

ADMISSIONS REQUIREMENTS

The Mindanao State University provides students the opportunity of an updated curricular programs designed for holistic development of the person to prepare them for top caliber leadership roles in their chosen fields. The Office of Admissions (OAD) was created to effectively control the admission of students and ensure adherence to the demands of academic excellence.

Section 1. Admission Requirements in the Undergraduate and Transferees:

Section 1.1. New Applicants (Freshmen):

1. MSU-SASE/CET or CBP Report of Rating
2. Senior High School Report Card/Form138A (Original)
3. Certificate of Good Moral Character from Senior High School Principal (Original)
4. Birth Certificate (PSA-SECPA original/authenticated)
5. Medical Certificate from the University Medical Services and Hospital Division/Infirmary
6. 2 pieces of 2"x2" photo with nametag
7. 1 long brown envelope with plastic transparent envelope

Section 1.2. Transferees:

1. Honorable Dismissal/Transfer Certificate (To be submitted in University Registrar)
2. Transcript of Records or Evaluation of Grades (signed by the Registrar)
3. Original Certificate of Good Moral Character
4. Birth Certificate (PSA-SECPA Original or authenticated)
5. SASE/CET Report of Rating (for transferees from non-MSU Campuses)
6. 2 pieces of 2"x2" ID photo with name-tag
7. Medical Certificate from the University Medical Services and Hospital Division/Infirmary
8. 1 long brown envelope with plastic transparent envelope

***Note:** The student applicant must comply and submit all original copies of his/her credentials as mentioned above to the Office of Admissions in Step 4 of the flow of admission and enrollment before they will finally admit or accept from the degree-granting College/Department.*

***Note:** His/her SASE result when he/she entered any of the campuses must be equal to the cut-off score of the campus where he/she intended to transfer.*

Rule on Admitting Second Degree and Post-Graduate Students

Section 1. Second Degree and Post Graduate Program. The Second Degree and Post Graduate Program of MSU Main Campus are College of Law, College of Medicine, and Graduate Studies Program of the different colleges of the university.

Section 2. Requirements.

MSU College of Law (Main Campus, Iligan Extension, General Santos Extension, Maguindanao Extension, Sulu Extension, Tawi-Tawi Extension), MSU College of Medicine, MSU Graduate Studies Program

FRESHMEN REQUIREMENTS:

- Honorable Dismissal/Transfer Credentials
- Transcript of Records with remarks “*for evaluation purposes*”, or “*for reference purposes*”
- Special Order (for non-state university/colleges)
- MLAT Result for College of Law, NMAT Result for College of Medicine and Qualifying Exam Results (Photocopy) for Graduate Studies Program
- PSA Authenticated Live Birth Certificate
- PSA Authenticated Marriage Certificate (for married student)
- Certificate of Good Moral Character
- 2pcs 2x2 ID picture with name tag
- Permit to study (for working students)
- Pre-Registration form from college
- 1 long brown envelope
- Mailing stamps worth P130.00 (non-MSU Main graduates)

TRANSFEREE REQUIREMENTS:

- Honorable Dismissal/Transfer Credentials
- Transcript of Records with remarks “*for evaluation purposes*”, or “*for reference purposes*”
- Special Order (for non-state university/colleges)
- MLAT Result for College of Law, NMAT Result for College of Medicine and Qualifying Exam Results (Photocopy) for Graduate Studies Program
- PSA Authenticated Live Birth Certificate
- PSA Authenticated Marriage Certificate (for married student)

- Certificate of Good Moral Character
- Certificate of Eligibility to enroll into Law course
- 2pcs 2x2 ID picture with name tag
- Permit to study (for working students)
- Pre-Registration form from college
- 1 long brown envelope
- Mailing stamps worth P130.00 (non-MSU Main graduates)

Rule on Re-Admission of Returnee and Filing of Leave of Absence

Section 1. Returnee or Student need to be Re-admitted. An enrolled student who withdrawn his registration or applied for off semester in the middle of semester of the Academic School Year and upon after the compliance of the policy on Leave of Absence as provided by 1976 University Code.

Section 2. Old Curriculum Returnee or Re-admitted Student. An old curriculum student who are returnees and whose remaining units are below 36 units and below should have an option or consideration to continue his current curriculum.

A returnee or re-admitted student under old curriculum whose remaining units is above 36 units must adopt the offered new curriculum of his/her chosen program or degree.

Section 3. Returnee or Re-admitted Students Record. A returnee student must have good scholastic standing before he/she applied for withdrawal or off-semester and the status of his/her record must not be in a mark of "dismissed" when he/she filed for petition for Leave of Absence. Otherwise, he/she cannot avail the rights for re-admission or returnee.

Section 4. Leave of Absence (LOA) policies/processes (1976 University Code):

1. A written petition to the Dean which must state the reason for leave and must specify the period of leave which must not exceed one academic year; copy furnish to the Office of the Registrar and to the Office of Admissions.
2. LOA availed of during the second half of the semester, the faculty member concerned shall indicate the class standing (passing or failing) at the time of application for leave. No application for LOA shall be approved without indicating the student's class standing by the instructors concerned. This information, however, should not be entered in the official report of grades.
3. If a student withdraws after three-fourths of the total number of hours prescribed for the course has already elapsed, his instructor may give him a grade of 5 if his class standing up to the time of his withdrawal is below 3.
4. No LOA shall be granted later than two weeks before the last day of classes during the semester.

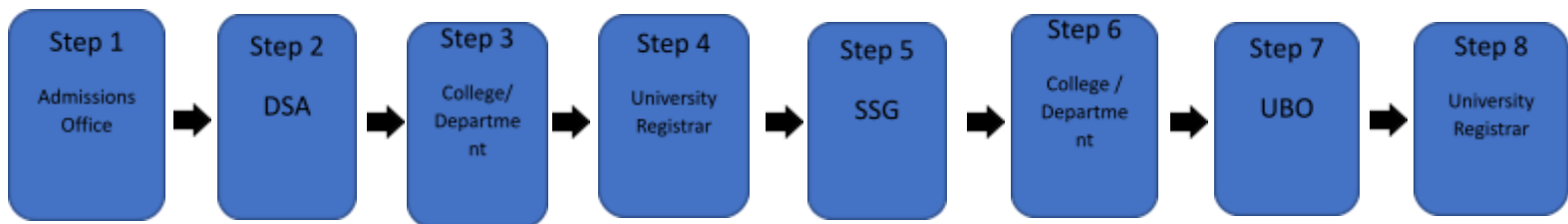
5. A student, whose withdrawal from the college is without formal LOA, shall have his registration privileges curtailed or entirely withdrawn.
6. Any student under scholarship and/or grant may apply for a sick leave of absence for a justifiable reason duly certified to and recommended by the University Physician without forfeiting his scholarship and/or grant. Such privilege can be only granted for a total period of one academic year or its equivalent. Only two (2) LOA can be allowed during the entire duration of the scholarship and/or grant. A third LOA automatically forfeits the student from the enjoyment of the scholarship and /or grant.

Section 5. Credentials to be submitted of a Returnee. A returnee students must acquire a form for re-admission to the Office of Admissions and attached to it his his/her approved leave of absence and must be submitted to his department and University Registrar’s Office to reactivate his/her student account before he/she can enroll to that Academic School Year.

Section 6. Regular Steps for Returnee.

- Step 1. Admission Office.** Secure a re-admission form.
- Step 2. DSA.** To sign the re-admission form.
- Step 3. College or Department.** Sign for the form of re-admission.
- Step 4. University Registrar’s Office.** To submit the re-admission form and a copy of his/her leave of absence. Also, to reactivate the student account.
- Step 5. SSG.** Must pay the SSG fee before he/she can proceed to enroll subjects from his/her department.
- Step 6. College or Department.** To enroll subjects.
- Step 7. UBO.** For University Fees.
- Step 8. University Registrar’s Office.** To print Certificate of Registration.

Section 7. Structure of the Flow of Enrollment for Returnee/Re-admitted Students



Section 8. Additional Rule on Students Failed to File a Petition for Leave of Absence. Any students who applied for off semester or withdrawn his registration in the middle of semester needs to file a leave of absence to be submitted to his/her department and to the University Registrar’s Office. Failure to file petition for leave of absence may forfeit himself to avail the right to return or to be re-admitted to the university.

The following are the procedure for students who failed to file LOA are:

- a. Secure re-admission form to the Office of Admissions and attached a letter of justification of failure to apply LOA;
- b. Apply for re-admission to be approved by the Chairperson and Dean of his College. (Note: 1. Must comply with other requirements by his college, it might be a re-admission examination. Also, if disapproved by the Dean, he/she shall forfeit his/her right for re-admission);
- c. Proceed to DSA to take and pass the guidance counseling test and to be approved by the guidance counselors;
- d. Proceed to University Registrar to activate his student account;
- e. Proceed to his department and enroll subjects;
- f. Proceed to UBO for University fees; and
- g. Proceed to University Registrar for COR

Rule on Foreign or Exchange Students

This operational manual adopts the following CHED Memorandum which consolidates the implementing Guidelines on the Entry and Stay of Foreign Students in the Philippines Pursuant to Executive Order (EO) 285, s. 2000 on January 10, 2018, with the joint Memorandum from Inter-Agency Committee on Foreign Students (IACFS), Memorandum Order No. 01, s. 2017.

The said guidelines shall cover only foreign nationals who do not possess Philippine citizenship, and who seek temporary stay in the Philippines for the sole purpose of taking up higher education at HEIs duly authorized to admit foreign students who are at least eighteen (18) years of age at the time of enrollment and have sufficient means to support their studies (Sec. 1.A, EO 285).

All other rules and requirements are provided to the attached copy of the Executive Order 285, s. 2000 and IACFS Memorandum Order No. 01, s. 2017. **(See Appendix 'A', page 50).**