



Republic of the Philippines
CEBU NORMAL UNIVERSITY
Osmeña Blvd., Cebu City, 6000, Philippines

Office of the University Registrar

Telephone No.: (+63 32) 254 0067 | 254 1452 loc. 134

Email: registrar@cnu.edu.ph

Website: www.cnu.edu.ph

OVERVIEW OF THE STEPS FROM PRE-ENROLLMENT TO ENROLLMENT PROPER

A. SECURE ENDORSEMENT CERTIFICATE FROM THE UNIVERSITY CLINIC

After passing the entrance examination and interview, hereunder are the steps to secure endorsement certificate from the University Clinic to wit:

ONLINE TRANSACTION

1. Secure Medical Laboratory Results (CBC, Chest X-Ray, stool & urine) and Medical Certificate issued by the private or government Physician
2. Upload Scan or picture copy of the Medical Certificate through this link: <https://forms.gle/LmPFX53ypxtH1TzT6>
3. Wait for the confirmation of the University Clinic from this email address: clinic@cnu.edu.ph
4. You will receive an Endorsement Certificate from the University Clinic.

Note: In order to proceed in the Online Pre-enrollment, you need to secure first the endorsement certificate before proceeding to the google form of the Online Pre-Enrollment for New Students.

ON-SITE TRANSACTION (Submission of Medical laboratory results physically to the University Clinic)

1. Submit Medical laboratory results in the University Clinic
2. Undergo physical examination Submit laboratory examination results in the University Clinic for review and clearance.
3. Once reviewed and cleared by the University Physician, you will receive a Medical Certificate.
4. END OF PROCESS.

Note: Submit physically the Medical Certificate issued by the University Physician to the Office of the University Registrar together with the admission credential requirements.

B. PRE-ENROLMENT FOR NEW STUDENTS

Using the CNU Website:

1. Open the URL: www.cnu.edu.ph
2. In the CNU Website, please click the "Registrar" Menu
3. In the Menu – Click the "Online Pre-Enrollment for New Students"
4. Complete all the needed information required in the Google Form and click "Submit".
5. Wait for 3-5 days for the email response from the Registrar's Office.
6. Once the Registrar's Office is done with the verification process, you will receive a student ID Number from this email address: registrar@cnu.edu.ph

Using Direct Link in case the CNU Website is down:

1. Click this link: <https://forms.gle/dLZaUG3UfS7eqNTQA>
2. Complete all the needed information required in the Google Form and click "Submit".



Certification Date: 1 February 2021
Recertification due date: 24 January 2024
For verification of the certificate please
access www.gcl-intl.com (Certification
check and type the registration number)





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3. Wait for 3-5 days for the email response from the Registrar's Office.
4. Once the Registrar's Office is done with the verification process, you will receive a student ID Number from this email address: registrar@cnu.edu.ph

Face to Face Pre-Enrollment for New Students

After having been issued a Medical Certificate by the University Physician or an Endorsement Certificate from the University Clinic, hereunder are the steps to follow to wit:

1. Proceed to Window 4, Office of the University Registrar, CNU Main Campus and submit the complete admission credentials including the Medical Certificate issued by the University Physician or Endorsement Certificate from the University Clinic together with the Medical Certificate issued by the private or government Physician. Below is the link of the requirements: <https://drive.google.com/file/d/1ucZkKCO2k7tGj-E1ddCOGG1IwvRACA16/view?usp=sharing>
2. Once verified by the Office of the University Registrar, you will be issued a student ID Number, CNU Official Email Address and a request for Form 137A/Official Transcript of Records from the previous school last attended.
3. Mail the request to the nearest Post Office and make sure that the sender is Cebu Normal University. *(Note: Payment of the Postage Stamp will be charge against the student)*
4. Wait for the schedule/announcement/guidelines of the Online Enrollment Proper in the CNU website and in the CNU PIO Official FB page.
5. **END OF PROCESS**

Note: Skip the Online Registration for CNU Official Email Address if you have chosen the steps for the face-to-face pre-enrollment for new students.

C. ONLINE REGISTRATION FOR CNU OFFICIAL EMAIL ADDRESS

(Note: Please skip this part if you have already given a CNU Email Account)

Using the CNU Website:

1. Open the URL: www.cnu.edu.ph
2. In the CNU Website, please click the "Registrar" Menu
3. In the Menu – Click the "Online Registration for CNU Official Email Address"
4. Complete all the needed information required in the Google Form and click "Submit".
5. Wait for 3-5 days for the email response from the Registrar's Office.
6. You will receive the CNU Official Email from this email address: registrar@cnu.edu.ph

Using Direct Link in case the CNU Website is down:

1. Click this link: <https://forms.gle/E67Wyrui4jNpXroJ6>
2. Complete all the needed information required in the Google Form and click "Submit".
3. Wait for 3-5 days for the email response from the Registrar's Office.
4. You will receive the CNU Official Email from this email address: registrar@cnu.edu.ph



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D. HOW TO ACCESS/ACTIVATE YOUR CNU OFFICIAL EMAIL ADDRESS

1. Open the URL: www.gmail.com or Gmail apps in your smartphone
2. Login your CNU Official Email Address
3. Enter the given default password from the email sent by the Office of the University Registrar.
4. Change the password.

E. HOW TO ACCESS THE STUDENT PORTAL

Using the CNU Website:

1. Open the URL: www.cnu.edu.ph
2. In the CNU Website, please click the “Registrar” Menu
3. In the Menu – Click the “Student Portal”
4. Read first the instructions before proceeding to the Student Portal Login.
5. In the Login, you need to click “Register Now” if you are not registered yet.

Using Direct Link in case the CNU Website is down:

1. Click this link: http://130.105.41.239:7780/student_portal/
2. Read first the instructions before proceeding to the Student Portal Login.
3. In the Login, you need to click “Register Now” if you are not registered.

NOTE: *Online class invitation will be sent by your professors/instructors through university email account. In case of no online class invitation, please contact the respective College for assistance.*

F. ONLINE ENROLLMENT PROPER

FOR UNDERGRADUATE LEVEL AND POST-GRADUATE (MD)

Using the CNU Website:

1. Open the URL: www.cnu.edu.ph
2. In the CNU website, please click the “Registrar” menu
3. In the menu, Click the “Student Portal” and login to your account
4. Open the “Enrollment and Assessments”
5. Select the current term you are enrolling in.
6. For regular students, review the pre-loaded subjects for your program for the current term and click “Forward for Payment”.
7. Once executed, students under RA 10931 “*Universal Access to Quality Tertiary Education Act*” and RA 11509 “*Doktor Para sa Bayan Act*”, automatic validation in the Student Information System (SIS) will take effect and you will see this notice: “**Congratulations! You are Officially Enrolled**”. **END OF PROCESS.**
8. Students not covered under the RA 10931 and RA 11509, will undergo the processing of payment and will see the status “**For Payment**”
9. Pay the minimum amount or the total balance through the CNU LandBank Account. Take a picture of your proof of payment for uploading. *(Please refer the Accounting instructions)*
10. In the “**Proof of Payment**” table, click “**Select Image**”. Select the photo of your proof of payment and click “**Submit for Payment**”



Registration No. 52Q18778

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11. Once the Finance Management Office has validated your payment, the status will be changed from **“For payment”** to **“Paid”** and you will now see this notice: **“Congratulations! You are Officially Enrolled”**. **END OF PROCESS.**

FOR IRREGULAR UNDERGRADUATE LEVEL, GRADUATE LEVEL, DIPLOMA IN PROFESSIONAL EDUCATION AND IRREGULAR POST-GRADUATE (MD)

Using the CNU Website:

1. Open the URL: www.cnu.edu.ph
2. In the CNU website, please click the **“Registrar”** menu
3. In the menu, Click the **“Student Portal”** and login to your account
4. Open the **“Enrollment and Assessments”**
5. Select the current term you are enrolling in.
6. Add the subjects you want to enroll. Below the **SUBJECTS** table, click **“Add/Change/Remove Subjects”**.
7. In the Request Type field, select Add Subject. (*Subjects offered can be viewed in downloadable forms menu.*)
8. Type in the subject you want to add
9. Click the chosen subject, then click **Save**.
10. Wait for the approval of the program chair.
11. To cancel an added, changed, or removed subject, click the trash bin icon in the Status column to cancel the request.
12. Once all add/change/remove subject requests have been approved, you will receive an email notification of the approval.
13. Click **“Forward for Payment”** and the page will refresh and the status will be changed from **“Draft”** to **“For Payment”**
14. Pay the minimum amount or the total balance through the CNU LandBank Account. Take a picture of your proof of payment for uploading. (*Please refer the Accounting instructions*)
15. In the **“Proof of Payment”** table, click **“Select Image”**. Select the photo of your proof of payment and click **“Submit for Payment”**
16. Once the Finance Management Office has validated your payment, the status will be changed from **for Payment** to **“Paid”** and you will now see this notice: **“Congratulations! You are Officially Enrolled”**. **END OF PROCESS.**

NOTE: *In order to be invited by your professors/instructors for online class, you need to pay the tuition fee and wait for the confirmation of payment and enrollment validation from the Accounting Office. In case of no online class invitation after the confirmation and validation, please contact the respective College for assistance. For old students without CNU Official email, please process the google form for the “Online Registration for CNU Official Email Address.*

END OF PROCESS

JASON P. SABEQUIL, LPT
University Registrar III



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