



Cebu Normal University

ONLINE APPLICATION FLOW UNDERGRADUATE STUDIES

STEP 1

APPLICANT fills out the google form for College / Department / Campus applied

STEP 2

COLLEGE/DEPARTMENT/CAMPUS evaluates the applicant's requirements

STEP 3

(APPLICANTS WHO PASSED THE EVALUATION)

The College / Department / Campus authorized representative forwards the application to the Testing Center for verification of residency

STEP 4

The **TESTING CENTER** verifies the residency of the applicant

If the applicant currently lives in the Philippines, he/she will receive instructions through email from the Testing Center to fill out the TESTING FORM 2

STEP 5

The **APPLICANT** prepares the following documents for uploading on the Testing Form 2:

1. College Admission Form (Signed by the Dean, download from the verification email from the Testing Center)
2. Valid Identification Card with picture & signature
3. One (1) decent selfie close-up picture

STEP 6

The **APPLICANT** will accomplish the **Undergraduate Testing Form 2** and attach the necessary documents mentioned above

(Must be accomplished within 10 days after receiving the email from the Testing Center)

STEP 7

The **TESTING STAFF** emails the Testing Schedule & Testing Guidelines 3-5 working days after the applicant filled out the TESTING FORM 2

(If Testing Schedules are not yet finalized, the applicant will still receive email from the Testing Center confirming that his/her response on the Testing Form 2 was received and Testing Schedule is to follow)

STEP 8

- The **APPLICANT** takes the face to face admission test on the given schedule and waits for the releasing of Qualifiers for Interview.
- If Qualified, the **APPLICANT** appears on the interview schedule and follows the instructions of the interviewer

(APPLICANTS WHO FAILED THE EVALUATION)

The applicant receives email from the College / Department / Campus

(END OF TRANSACTION)

If the applicant **does not reside in the Philippines**, the applicant will receive an email from the Testing Center that he/she cannot proceed with the application.

(END OF TRANSACTION)

If the **APPLICANT** fails to fill out the Testing Form 2 within 10 days, he/she will not receive a testing schedule.

FOR THE APPLICANTS WHO FAILED THE ADMISSION TEST

(END OF TRANSACTION)

For further questions and queries you may reach the offices below:

COLLEGE/DEPARTMENT/CAMPUS (for requirements)

College of Teacher Education

Email: cteug@cnu.edu.ph

Telephone No.: (032) 254-1452 local 144

College of Arts & Sciences

Email: cnucas@cnu.edu.ph

Telephone No.: (032) 254-1452 local 140

College of Nursing

Email: cn@cnu.edu.ph

Telephone No.: (032) 254-4837

Balamban Campus

Email: balambancampus@cnu.edu.ph

Telephone No.: (+63) 946 200 3819 ; (+63) 948 576 8976

Medellin Campus

Email: medellincampus@cnu.edu.ph

Telephone No.: (032) 436-2029

TESTING CENTER (for testing schedule)

Email: testing@cnu.edu.ph

Telephone No.: (032) 254-1542 local 150