

CEBU NORMAL UNIVERSITY

Osmeña Blvd., Cebu City, 6000, Philippines

Office of the University Registrar

Telephone No.: (+63 32) 254 1452 loc. 134; (+63 32) 254 0067 Email: registrar@cnu.edu.ph

Website: www.cnu.edu.ph

CORE PROCESS 1A

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

START HERE

Visit the CNU website: www.cnu.edu.ph and click the menu Academics and select the program of choice in a particular College

Open the Online Application Process for Entrance **Examination** and follow the guide as instructed. Complete the process including the payment if applicable and the schedule of the entrance examination. Direct link of Testing Center: https://cnu.edu.ph/testing-

> center/ For Undergraduate Level, proceed to the College

> > Dean/ Department Chair

/Authorized representative

for interview.

For Graduate Level, proceed to the University Clinic

Wait for the result of the entrance examination. List of passers will be posted in the CNU PIO Official Facebook page.

> Did you pass the entrance exam?

END OF PROCESS

Results (CBC, Chest X-Ray, & Urinalysis). Proceed to the University Clinic and submit photocopy of each

You will receive from the

interviewer a request from

the University Clinic to

submit Medical Laboratory

laboratory results together with the filled-out form for Medical Examination Report which can be downloaded through this link:

https://drive.google.com/d <u>rive/folders/1w4hrOsMeU</u> QI9_ugZ0zMBZfcnSa2qD HXz?usp=drive link.

University Physician issues Medical Certificate if physically fit to enroll.

END OF PROCESS

Did you

pass the

interview?

YES

Proceed to the Office of the University Registrar at Window 3 and Window 4, and submit the Medical Certificate including the admission credentials. Link of the requirements:

NO

https://drive.google.com/drive/folders/1 w4hrOsMeUQ19_ugZ0zMBZfcnSa2qDH Xz?usp=drive_link

(Note: Incomplete requirements will not be catered)

Incoming new students from CNU Balamban and CNU Medellin campuses, proceed to your respective campuses and submit the requirements.

The Office of the University Registrar/In-charge of the Balamban and Medellin Campuses will verify your name in the Student Information System (SIS) and encodes the information of the Personal Data Sheet for the assignment of Student ID number and the creation of CNU Official Email

Address.

YES

You will receive a Pre-Enrollment form, password of your CNU Email and a letter request for Form 137A/Granted Transfer Credential to be mailed in the Post Office.

NO

Proceed to the nearest Post Office and mail the request.

(Note: Payment of the Postage Stamp will be charged against the student)

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
- Original Personal Data Sheet
- 4. Original Certificate of Good Moral Character
- Photo Copy of NCAE Result (if available) 6. Original NSO/PSA Live Birth Certificate (with
- receipt if available)
- One (1) pc. Expanded Long Brown Envelope Two (2) pcs. Mailing envelopes
- 9. Two (2) pcs. I.D. pictures
- 10. Commitment Form

Incoming Post-Baccalaureate (Doctor of Medicine)

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

Wait for the schedule/announcement /guidelines of the Online Enrollment Proper in the CNU website and in the CNU PIO Official FB page.

END OF PROCESS

Incoming Graduate Level/Post-Baccalaureate (DPE)

- Application for Admission signed by the College Dean
- 2. Original Medical Certificate issued by the University Physician
- 3. Original Personal Data Sheet
- 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 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)
- 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
- 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)
- 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
- 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

Incoming Graduate Level/DPE with previous degree in CNU

- Application for Admission signed by the
- College Dean 2. Original Personal Data Sheet
- Scanned or Picture Copy of the Transcript of Records from Cebu Normal University
- Original NSO/PSA Live Birth Certificate (with receipt if available) except students starting from 2013 and present.









