

THE GRADUATE SCHOOL

Visayas State University

Visca, Baybay City

CITIZENS CHARTER

Application for Admission

Step	Applicant/Client	Graduate School	Duration	Person/s Responsible
1	Secure from the Graduate School or download from VSU website (www.vsu.edu.ph) the following forms: a)Application Form for Admission b)2 copies of Candid Appraisal	Issues the needed forms	2-5 minutes	Maricar B. Posas
2	Go to the Cash Division at the Administration Building and pay the application fee of P100.00	None		
3	Send the Candid Appraisal forms to any two of your former professors (if not employed) or one of your former professors and the other to your immediate supervisor (if employed), for evaluation. The chosen referees shall send the filled out forms directly to the Graduate School.	When the Graduate School receives the Candid Appraisals from the referees, these shall be attached to the application form and TOR	20-30 minutes	Maricar B. Posas Veronico B. Almeroda
4	Submit filled up application form to the Graduate School together with a copy of your Official Transcript of Records (TOR) and Official Receipt of the application fee.	Receives submitted forms together with the requirements; Compute the Grade Point Average (GPA); Attach evaluation form; Send all the documents to the Graduate Admissions Committee of the department where you intend to enroll, for evaluation.	2-5 minutes	Maricar B. Posas
5	Follow up from the Graduate School the status of your application	Upon receipt of the evaluation from the department, the Graduate School prepares the Letter of Admission for review and approval	1-2 days	Maricar B. Posas Wenifreda T. Oclitaria Fe M. Gabunada Anabella B. Tulin
6	If admitted either on a Regular or Probationary status, proceed to enrolment during the scheduled registration period. If you wish to defer your enrolment to the next term or school year, write to the Dean of the Graduate School stating your intention to defer enrolment.			

Enrolment (NEW STUDENTS)

Step	Applicant/Client	Graduate School	Duration	Person/s Responsible
1	For first-time enrolment, present your Letter of Admission to the Graduate School and secure the required enrolment forms	Issues the required enrolment forms	2-5 minutes	Maricar B. Posas Heide S. Lasquites
2	Consult with your <i>ad interim</i> academic adviser on the courses to enroll based on the courses offered and have him/her sign your enrolment forms.	Assists the students in filling out of the forms		Heide S. Lasquites
3	Go back to the Graduate School for assessment of school fees.	Assesses of school fees.	2-5 minutes	Heide S. Lasquites
4	Go to the Registrar's Office/Enrolment venue for encoding of courses enrolled	None		
5	Pay your school fees at the Cash Division/Enrolment venue			
6	Go back to the Registrar's Office/Enrolment venue for printing and validation of your Certificate of Registration	None		

Enrolment (CONTINUING STUDENTS)

Step	Applicant/Client	Graduate School	Duration	Person/s Responsible
1	Go to the Graduate School and secure the needed registration forms	Issues the required forms	2-5 minutes	Heide S. Lasquites Maricar B. Posas
2	Based on your approved Plan of Course Work and the list of courses offered in the semester, consult with your academic adviser on what courses to enroll and have him/her approve your enrolment forms.	Assists the students in filling out of the forms		Heide S. Lasquites
3	Go back to the Graduate School for assessment of school fees.	Assesses of school fees.	2-5 minutes	Heide S. Lasquites
4	Go to the Registrar's Office/Enrolment venue for encoding of courses enrolled	None		
5	Pay your school fees at the Cash Division/Enrolment venue	None		
6	Go back to the Registrar's Office/Enrolment venue for printing and validation of your Certificate of Registration	None		