

Graduates of high schools duly recognized by the government may be admitted as freshmen into the University, based on the following:

1. Performance in the [University of Southern Mindanao College Entrance Examination \(USMCEE\)](#);
2. Average of the final grades (GPA) obtained in fourth year high school; and
3. [Compliance with other requirements prescribed by the colleges concerned and/or the University](#) .

(Note: Students from recognized institutions of higher learning may also be admitted as transferees based on the same criteria mentioned above, except No. 2 where the GPA of all college courses taken outside USM shall be used instead of the GPA of the fourth year grades in high school.)

SCHOLARSHIP PRIVILEGES

Qualified applicants can avail of the following scholarships:

- USM-sponsored Scholarships
- Government-funded Scholarships
- Private-funded Scholarships

INCOMING FRESHMEN STUDENTS

STEP	PROCEDURE	WHERE TO GO AND WHERE TO SET	WHAT TO BRING
1			
ADMISSION			
(for entering			

Admission Process

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freshmen and transfer students)

- Guidance Coordinator of the college
 - Interview (case-to-case basis)

 - Refer to: [Required documents for admission/enrollment](#)
 - Medical Certificate for BSHRM, BSND, BSFT,
 - Medical Certificate for BSN (1 week validity)
 - Medical Certificate for other courses may be required after Enrollment
1. Go to the Guidance coordinator of the concerned college/unit and provide documents as required.
 2. Proceed to Designated Interviewer when told to do so.
 3. If you are admitted, receive the Admission slip marked "Admitted".
 4. Proceed to the next step

2

ACADEMIC ADVISEMENT

- Academic Adviser/college Secretary
- Go to the designated area where Schedule codes are available

FOR CONTINUING STUDENTS:

- Grades for the preceding semester or
- Evaluation Form
- Approved Privilege form when applying for scholarship.

FOR ENTERING FRESHMEN & TRANSFER STUDENTS:

- Refer to: Required documents for admission /enrollment
1. Get a Trial Program from your Adviser and accomplish this form properly and clearly.
 2. Make sure you write the Schedule Codes (SchCode) of your subjects in your Trial Program. Secure

3. Proceed to the next step. Note: Students with previous unpaid accounts will not be allowed to enroll.

3

REGISTRATION AND ASSESSMENT

- Priority issuance staff (if there is any)
 - Encoders
-
- Priority ticket/number if there is any
 - Accomplished Trial Program signed by your Adviser
 - Approved Privilege Form for scholars
1. Present your priority ticket or number, accomplished Trial Program and Privilege Form (if applicable)
 2. Wait for your Registration and Assessment hardcopy.
 3. Examine your copy. If you notice some discrepancies in the copy, return to your encoder for approval.
 4. Proceed to the next step.

4

PAYMENT

- Priority issuance staff (if there is any)
 - Pay to the Collector / Cashier's Office
-
- Registration and Assessment hardcopy or Valid School ID card
1. Get a priority number (if there is any). Present your Registration and Assessment hardcopy or School ID card.
 2. Prepare an exact amount for payment to avoid delay.
 3. Students with scholarships and whose sponsor pays directly to the university may proceed immediately.
 4. For Partial payment, please refer to Partial payment Scheme.
 5. After payment, a receipt will be given to you. Keep your receipt for future use.
 6. You may now proceed to final screening.

5

FINAL SCREENING

- Representative from the Admission and Records Office

- Trial Program,
- Accomplished Privilege Forms
- and other required documents for enrollment

1. Submit all your enrollment documents to the final screening officer.
2. Have your Assessment/Registration hardcopy marked with "ENROLLED" or "ADMIT TO CLASS"

6

MEDICAL/DENTAL CHECK-UP

- University Hospital

- Hardcopy of Registration/Assessment

1. For Entering Freshmen/Transferee only: Refer to the Schedule of Medical /Dental Check-up

OLD CONTINUING STUDENTS

STEP	PROCEDURE	WHERE TO GO AND WHERE TO SEE	WHAT TO BRING
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1

ACADEMIC ADVISEMENT

- Academic Adviser/college Secretary
- Go to the designated area where Schedule codes are available

FOR CONTINUING STUDENTS:

- Grades for the preceding semester or
- Evaluation Form
- Approved Privilege form when applying for scholarship.

FOR ENTERING FRESHMEN & TRANSFER STUDENTS:

- Refer to: Required documents for admission /enrollment
1. Get a Trial Program from your Adviser and accomplish this form properly and clearly.
 2. Make sure you write the Schedule Codes (SchCode) of your subjects in your Trial Program. Securely
 3. Proceed to the next step. Note: Students with previous unpaid accounts will not be allowed to enroll.

2

REGISTRATION AND ASSESSMENT

- Priority issuance staff (if there is any)
 - Encoders
-
- Priority ticket/number if there is any
 - Accomplished Trial Program signed by your Adviser
 - Approved Privilege Form for scholars

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FINAL SCREENING

- Representative from the Admission and Records Office

 - Trial Program,
 - Privilege Form
 - other requirements required for enrollment
1. Submit all your enrollment documents to the final screening officer.
 2. Have your Assessment/Registration hardcopy marked with "ENROLLED" or "ADMIT TO CLASS"

For inquiry, please contact/visit:

Admission and Records Office

Administration Bldg.

USM, Kabacan, Cotabato

Tel. No. (064) 248-2363

Office of Student Affairs

USM, Kabacan, Cotabato

Tel. No. (064) 248-2623

University Test Development Center

Ground Floor, DD Clemente Hall

USM, Kabacan, Cotabato

Tel. No. (064) 248-2778