Cebu Doctors' University

E N R O L L M E N T P R O C E S S

NEW STUDENTS AND TRANSFEREES

Step 1 . DEAN'S OFFICE
- Submit the necessary documents for evaluation.
- Secure the approval to take the Entrance Exam.

Step 2 . ACCOUNTING OFFICE
- Pay the Entrance Exam Fee.

Step 3. GUIDANCE OFFICE
- Submit the following:
  - Approval to take the Entrance Exam
  - Official Receipt from Accounting Office
  - Photocopy of High School report card or College Transcript of Records
- Take the Entrance Exam.

Step 4. DEAN'S OFFICE
- Follow up the result of the Entrance Exam on the date specified by the Guidance Office.
- If the result is favorable: (Note: Foreign student applicants should first see the University Registrar for evaluation of their credentials before going to the Dean's Office to do the steps below.)
  - Fill up the Admission Form.
  - Get the subject assignment (for First Year Block Sections only).
  - Fill up the Pre-enrollment Form.
  - Secure an ID number and enter it in the Pre-enrollment Form.
  - Secure all the credentials and the curriculum for submission to the Registrar's Office.

Step 5. REGISTRAR'S OFFICE
- Submit the credentials and the curriculum.

Step 6. ACCOUNTING OFFICE
- Pay the PHP 12,000.00 enrollment fee.
- Get the Official Receipt.

Step 7. LIBRARY
- Fill up the Student Information File (SIF) Form.
- Present the enrollment Official Receipt and the Pre-enrollment Form

Step 8. EDP OFFICE
- Submit the accomplished Pre-Enrollment Form.
- Present the enrollment Official Receipt.
- Fill up the Personal Information Sheet for CDU I.D.
- Have your picture taken
- Claim your CDU I.D.

Step 9. DEAN'S OFFICE
- Get a printout of the study load.
- Have your CDU I.D. Validated.

OLD AND RETURNING STUDENTS

Step 1. REGISTRAR'S OFFICE(Foreign students only)
- Have your credentials evaluated.

Step 2. DEAN'S OFFICE
- Present your CDU ID.
- Obtain the previous semester's grades.
- Get the subject assignment.
- Fill up the Pre-enrollment Form.

Step 3. ACCOUNTING OFFICE
- Pay the PHP 12,000.00 enrollment fee.
- Get the Official Receipt.

Step 4. LIBRARY
- Fill up the Student Information File (SIF) Form.
- Present the enrollment Official Receipt and the Pre-enrollment Form.

Step 5. EDP OFFICE
- Submit the accomplished Pre-Enrollment Form.
- Present the enrollment Official Receipt.

Step 6 . DEAN'S OFFICE
- Get a printout of the study load.
- Have your CDU ID validated.

IMPORTANT: YOU SHALL BE CONSIDERED ENROLLED ONLY AFTER YOU COMPLETE THE ENROLLMENT PROCESS AND YOUR ID IS VALIDATED; OTHERWISE, A FINE OF PHP250.00 SHALL BE IMPOSED PER DAY BEYOND THE LAST DAY OF ENROLLMENT UNTIL YOU SHALL HAVE BEEN ENROLLED.

Follow strictly the following Assessment / Updating schedules.

First Semester:
July 1-31 (before Midterm Exams)
Sept 1-30 (before Final Exams)

Second Semester:
Dec 1-20 (before Midterm Exams)
Feb 1-28 (before Final Exams)

- **NO assessment, NO payment accepted.**
- **We do not entertain assessment over the phone.**
- **Full payment discount shall be applied up to two (2) weeks after classes start.**

DR. ENRICO B. GRUET
Vice-President for Academic Affairs

DR. POTENCIANO V. LARRAZABAL, JR.
President and Chairman of the Board

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