

NEW STUDENT

A “**new student**” is a college graduate with the appropriate baccalaureate degree and is eligible for admission to study leading to the Juris Doctor degree in accordance with the minimum requirements prescribed by the University and the Supreme Court of the Philippines.

ENROLMENT REQUIREMENTS:

- Philippine Law School Admission Test (PhiLSAT) Certificate of Eligibility/ Exemption (Law School and LEB Copy)
- Original copy of Honorable Dismissal /Transfer Credential
- Original copy of Official Transcript of Records (TOR)
- Original copy of Good Moral Character (last school attended)
- Original copy of the Birth Certificate issued by the Philippine Statistics Office (PSO)
- Original copy of the Marriage Certificate with Affidavit of Change of Name (if the married female applicant’s TOR is under her maiden name) issued by the PSO
- Two pieces 2x2 picture (any background)

GUIDELINES AND PROCEDUREFOR ADMISSION

Step 1: Proceed to the Registrar’s Office (located at the Ground Floor of UC Banilad) with an informative copy of TOR for evaluation of basic subject requirements.

The student must be a graduate of a bachelor’s degree and must have earned the following minimum number of units in their undergraduate course:

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|------------------|----------|
| • English | 18 units |
| • Social Studies | 18 units |
| • Mathematics | 6 units |
| • Rizal | 3 units |

(Note: After the evaluation, make sure that the application form is duly signed by the Registrar)

Guidelines and Requirements for Admission to the University of Cebu School of Law

- Step 2: Proceed to the Cashier (located at the Ground Floor of UC Banilad) and pay the “Testing Fee”. Present the application form for eligibility (with attached TOR) for stamping.
- Step 3: Proceed to the Guidance Office (located at the Ground Floor of UC Banilad) for the psychometric exam. Present the official receipt issued by the Cashier and the application form for eligibility (with attached TOR).

Evaluation Schedule

Monday -Saturday	8:30 AM- 12:00 NN
Monday – Friday	2:30 PM- 5:00 PM
	5:00 PM- 9:00 PM
	(upon request of at least 5 students)

The Psychometric result (usually released the following day) will then be forwarded to the Dean’s Office for further screening.

- Step 4: Proceed to the School of Law Dean’s Office (located at the Mezzanine Floor of UC Banilad) for further evaluation and enrolment proper.
- Step 5: Accomplish Applicant’s Personal Data Sheet and Enrolment Form for New Student and submit them together with all the requirements for proper evaluation.

All requirements must be submitted during the enrolment before the applicant is allowed to enroll. At the discretion of the Dean, submission of the lacking requirements may be deferred provided that the applicant shall execute an Undertaking (in the form prescribed by the School of Law) to accomplish the lacking requirements on the agreed date of submission.

Upon receipt of the duly accomplished enrolment form, the Dean’s Office staff shall review the subjects and schedules plotted by the applicant to ensure strict compliance with the law school’s policy on pre-requisite subjects.

- Step 6: If the accomplished Enrolment Form is in order, proceed to the Students Section of the Accounting Department (located at the Ground Floor of UC Banilad) for the assessment.
- Step 7: Proceed to the Cashier (located at the Ground Floor of UC Banilad) to pay the enrolment fee.

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- Step 8: Proceed to the Electronic Data Processing (EDP) Department (located at the Ground Floor of UC Banilad) for the encoding of schedule and the issuance of the corresponding study load.
- Step 9: Proceed to the Library (located at the Third Floor of UC Banilad) for the photo capturing and issuance of the school identification card.
- Step 10: Submit the accomplished Personal Data Sheet Form at the School of Law Dean's Office.