

TRANSFER STUDENT

A “**transfer student**” is a student who wishes to enroll in the University after having been enrolled in another law school. Former law students returning to the University after having enrolled in other educational institutions are also considered transfer students. Transfer students must possess all the qualifications required for a UC law student to continue his or her studies in the School of Law, otherwise, his or her application for transfer shall be denied.

ENROLLMENT REQUIREMENTS:

- Letter of Intent to transfer
- 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 Statistic 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 Philippine Statistic Office(PSO)
- Two pieces 2x2 picture (any background)

GUIDELINES AND PROCEDURES FOR ADMISSION

Step 1: Proceed to the UC School of Law Dean’s Office (located at the Mezzanine Floor of UC Banilad) and submit a letter of intent and a photocopy of the official transcript of record (TOR)and grades from the previous law school for the evaluation of grades.

Step 2: Once letter of intent is approved, 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 and credited units.

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:

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

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

(Note: For evaluation purposes, the applicant may use a Certification of Grade (from the last law school attended) provided he/she complies the informative copy of TOR before the classes start.)

- 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) and fill-out the Enrollment Guidelines Form for transfer student.
- Step 5: Proceed to the Student Affairs Office (located at the Second Floor of UC Banilad) for verification and clearance.
- Step 6: Proceed to the Registrar’s Office (located at the Ground Floor of UC Banilad) for verification and evaluation of school credentials.
- Step 7: Go back to the School of Law Dean’s Office for evaluation and enrollment approval.
- Step 8: Proceed to the Academic’s Office (located at the Mezzanine Floor of UC Banilad) for the final approval by the Campus Director.
- Step 9: Proceed to the School of Law Dean’s Office and submit accomplished Enrollment Guideline Forms for enrollment proper.
- Step 10: Accomplish Student’s Personal Data Sheet and Enrollment Form for Transfer Student and submit it together with all the requirements for proper evaluation.

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

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 11: 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 12: Proceed to the Cashier (located at the Ground Floor of UC Banilad) to pay the enrollment fee.
- Step 13: 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 14: Proceed to the Library (located at the Third Floor of UC Banilad) for the photo capturing and issuance of the school identification card.
- Step 15: Submit the accomplished Personal Data Sheet Form at the School of Law Dean's Office.