



**Cebu Normal University**  
Osmeña Boulevard, Cebu City  
**OFFICE OF THE UNIVERSITY REGISTRAR**

**RE-ENGINEERED CORE PROCESS 1A**  
**PRE-ENROLMENT PREPARATION USING THE ONLINE PLATFORM**  
**(PROCEDURES FOR NEW STUDENTS – GRADUATE/UNDERGRADUATE**  
**LEVEL, DPE AND DOCTOR OF MEDICINE)**

**ENUMERATED PROCEDURES**

1. Open CNU Website: [www.cnu.edu.ph](http://www.cnu.edu.ph)
2. Under the Menu "Registrar" click **Online Pre-Enrollment for New Students** or go directly through this link: <https://forms.gle/dLZaUG3UfS7eqNTQA>
3. Then, you will be prompted to a Google Form for Online Pre-Enrollment for New Students. Fill up and supply correct and true information.
4. Follow the following steps in filling-up the Google Form to wit:
  - Step 1.** Enter Active email address
  - Step 2.** Currently staying in the Philippines?
    - a. If **Yes**, proceed to Section 2 of the Google Form: Campus and Degree
    - b. If **No**, contact these cellphone numbers and email address:  
Smart: 09212390307  
Globe: 09674364853  
Official Email address: registrar@cnu.edu.ph
  - Step 3.** Choose CNU Campus
  - Step 4.** Choose Degree Level  
If **Undergraduate Level, Post-Baccalaureate (DPE)** and **Post-Baccalaureate (MD)**, you will be redirected to Section 3 of the Google Form - Colleges and Campuses and choose your respective College/Campus:
    - a. If **CTE Main**, you will be redirected to Section 4 – College of Teacher Education Programs. Choose your degree program and find your name in the list and proceed to Section 10 of the Google Form.
    - b. If **CAS Main**, you will be redirected to Section 5 – College of Arts & Sciences Programs. Choose your degree program and find your name in the list and proceed to Section 10 of the Google Form.
    - c. If **CN Main**, you will be redirected to Section 6 – College of Nursing Programs. Choose your degree program and find your name in the list and proceed to Section 10 of the Google Form.
    - d. If **Balamban Campus**, you will be redirected to Section 8 – Balamban Programs. Choose your degree program and find your name in the list and proceed to Section 10 of the Google Form.
    - e. If **Medellin Campus**, you will be redirected to Section 7 – Medellin Programs. Choose your degree program and find your name in the list and proceed to Section 10 of the Google Form.
    - f. If **College of Medicine**, you will be redirected to Section 9 – College of Medicine Programs. Choose your degree program and find your name in the list and proceed to Section 10 of the Google Form.If **Graduate Level**, you will be redirected to Section 10 of the Google Form.  
  
Under Section 10 of the Google Form - you will do the following steps to wit:
    - a. Upload Endorsement Certificate from the University Clinic.
    - b. Upload Medical Certificate
  - Step 5.** Enter Last Name
  - Step 6.** Enter First Name
  - Step 7.** Enter Middle Name
  - Step 8.** Enter Cell Phone Number
  - Step 9.** Enter Nationality/Citizenship
  - Step 10.** Enter Current Address
    - a. Barangay
    - b. City/Municipality
    - c. Province
    - d. Complete Address, if staying outside the Philippines
  - Step 11.** Click the box for the commitment to submit the valid documentary requirements
  - Step 12.** Select program and degree level to Upload the Admission Credentials.
    - a. For **Incoming Undergraduate Level**, you will be redirected to Section 14 of the Google Form to upload the admission credentials to wit:
      - i. Scanned or Picture Copy of the Original Senior High School Card (Form 138-A) or Certificate of Transfer Eligibility with Informative Copy if Transferees
      - ii. Scanned or Picture Copy of the Personal Data Sheet (Download Link: [https://drive.google.com/file/d/1a79lp9dTETuTUwqtMwTMRudZZ95Mf\\_ou/view?usp=sharing](https://drive.google.com/file/d/1a79lp9dTETuTUwqtMwTMRudZZ95Mf_ou/view?usp=sharing))
      - iii. Scanned or Picture Copy of the Original Certificate of Good Moral Character

- iv. Scanned or Picture Copy of NCAE Result (if available)
  - v. Scanned or Picture Copy of the Original NSO/PSA Live Birth Certificate (with receipt if available)
  - vi. Check the agreement to submit the following:
    - a. (1) Expanded Long Brown Envelope
    - b. (2) mailing envelopes
    - c. (2) 2x2 I.D. pictures
    - d. Other documents required by the University Registrar if necessary
- b. For **Incoming Post-Baccalaureate (DPE)** and **Incoming Graduate Level** you will be redirected to Section 15 of the Google Form to upload the admission credentials to wit:
- i. Scanned or Picture Copy of the Personal Data Sheet (Download Link: [https://drive.google.com/file/d/1a79lp9dTETuTUwqtMwTMRudZZ95Mf\\_ou/view?usp=sharing](https://drive.google.com/file/d/1a79lp9dTETuTUwqtMwTMRudZZ95Mf_ou/view?usp=sharing))
  - ii. Scanned or Picture Copy of the Transcript of Records/Original Certificate of Transfer Eligibility with Informative Copy
  - iii. Scanned or Picture Copy of the Original Certificate of Good Moral Character
  - iv. Scanned or Picture Copy of the Original NSO/PSA Live Birth Certificate (with receipt if available)
  - v. Check the agreement to submit the following:
    - a. Application for Admission signed by the College Dean
    - b. (1) Expanded Long Brown Envelope
    - c. (2) mailing envelopes
    - d. (2) 2x2 I.D. pictures
    - e. Other documents required by the University Registrar if necessary.
- c. For Post-Baccalaureate - DPE with previous degree in CNU and Graduate Level with previous Degree in CNU you will be redirected to Section 16 to upload the admission credentials to wit:
- i. Scanned or Picture Copy of the Original Personal Data Sheet (Download Link: [https://drive.google.com/file/d/1a79lp9dTETuTUwqtMwTMRudZZ95Mf\\_ou/view?usp=sharing](https://drive.google.com/file/d/1a79lp9dTETuTUwqtMwTMRudZZ95Mf_ou/view?usp=sharing))
  - ii. Scanned or Picture Copy of the Transcript of Records from Cebu Normal University
  - iii. Scanned or Picture Copy of the Original NSO/PSA Live Birth Certificate (with receipt if available)
  - iv. Check the Agreement to submit the following:
    - a. Application for Admission signed by the College Dean
    - b. (1) Expanded Long Brown Envelope
    - c. (2) 2x2 I.D. pictures
    - d. Other documents required by the University Registrar if necessary.
- d. For **Post-Baccalaureate (MD)**, you will be redirected to Section 17 of the Google Form to upload the admission credentials to wit:
- i. Scanned or Picture Copy of Accomplished College of Medicine Applicant Profile Sheet
  - ii. Scanned or Picture Copy of the Original NMAT Rating
  - iii. Scanned or Picture Copy of the Original ITR of earning family members or BIR Certification of Exemption
  - iv. Scanned or Picture Copy of front and back of Valid Identification Card
  - v. Scanned or Picture Copy of the original Letter of Recommendation from either of these two references: 1. Academic Head(s) of the school graduated 2. Professional/ Work station head/Professor
  - vi. Scanned or Picture Copy of the Original Signed and Notarized Return Service Agreement
  - vii. Scanned or Picture Copy of the Personal Data Sheet (Download Link: [https://drive.google.com/file/d/1a79lp9dTETuTUwqtMwTMRudZZ95Mf\\_ou/view?usp=sharing](https://drive.google.com/file/d/1a79lp9dTETuTUwqtMwTMRudZZ95Mf_ou/view?usp=sharing))
  - viii. Scanned or Picture Copy of the Original Transcript of Records/Certificate of Transfer Eligibility with Informative Copy
  - ix. Scanned or Picture Copy of the Original Certificate of Good Moral Character
  - x. Scanned or Picture Copy of the Original NSO/PSA Live Birth Certificate (with receipt if available)
  - xi. Scanned or Picture Copy of 2x2 colored picture with name and signature
  - xii. Scanned or Picture Copy of Neuropsychiatric Evaluation
  - vi. Check the agreement to submit the following:
    - a. (1) Expanded Long Brown Envelope
    - b. (2) mailing envelopes
    - c. Other documents required by the University Registrar if necessary.

**Step 12.** Instruction for the issuance of Student I.D. Number via email

**Step 13.** Information of the Enrollment Proper Schedules

**Step 14.** Information of Submission of Admission Credentials in the Registrar's Office

**Step 15.** Check the Data Privacy Clause

**END OF PROCESS**