

Cebu Doctors' University

ENROLLMENT PROCESS

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
- Submit a 2"x2" colored identification picture (White background, shirt or blouse with collar and sleeves, taken within the last 3 months; computer printouts will not be accepted).

Step 8. STUDENT AFFAIRS, PUBLICATIONS, AND PUBLIC RELATIONS OFFICE (SAPPRO)

- Present the Official Receipt.
- Fill up the Personal Information Sheet.
- Submit a 1"x1" colored identification picture (White background, shirt or blouse with collar and sleeves, taken within the last 3 months; computer printouts will not be accepted).

Step 9. EDP OFFICE

- Submit the accomplished Pre-Enrollment Form.
- Present the enrollment Official Receipt.

Step 10. DEAN'S OFFICE

- Get a printout of the study load.
- Have your temporary 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