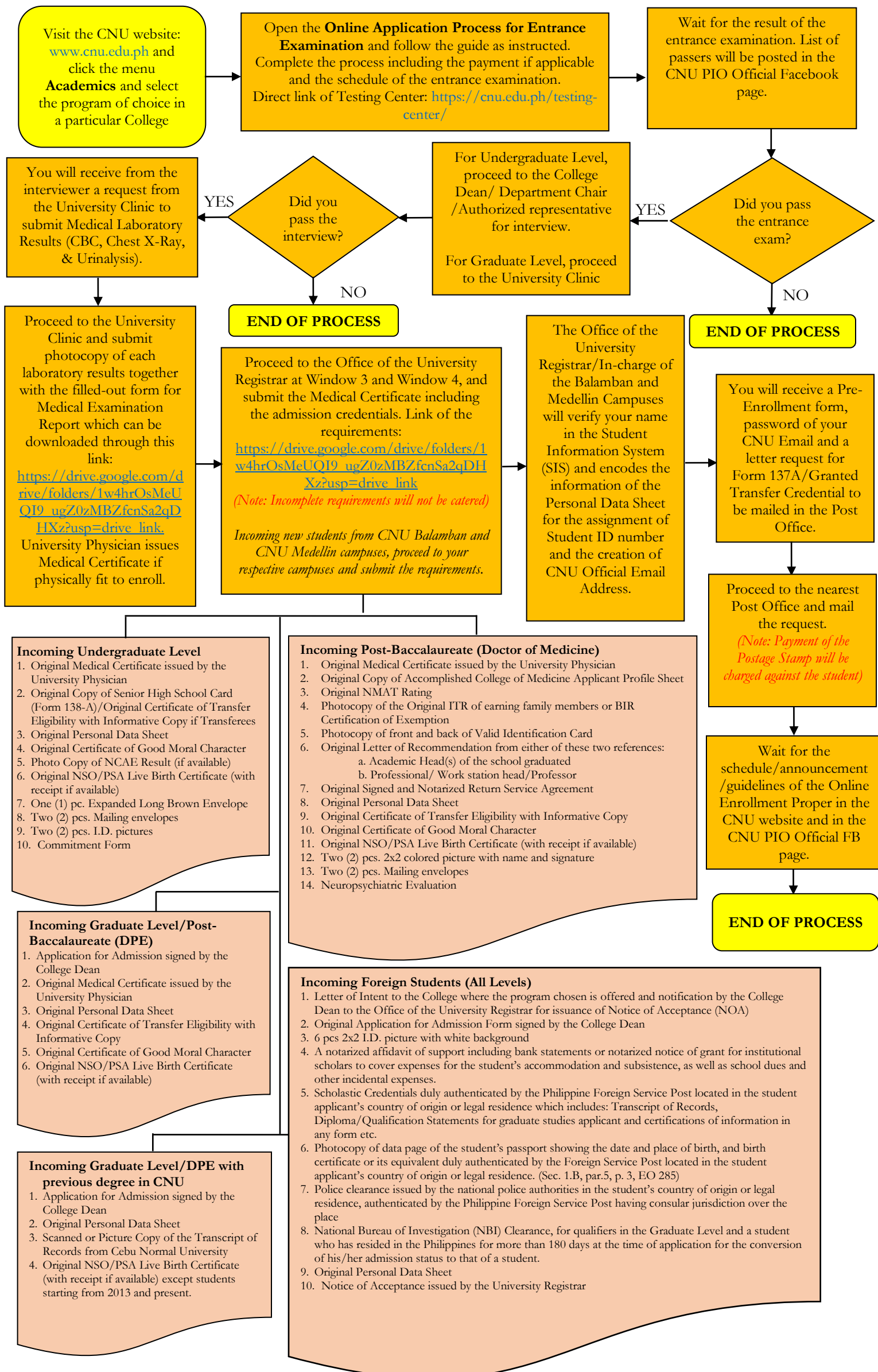




CORE PROCESS 1A
PRE-ENROLMENT PREPARATION (PROCEDURES FOR NEW STUDENTS)
PROCESS FLOWCHART
(FACE-TO-FACE/IN-PERSON ONLY)

START HERE



- Incoming Undergraduate Level**
1. Original Medical Certificate issued by the University Physician
 2. Original Copy of Senior High School Card (Form 138-A)/Original Certificate of Transfer Eligibility with Informative Copy if Transferees
 3. Original Personal Data Sheet
 4. Original Certificate of Good Moral Character
 5. Photo Copy of NCAE Result (if available)
 6. Original NSO/PSA Live Birth Certificate (with receipt if available)
 7. One (1) pc. Expanded Long Brown Envelope
 8. Two (2) pcs. Mailing envelopes
 9. Two (2) pcs. I.D. pictures
 10. Commitment Form

- Incoming Graduate Level/Post-Baccalaureate (DPE)**
1. Application for Admission signed by the College Dean
 2. Original Medical Certificate issued by the University Physician
 3. Original Personal Data Sheet
 4. Original Certificate of Transfer Eligibility with Informative Copy
 5. Original Certificate of Good Moral Character
 6. Original NSO/PSA Live Birth Certificate (with receipt if available)

- Incoming Graduate Level/DPE with previous degree in CNU**
1. Application for Admission signed by the College Dean
 2. Original Personal Data Sheet
 3. Scanned or Picture Copy of the Transcript of Records from Cebu Normal University
 4. Original NSO/PSA Live Birth Certificate (with receipt if available) except students starting from 2013 and present.

- Incoming Post-Baccalaureate (Doctor of Medicine)**
1. Original Medical Certificate issued by the University Physician
 2. Original Copy of Accomplished College of Medicine Applicant Profile Sheet
 3. Original NMAT Rating
 4. Photocopy of the Original ITR of earning family members or BIR Certification of Exemption
 5. Photocopy of front and back of Valid Identification Card
 6. Original Letter of Recommendation from either of these two references:
 - a. Academic Head(s) of the school graduated
 - b. Professional/ Work station head/Professor
 7. Original Signed and Notarized Return Service Agreement
 8. Original Personal Data Sheet
 9. Original Certificate of Transfer Eligibility with Informative Copy
 10. Original Certificate of Good Moral Character
 11. Original NSO/PSA Live Birth Certificate (with receipt if available)
 12. Two (2) pcs. 2x2 colored picture with name and signature
 13. Two (2) pcs. Mailing envelopes
 14. Neuropsychiatric Evaluation

- Incoming Foreign Students (All Levels)**
1. Letter of Intent to the College where the program chosen is offered and notification by the College Dean to the Office of the University Registrar for issuance of Notice of Acceptance (NOA)
 2. Original Application for Admission Form signed by the College Dean
 3. 6 pcs 2x2 I.D. picture with white background
 4. A notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses.
 5. Scholastic Credentials duly authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence which includes: Transcript of Records, Diploma/Qualification Statements for graduate studies applicant and certifications of information in any form etc.
 6. Photocopy of data page of the student's passport showing the date and place of birth, and birth certificate or its equivalent duly authenticated by the Foreign Service Post located in the student applicant's country of origin or legal residence. (Sec. 1.B, par.5, p. 3, EO 285)
 7. Police clearance issued by the national police authorities in the student's country of origin or legal residence, authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place
 8. National Bureau of Investigation (NBI) Clearance, for qualifiers in the Graduate Level and a student who has resided in the Philippines for more than 180 days at the time of application for the conversion of his/her admission status to that of a student.
 9. Original Personal Data Sheet
 10. Notice of Acceptance issued by the University Registrar



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

