SUBMISSION OF ADMISSION CREDENTIALS
PROCESS FLOW CHART

How would you like to submit the admission credentials?

Thru Mail/Courier

Send the admission credentials using this mailing address:
Office of the University Registrar
Cebu Normal University
Osmeña Boulevard, Cebu City 6000

Register your compliance in the Submission Tracker of Admission Credentials through this link:
https://forms.gle/KegwVWP7XgMohJGM6

1. Place the admission credentials in the expanded long brown envelope.
2. Label the envelope in bold letter at the upper left corner in this format:
   Last Name
   First Name and Middle Initial
   Course
   Semester and School Year admitted in CNU

Sample format:
DELA CRUZ, JUAN A.
BSMATH
1ST SEM. SY 2020-2021

Submit physically at the main gate of the CNU Campuses:
Main, Balamban and Medellin,
for the College of Medicine, submit directly to the Main Campus

Put the expanded envelope with credentials in the designated area

Fill-up the logbook.
(Date and time submitted, Full Name, and signature)

You will receive an email confirmation once the admission credentials are already in the custody of the Registrar’s Office and the notification of completeness in the submission. You may follow-up the status of your submission via email: registrar@cnu.edu.ph or through these contact details:
(032)254 1452 local 134; (032) 254-0067; Smart: 09212390307 and Globe: 09674364853.

End of Process

List of admission credentials link:
https://drive.google.com/file/d/1ct7wMBm1i6DIZ2Dr1kuLIUb75Q_m6iZ/view?usp=sharing

DELA CRUZ, JUAN A.
BACOMM-IMCP
1ST SEM. SY 2021-2022