

## **REFRESHER STUDENT**

A “**refresher student**” is a law graduate who wants to enroll for review purposes or for a Supreme Court-mandatory course required for a law graduate who failed in the Bar Examination for the third time before he or she is allowed to take the Bar Examination for the fourth time.

### **ENROLLMENT REQUIREMENTS:**

- Letter of Intent to attend refresher courses (LOI)
- Photocopy of Diploma or Official Transcript of Records (TOR) (issued by the law school where the refresher graduated)
- Two pieces 2x2 picture (any background)

### **GUIDELINES AND PROCEDURES FOR ADMISSION**

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 Diploma or TOR for the Dean’s approval.

Step 2: If the LOI is in order and approved, fill-out the Applicant’s Personal Data Sheet and Enrollment Form for Refresher 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.

Upon receipt of the duly accomplished enrollment 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 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.

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

- 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.
- 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.