

CROSS-ENROLLED STUDENT

A “**cross-enrolled student**” is a student who is fully admitted and enrolled in other law schools and wishes to enroll in the University provided he or she will submit an endorsement from his or her school with a copy of his or her latest grades.

ENROLLMENT REQUIREMENTS:

- Letter of Intent to Cross-Enroll (LOI)
- Permit to Cross-Enroll (from the applicant’s School Registrar)
- Two pieces 2x2 picture (any background)

GUIDELINES FOR CROSS-ENROLLING

Step 1: Proceed to the School of Law Dean’s Office (located at the Mezzanine Floor of UC Banilad) and submit a LOI and a photocopy of the Permit to Cross-Enroll (from the applicant’s school registrar) for the Dean’s approval.

Step 2: If the LOI is in order and Permit to Cross-Enroll is approved, fill-out the Applicant’s Personal Data Sheet and Enrollment Form for Cross-Enrolled Student and submit it together with all the requirements to the Dean’s Office for proper evaluation.

All requirements must be submitted during the enrollment 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.

Step 3: If the accomplished Enrollment 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 4: Proceed to the Cashier (located at the Ground Floor of UC Banilad) to pay the enrollment fee.

Step 5: 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.

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- Step 6: Proceed to the Library (located at the Third Floor of UC Banilad) for the photo capturing and issuance of the school identification card.
- Step 7: Submit the accomplished Personal Data Sheet Form at the School of Law Dean's Office.