



CITIZEN'S CHARTER

Vision: *A GLOBALLY COMPETITIVE UNIVERSITY FOR SCIENCE, TECHNOLOGY AND ENVIRONMENTAL CONSERVATION.*

Mission: *DEVELOPMENT OF A HIGHLY COMPETITIVE HUMAN RESOURCE, CUTTING-EDGE SCIENTIFIC KNOWLEDGE AND INNOVATIVE TECHNOLOGIES FOR SUSTAINABLE COMMUNITIES AND ENVIRONMENT.*

ENROLMENT OF NEW FRESHMEN, TRANSFEREES AND CONTINUING STUDENTS

GYMNASIUM, VSU CAMPUS

Registrar: Engr. Eliezer L. Velasco Tel. No. 563-7428

ICT Head: Prof. Winston Tabada Tel. No. 563-7068

The university reserves the right to accept or reject any applicant whose qualifications do not meet the requirements of the program he/she intends to pursue. Any qualified incoming Freshman, Transferee or continuing student who wants to earn a degree offered by the university is required to enroll in his/her chosen course. To facilitate speedy enrolment, a one stop enrollment area located at the Gymnasium is provided during the enrolment period.

If all requirements are complete, the enrolment process can be done within one (1) working day.

I. REQUIREMENTS BEFORE ENROLLMENT:

a. New Freshmen

1. High School Report Card (Form 138)
2. Certificate of Good Moral Character
3. Birth Certificate issued by the NSO
4. 4 copies 1x1 ID picture, colored with white background
5. Medical Certificate from the VSU Hospital. Please bring X-ray plate and result, CBC, Urinalysis and Fecalalysis results as basis for issuance of the medical certificate.

b. Transferees

1. Transfer credential / Honorable Dismissal
2. Copy of the previous grades / Transcript of Records certified by the School Registrar (GPA of at least 2.5 for non-PASUC Member Institution)
3. Certificate of Good Moral Character

4. Birth Certificate issued by the NSO
5. 4 copies of 1x1 ID picture, colored with white background Medical Certificate from the VSU Hospital. A transferee is required to bring X-ray plate and result, CBC, Urinalysis and Fecalalysis results as bases for issuance of the medical certificate.

c. Returning Students (Students who were on leave of absence & is seeking for readmission)

1. Letter of intent for readmission to the Registrar stating reason for the leave of absence.
2. Recommendation from the Dean of Students
3. Medical Certificate issued by the VSU Hospital

d. Students with unpaid accounts (Payment will no longer be accepted during enrolment period)

1. LBP bank deposit slip if full payment of accounts is made through the bank; or
2. Transaction slip for on-line payment

II. SCHEDULE OF AVAILABILITY OF SERVICE

Services for enrollment are be available during the scheduled enrolment period from Monday to Friday 7:00 am to 7:00 pm and during other days from 8:00 am to 5:00 pm (NO NOON BREAK).

III. FEES

Students who pay in full can avail 5% discount on tuition fee only.
Minimum payment upon enrolment is P5,000.00 for Nursing and P1,000.00 for other students.

IV. ENROLLMENT PROCEDURE FOR NEW STUDENTS

STEP	APPLICANT/CLIENT	OFFICE ACTIVITY	DURATI ON	PERSON-IN- CHARGE
1	Proceeds to Admission's Office for review of documents, grade computation, evaluation of credentials, and issuance of Admission. Secures Registration forms. *	Computes the grade, evaluates the credentials, and issues admission and registration forms	15 minutes	Prof. Manolo B. Loreto
2	Fills up the registration form and proceeds to computer room	Reviews the filed registration forms, assigns Student Number, and encodes subjects enrolled	20 minutes	Mr. Arnulfo Galenzoga and Encoders
3	Proceeds to collection's in-charge and pays the down payment	Collects the amount paid and issues Official Receipt	5 minutes	Cashier's Staff

4	Proceeds to Registrar for printing and validation of COR	Prints the COR and validates the same	15 minutes	Mr. Eusebio Olleras
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V. ENROLMENT PROCEDURES FOR CONTINUING STUDENTS

STEP	APPLICANT/CLIENT	OFFICE ACTIVITY	DURATION	PERSON-IN-CHARGE
1	Enrolls online	None	NA	NA
2	Pays the down payment either through VSU Cashier or LBP on-line payment	Issues Official Receipt upon receipt of cash or transaction slip for on line payment	5 minutes	Cashier's Staff
3	Proceeds to Registrar for printing and validation of COR	Prints the COR and validates the same	15 minutes	Mr. Eusebio Olleras

- For continuing students with unpaid account, to settle the same at the Cashier to unblock his on-line enrolment.

Once the COR is validated, a student will now become a bonafide student of the Visayas State University and as such, he/she is expected to follow the rules and regulations and uphold the standard behavior as a VSU Student.

For complaints, contact Prof. Manolo B. Loreto, Jr. in the suggestion box at the main entrance of the ONE-STOP-SHOP.


ELIEZER L. VELASCO
 University Registrar


EDGARDO E. TULIN
 President