

ENROLLMENT ADVISORY

FIRST SEMESTER, SY 2021-2022
ADMISSION AND ENROLLMENT PROCEDURES

- COLLEGE FRESHMEN ENROLLMENT : APRIL 5 - JULY 30, 2021
- CLASSES STARTS : AUGUST 17, 2021

PROCEDURES FOR ONLINE CFE ENROLLMENT

	FRESHMEN STUDENTS	TRANSFER STUDENTS	GRADUATE SCHOOL/JURIS DOCTOR/DOCTOR OF PHARMACY
EMAIL			Email College/Department for advising.
			Visit https://www.adamson.edu.ph/v1/?page=acad-email for list of email addresses
VISIT	www.adamson.edu.ph/cfe		
APPLY	Accomplish the Student Information Sheet (SIS) and clicks save to obtain CFE Applicant Number.		
SELECT	Choose preferred Program.		

<p style="text-align: center;">UPLOAD</p>	<ul style="list-style-type: none"> ● Scanned or digital back to back copy of your 2nd or 3rd Quarter Grade of Grade 12 Report Card/ DepEd F-138 for evaluation ● Unedited 2x2 ID Picture (white background, collared shirt) for the temporary e-ID. 	<ul style="list-style-type: none"> ● Latest True Copy of Grades* ● Honorable dismissal/Transfer Credentials* ● Certificate of Good Moral Character* ● PSA Birth Certificate ● Unedited 2x2 ID Picture (white background, collared shirt) for the temporary e-ID. <p><i>* Application will be labelled pending if any of the three (3) essential requirements mentioned above is absent.</i></p>	<ul style="list-style-type: none"> ● Original Transcript of Records ● Original Certificate of Admission* ● Passport (Bio Page) for International Student ● Unedited 2x2 ID Picture (white background, collared shirt) for the temporary e-ID. <p><i>*A Certificate of Admission shall be issued by the Dean of the Graduate School/Juris Doctor after the applicant has completed the evaluation and pass the University Entrance Examination.</i></p>
<p style="text-align: center;">APPROVAL</p>	<p>The applicant receives an email notification regarding application approval and student number.</p>	<ol style="list-style-type: none"> a. Initially, the Admissions Office assesses the attached original requirements and tags the applicant as a transfer student once the credentials are complete. b. The application shall be forwarded to the college/ program department for grades evaluation, accreditation of courses, and pre advised courses. c. The college/program department tags the application 	<p>The applicant receives an email notification regarding application approval and student number.</p>

		as Qualified for the issuance of student number by the ASRO. d. The applicant receives an email notification regarding application, approval and student number.	
PAY	Settle the non-refundable down payment of Php 5, 000 following the guidelines indicated in the enrollment portal. All payment transactions made after the allotted period for Online College Freshmen Enrollment will not be considered as a down payment except expressly allowed by the Registrar. For International Students, an additional payment of P10, 000 is required to settle the acceptance fee.		
UPLOAD	Attach proof of payment to the Online CFE Portal for verification.		
ENROLLMENT	Applicant receives notification email indicating LMS account to view the assigned Block Section Schedule.	Applicant receives an email notification indicating LMS account; schedule of course enlistment, and procedures.	Applicant receives a notification email indicating LMS account; schedule of course enlistment, and procedures.

ONLINE ENROLLMENT APPLICATION FOR INTERNATIONAL STUDENTS

Procedures for freshmen and transfer students

1. Applicant must send an email to the Foreign Section of the Registrar's Office at foreignsection@adamson.edu.ph of his/her Letter of Intent together with the following requirements:

From Abroad

- a. Copy of the Official Transcript of Record/Scholastic Record authenticated and or with apostille by the Philippine Embassy or Consulate of the student's country of origin or legal residence.
- b. Photocopy of passport data page (page containing students full name, date and place of birth, passport number and photo).
- c. 2x2 ID picture with white background.

From within the Philippines

Freshmen students:

- a. Scanned or digital copy (*jpeg, *jpg, or *png format) of 2nd or 3rd Quarter of Grade 12 Report Card/DepEd F-138.
- b. Clear copy of the applicant's unedited 2x2 picture (white background, collared shirt) for the temporary e-ID.
- c. Photocopy of passport data page (page containing students full name, date and place of birth, passport number and photo).

Transfer Students

- a. Photocopy of passport data page (page containing students full name, date and place of birth, passport number and photo).
- b. 2x2 ID picture with white background.
- c. Honorable Dismissal/Transfer Credentials
- d. Certificate of Good Moral Character
- e. True Copy of Grades

f. Valid Student Visa

2. The SRE of the Foreign Section Office personnel evaluates the authenticity and completeness of the credentials and refer the undergraduate applicant to the head of the accepting program for interview and evaluation.
3. The head of the department refers the applicant to CLL who needs to undergo English Enhancement and issue a Certificate of Admission if qualified for enrollment. However, applicant who completed the program must secure a Certificate of Completion/Admission from the CLL office for enrollment.
4. The applicant visits www.adamson.edu.ph/cfe for online enrolment.
5. The ASRO staff validates the credentials of applicants for both freshmen and transfer students and tag as transfer student for evaluation and accreditation of courses by the department head.
6. The ASRO assigns student number to each qualified applicant to pay the down payment and acceptance fee.
7. For transfer student, the Foreign Section of the Registrar's Office encodes the credited courses of the qualified applicant.
8. Freshmen applicant receives notification email indicating LMS account to view the assigned Block Section Schedule whereas the transfer applicant receives email notification for his/her LMS Account/E-Learning Password for their enrolment.

APPLICATION FOR A CERTIFICATE OF ADMISSION

1. Applicant shall:
 - A. Send an email to the Dean for a Letter of Intent expressing his interest to be admitted to the Graduate School, College of Law and Doctor of Pharmacy

PROGRAM	PERSON-IN-CHARGE	EMAIL ADDRESS
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Juris Doctor	<i>Atty. Anna Maria D. Abad</i>	anna.maria.abad@adamson.edu.ph
Doctor of Pharmacy	<i>Mrs. Perlita M. Crucis</i>	pcrucis@adamson.edu.ph
GRADUATE SCHOOL		
Engineering	<i>Engr. Evelyn Q. Raguindin</i>	evelyn.raguindin@adamson.edu.ph
Business Administration	<i>Dr. Ruben Nayve</i>	ruben.nayve.jr@adamson.edu.ph
College of Science	<i>Mr. Williambill P. Turnbull, Jr.</i>	williambill.turnbull@adamson.edu.ph
College of Education and Liberal Arts	<i>Dr. Gliceria C. Lunag</i>	gliceria.lunag@adamson.edu.ph

- B. Attach a copy of Transcript of Records for evaluation and approval.
2. The Graduate School/ College of Law/Doctor of Pharmacy evaluate submitted credentials.

For the Graduate School

- The Dean endorses the applicant to the Guidance and Testing Office for scheduling of Entrance Examination.
- Applicant receives a notification email from the Guidance and Testing Office indicating the schedule for Entrance Examination.
- The Guidance and Testing Office administers the Entrance Examination and endorses the results to the Dean.
- Qualified applicant is emailed the result of the Entrance Examination along with a Certificate of Admission.
- Student proceeds to the online enrollment process. Visit: www.adamson.edu.ph/cfe

For the College of Law

- Applicant receives a notification email from the College of Law indicating the schedule for entrance examination and the panel interview.
- The College of Law administer the entrance examination and the applicant's panel interview.
- Qualified applicant is emailed the result of the Entrance Examination along with a Certificate of Admission.
- Student proceeds to the online enrollment process. Visit: www.adamson.edu.ph/cfe

For the Doctor of Pharmacy

- Qualified applicant receives a notification email from the College of Pharmacy with Certificate of Admission
- Student proceeds to the online enrolment process Visit: www.adamson.edu.ph/cfe

FOR MORE INQUIRIES:

- **ADMISSIONS OFFICE**
admission@adamson.edu.ph
8524-2011 loc. 102
- **COLLEGE OF LAW**
ana.maria.abad@adamson.edu.ph; sonia.sy@adamson.edu.ph
8524-2011 loc. 311
- **COLLEGE OF EDUCATION AND LIBERAL ARTS:**
gliceria.lunag@adamson.edu.ph; rudolf.aldrin.guirit@adamson.edu.ph
8524-2011 loc. 221
- **COLLEGE OF BUSINESS ADMINISTRATION**
ruben.nayve.jr@adamson.edu.ph
8524-2011 loc. 205
- **COLLEGE OF SCIENCE**
williambill.turnbull@adamson.edu.ph
8524-2011 loc. 222

- **COLLEGE OF PHARMACY**
pcrucis@adamson.edu.ph
8524-2011 loc. 390
- **COLLEGE OF ENGINEERING**
evelyn.raguindin@adamson.edu.ph; allan.ballos@adamson.edu.ph
8524-2011 loc. 405 or 406
- **CASHIER**
cashier@adamson.edu.ph
8524-2011 loc. 145
- **STUDENTS ACCOUNTS SECTION**
students.accounts@adamson.edu.ph
8524-2011 loc. 106