip.
Post-Enrolment	<ul style="list-style-type: none"> View OSAS Orientation and take the orientation assessment and questionnaires at (www.bicol-u.edu.ph). The assessment will determine the enrollee's understanding of Bicol University policies and guidelines. A notice will be sent to the OSAS ISPSD (Institutional Student Program and Services Division) and OSAS SWSD (Student Welfare Services Division) after submitting the assessment. <p>Note: An enrollee who is able to accomplish this step is considered CONDITIONALLY ENROLLED pending the submission of documents and release of the Certificate of Registration (COR).</p>
Release of COR	<ul style="list-style-type: none"> Original documents listed in section B, item 3 above should be mailed and received on or before August 4, 2020 via courier, addressed to the Office of the University Registrar, Bicol University, Legazpi City or drop in designated Drop Boxes located in the external campuses (BU Tabaco Campus, BU Gubat Campus, BU Polangui Campus, and BU College of Agriculture and Forestry) for those who are within the vicinity of said campuses/college. The return address of the sender should state the NAME OF STUDENT, COURSE and NAME OF THE COLLEGE enrolled in and address of the sender. Certificate of Registration (COR) will only be released via email if all of the abovementioned instructions are complied with. Monitor and follow the instructions for the first day of classes.

XIII. Special Instructions for Graduate School including the BU Open University, College of Medicine and College of Law Freshmen Students

1. For new students, the following are the admission requirement as specified:

MASTER'S DEGREE/ DIPLOMA PROGRAM/ CCT	DOCTORAL	JURIS DOCTOR	DOCTOR OF MEDICINE
<ol style="list-style-type: none"> *Notice of Admission *Advising Slip *Transcript of Records with remarks "Graduated" Certification of GWA: 	<ol style="list-style-type: none"> *Notice of Admission *Advising Slip *Transcript of Records with remarks "Graduated" Certification of GWA: 1.7 or 	<ol style="list-style-type: none"> *Notice of Admission *Advising Slip *Transcript of Records with remarks "Graduated" Certification of GWA: 2.4 or 	<ol style="list-style-type: none"> *Notice of Admission *Transcript of Records with remarks "Graduated" with a GWA of 2.4 or its equivalent *NMAT Cut-Off Rating (tern

Masteral/OU: 2.2 or its equivalent Diploma Program: 2.5 or its equivalent 5. 2 Clear photocopies of NSO/PSA Birth certificate 6. 1 Clear photocopy of NSO/PSA Marriage Contract (for married women) 7. Medical Certificate issued by any Government/Private Physician (see instructions) 8. *2 pcs of 2x2 picture with white background 9. Long brown envelope 10. Long folder (Hard, 2 pcs) 11. *Certificate of Undertaking 12. Letter of Recommendation for Graduate Study	its equivalent 5. 2 Clear photocopies of NSO/PSA Birth certificate 6. 1 Clear photocopy of NSO/PSA Marriage Contract (for married women) 7. Medical Certificate issued by any Government/Private Physician (see instructions) 8. *2 pcs of 2x2 picture with white background 9. Long brown envelope 10. Long folder (Hard, 2 pcs) 11. *Certificate of Undertaking 12. Letter of Recommendation for Graduate Study	its equivalent 5. 2 Clear photocopies of NSO/PSA Birth certificate 6. 1 Clear photocopy of NSO/PSA Marriage Contract (for married women) 7. Medical Certificate issued by any Government/Private Physician (see instructions) 8. *2 pcs of 2x2 picture with white background 9. Long brown envelope 10. Long folder (Hard, 2 pcs) 11. *Certificate of Undertaking	4. 2 Clear photocopies of NSO/PSA Birth certificate 5. 1 Clear photocopy of NSO/PSA Marriage Contract (for married women) 6. Medical Certificate issued by any Government/Private Physician (see instructions) 7. *2 pcs of 2x2 picture with white background 8. Long brown envelope 9. Long folder (Hard, 2 pcs) 10. *Certificate of Undertaking
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- The 2nd, 3rd, and 4th year students are advised to go directly to Self-Enrolment Proper (**Section G. Procedure for Regular 2nd Year, 3rd Year Students and Old Students of Graduate School.**)
- For detailed instructions regarding enrolment and other related concerns, contact the concerned College Registrars.

Pre-registration	<ul style="list-style-type: none"> Coordinate with the concerned college regarding admission procedures and accomplish as required Secure Notice of Admission and advising slip. Secure medical certificate from a certified government or private physician using the required format: Student Health Record Downloadable Form Dental Health Record Downloadable Form Requirements for Physical/Dental Examination on Admission Downloadable Form Gather and complete other admission requirements; make e-copies of all documents
Enrolment Proper	<ul style="list-style-type: none"> Access the Enrolment Form on July 13 - 31, 2020 for Graduate School Program; July 24 - 25, 2020 for Juris Doctor, Doctor of Medicine and Certificate in College Teaching at (www.bicol-u.edu.ph). Completely accomplish all required information. Upload scanned copies of required documents. Check all entries before clicking submit.
Payment	<ul style="list-style-type: none"> Download copy of assessment of fees and class schedule; check the details and contact the College Registrar if there are concerns Pay fees to: Account Name : BICOL UNIVERSITY-STF(164) Account No. : 0132-0265-48 Bank Branch : LBP – Legazpi SEND a scanned copy of the Deposit Slip to the respective email address of the Registrar's Office. Allow 1-2 days for the Cashier to validate your deposit slip.
Post-Enrolment	<ul style="list-style-type: none"> View OSAS Orientation and take the orientation assessment and questionnaires at (www.bicol-u.edu.ph). The assessment will determine the enrollee's understanding of Bicol University policies and guidelines. A notice will be sent to the OSAS ISPSD (Institutional Student Program and Services Division) and OSAS SWSD (Student Welfare Services Division) after submitting the assessment.

	<ul style="list-style-type: none"> • Submit original copies of required documents to College Registrar by appointment or schedule
Release of COR	<ul style="list-style-type: none"> • Original documents listed in section B, item 3 above should be mailed and received on or before August 4, 2020 via courier, addressed to the Office of the University Registrar, Bicol University, Legazpi City or drop in designated Drop Boxes located in the external campuses (BU Tabaco Campus, BU Gubat Campus, BU Polangui Campus, and BU College of Agriculture and Forestry) for those who are within the vicinity of said campuses/college. The return address of the sender should state the NAME OF STUDENT, COURSE and NAME OF THE COLLEGE enrolled in and address of the sender. • Certificate of Registration (COR) will only be released via email if all of the abovementioned instructions are complied with. • Monitor and follow the instructions for the first day of classes.

XIV. SAVING CLAUSE

Matters not covered by the foregoing provisions shall be referred to the University President for resolution and appropriate action.

XV. REPEALING CLAUSE

Any provision of existing Administrative Orders and other official issuances which are inconsistent with the provisions of this policy are hereby repealed or modified accordingly.

XVI. APPLICATION OF RELEVANT LAWS AND ISSUANCES

Relevant laws and issuances shall be suppletorily applied in matters not covered by this policy.

XVII. EFFECTIVITY

This administrative order shall take effect immediately until revoked by a subsequent issuance.

For strict compliance and guidance of all concerned.


ARNULFO M. MASCARIÑAS
 SUC President IV