



UNIVERSITY of the ASSUMPTION

Enrolment Procedure effective May 19, 2025 except on May 23, May 30, June 6, June 12, June 16 (morning), June 18 (for Nursing and Pharmacy only), June 20, and June 24 -27, 2025

FIRST SEMESTER 2025-2026 COLLEGE FRESHMAN ENROLLMENT

Form-UA-OUR-39
May 2025

College Freshman Enrollment Routing Form

Name _____ UA Student No. _____ Curricular Program _____
 Last Name First Name Middle Name Sem/Academic Year _____ Mobile no. _____

Accomplish all steps of the enrollment procedure during the prescribed schedule. **DRESS CODE** – comfortable but decent clothes (jeans/slacks, white shirt, rubber/closed shoes.)

Enrollment Steps and Venue	Requirements to be presented/submitted	Documents issued	REMARKS of UA Personnel
1. Submission of Enrollment Requirements <i>Office of the University Registrar (OUR)</i> - Ryan 201, 2 nd floor Ryan bldg.	Present the Letter of Acceptance . For applicants who have not been issued their Letter of Acceptance, you may proceed to the Guidance and Admissions Office at Ryan 102, 1 st floor Ryan bldg. Submit the following at the OUR. 1. Original SHS Grade 12 Form 138 2. Original Certificate of Good Moral Character 3. Two (2) pieces 2x2" photos (white background with name tag -Last Name, First Name, Middle Initial 4. Clear Photocopy of PSA Birth Certificate 5. Printed Accomplished Student Information Sheet	1. Enrollment Routing Form with the remarks/signature of Step 1 personnel 2. College Enrollment Evaluation Form	_____ Signature
2. Enlistment in Courses <i>Dean's Office</i> - 2nd floor Puno bldg. SAS - P208 - BSPsych, BHS, BA Com, BSCrim SEd - P209 - BEEd, BSE VERE SBPA - P210 - BSBA MM, BSBA OM COA - P211 - BSA CONP - BSN, BSPh CHTM - P212 - BSHM, BSTM CEA - P204 - BSArch, BSCE, BSCpE, BSIE CITCLS - P203- BSIT	Enrollment Routing Form with remarks/signature of Step 1 personnel	1. Class Schedule/Assessment Form 2. Enrollment Routing Form with the remarks/signature of Step 1 personnel	_____ Signature
3. Payment of Fees <i>Finance Office</i> - Ry205, 2 nd floor Ryan bldg.	1. Class Schedule/Assessment Form 2. Enrollment Routing Form with remarks/signature of Step 2 personnel	1. Official Receipt 2. Enrollment Routing Form with the remarks/signature of Step 2 personnel	_____ Signature
4. ID Card Processing <i>Photo Lab</i> - Ry203, 2 nd floor Ryan bldg.	1. Class Schedule/Assessment Form 2. Official Receipt 2. Enrollment Routing Form with remarks/signature of Step 3 personnel	1. Official Receipt stamped ID issued 2. UA ID card 3. Enrollment Routing Form with the remarks/signature of Step 3 personnel	_____ Signature
5. UA Email Issuance <i>Office of Management Information Systems (OMIS)</i> - 3rd floor room between Ryan bldg. and Puno bldg.	1. Class Schedule/Assessment Form 2. Official Receipt with the stamp ID issued 2. Enrollment Routing Form with remarks/signature of Step 4 personnel	1. Copy of the UA Gmail and temporary password 2. Enrollment Routing Form with the remarks/signature of Step 4 personnel	_____ Signature
6. College Orientation <i>Recognized Student Organizations' Office (RSO)</i> 2nd floor Aniceto bldg.	1. Class Schedule/Assessment Form and the Official Receipt stamped ID issued 2. Enrollment Routing Form with remarks/signature of Step 5 personnel Submit the Accomplished College Enrollment Evaluation Form	1. Class Schedule/Assessment form stamped ENROLLED 2. UA uniform pattern 3. Enrollment Routing Form with the remarks/signature of Step 5 personnel	_____ Signature

Keep the Class Schedule/Assessment Form stamped ENROLLED, Official Receipt stamped ID issued and Enrollment Routing Form for enrollment verification purposes.