



**Office of the University Registrar**

Telephone No.: (+63 32) 254 1452 loc. 134; (+63 32) 254 0067  
Email: [registrar@cnu.edu.ph](mailto:registrar@cnu.edu.ph) | Website: [www.cnu.edu.ph](http://www.cnu.edu.ph)

**Requirements for Submission of Admission Credentials  
at Window 3 and 4, Office of the University Registrar  
Main Campus, Osmeña Boulevard, Cebu City**

**Incoming Undergraduate Level**

1. Original Medical Certificate issued by the University Physician
2. Original Copy of Senior High School Card (Form 138-A) or Certificate of Transfer Eligibility with Informative Copy if Transferees
3. Original Personal Data Sheet (Download Link: [https://drive.google.com/drive/folders/1w4hrOsMeUQI9 UgZ0zMBZfcnSa2aDHXz?usp=drive\\_link](https://drive.google.com/drive/folders/1w4hrOsMeUQI9 UgZ0zMBZfcnSa2aDHXz?usp=drive_link))
4. Original Certificate of Good Moral Character
5. Photo Copy of NCAE Result (if available)
6. Original PSA Live Birth Certificate with official receipt
7. One (1) pc. Expanded Long Brown Envelope
8. Two (2) pcs. Mailing envelopes
9. Two (2) pcs. I.D. pictures
10. Notarized Commitment Form

**Incoming Post-Baccalaureate (Doctor of Medicine)**

1. Original Medical Certificate issued by the University Physician
2. Copy of Accomplished College of Medicine Applicant Profile Sheet
3. Original Copy of NMAT Rating
4. Original Copy of ITR of earning family members or BIR Certification of Exemption
5. Scanned or 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 Personal Data Sheet (Download Link: [https://drive.google.com/drive/folders/1w4hrOsMeUQI9 UgZ0zMBZfcnSa2aDHXz?usp=drive\\_link](https://drive.google.com/drive/folders/1w4hrOsMeUQI9 UgZ0zMBZfcnSa2aDHXz?usp=drive_link))
8. Original Copy of Certificate of Transfer Eligibility
9. Original Copy of Transcript of Records/ Informative Copy
10. Original Copy of Certificate of Good Moral Character
11. Original PSA Live Birth Certificate with official receipt
12. Two (2) pcs. 2x2 colored picture with name and signature
13. One (1) pc. Expanded Long Brown Envelope
14. Two (2) pcs. Mailing envelopes
15. Neuropsychiatric Evaluation

**Incoming Graduate Level/Post-Baccalaureate (DPE)**

1. Original Graduate Studies Testing Admission Form signed by the College Dean
2. Original Medical Certificate issued by the University Physician
3. Original Personal Data Sheet (Download Link: [https://drive.google.com/drive/folders/1w4hrOsMeUQI9 UgZ0zMBZfcnSa2aDHXz?usp=drive\\_link](https://drive.google.com/drive/folders/1w4hrOsMeUQI9 UgZ0zMBZfcnSa2aDHXz?usp=drive_link))
4. Original Copy of Certificate of Transfer Eligibility
5. Original Copy of Transcript of Records/Informative Copy
6. Original Copy of Certificate of Good Moral Character
7. Original PSA Live Birth Certificate with official receipt





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8. One (1) pc. Expanded Long Brown Envelope
9. Two (2) pcs. Mailing envelopes
10. Two (2) pcs. 2x2 I.D. Pictures

**Incoming Graduate Level/Post-Baccalaureate (DPE) with previous degree in CNU**

1. Original Graduate Studies Testing Admission Form signed by the College Dean
2. Original Personal Data Sheet (Download Link: [https://drive.google.com/drive/folders/1w4hrOsMeUQI9 UgZ0zMBZfcnSa2aDHXz?usp=drive\\_link](https://drive.google.com/drive/folders/1w4hrOsMeUQI9 UgZ0zMBZfcnSa2aDHXz?usp=drive_link))
3. Photocopy of the Transcript of Records from Cebu Normal University
4. Original PSA Live Birth Certificate with official receipt  
*Note: Please disregard, if you have submitted the original copy previously.*
5. One (1) pc. Expanded Long Brown Envelope
6. Two (2) pcs. 2x2 I.D. Pictures

**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 incoming new student 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 (Download Link: [https://drive.google.com/drive/folders/1w4hrOsMeUQI9 UgZ0zMBZfcnSa2aDHXz?usp=drive\\_link](https://drive.google.com/drive/folders/1w4hrOsMeUQI9 UgZ0zMBZfcnSa2aDHXz?usp=drive_link))
10. Notice of Acceptance issued by the University Registrar

Prepared by:

**JASON P. SABEQUIL, LPT**  
University Registrar III

