
ARTICLE I - C

ADMISSION REQUIREMENTS AND PROCEDURES

Section 1. FRESHMAN

- All new applicant should take the College Admission Test (C.A.T.)
- All new applicant who passed the C.A.T. are required to undergo the Physical/Medical examinations.
- Freshmen student must submit the following credentials:
 - 1.1. Form 138 (high school report card) - Original copy
 - 1.2. Certificate of Good Moral Character - Original copy
 - 1.3. Birth Certificate (NSO clear copy)
 - 1.4. Entrance Exam Result w/Official Receipt of Payment
 - 1.5. Physical/Medical Exam Result w/Official Receipt of Payment
 - 1.6. 5 pcs. 2x2 recent I.D. pictures w/same pictures and w/name tag
 - 1.7. Brgy. Certificate – stating the exact address of residency
 - 1.8. 1 set credential envelope – to be purchased in EAC Bookstore
 - 1.9. Admission Form duly filled-up

Section 2. TRANSFEREES

Transferee must present his/her transfer credentials and have his/her transcript of records (TOR) or copy of grades (graded class cards) evaluated by the Dean of the School where he is applying.

Requirements:

- 2.1. Transcript of Records/Certificate of Grades/Graded Class cards
- 2.2. Certificate of Good Moral Character - Original copy
- 2.3. Birth Certificate (NSO clear copy)

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- 2.4. Entrance Exam Result w/Official Receipt of Payment
 - 2.5. Physical/Medical Exam Result w/ Official Receipt of Payment
 - 2.6. 5 pcs. 2x2 recent I.D. pictures w/same pictures w/nametag
 - 2.7. Brgy. Certificate – stating the exact address of residency
 - 2.8. 1 set credential envelope – to be purchased in EAC Bookstore
 - 2.9. Honorable Dismissal from previously attended school
 - 2.10. Admission Form duly filled-up
 - 2.11. Marriage Certificate for married female applicant

Section 3. CROSS-ENROLLEES

Cross-enrollees from another college or university is allowed to enroll on a case-to-case basis for a period of one semester provided that he/she presents a valid cross-enroll permit granted by the institution where he/she is currently enrolled.

Requirements:

- 3.1. Cross enroll permit form
- 3.2. Admission Form duly filled-up
- 3.3. 4 pcs. 2x2 recent I.D. pictures w/same pictures w/name tag
- 3.4. 1 set credential envelope – to be purchased in EAC Bookstore
- 3.5. Brgy. Certificate – stating the exact address of residency

Section 4. SECOND COURSER (EAC Graduate)

Requirements:

- 4.1. Original copy of Transcript of Record(TOR)
- 4.2. Admission Form duly filled-up
- 4.3. 5 pcs. 2x2 recent I.D. pictures w/same pictures w/name tag
- 4.4. 1 set credential envelope – to be purchased in EAC Bookstore

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- 4.5. Brgy. Certificate – stating the exact address of residency
 - 4.6. Marriage Certificate for married female applicant

Section 5. SECOND COURSER (Non- EAC Graduate)

Requirements:

- 5.1 Original copy of Transcript of Record(TOR)
- 5.2 Admission Form duly filled-up
- 5.3 5 pcs. 2x2 recent I.D. pictures w/same pictures w/ name tag
- 5.4 1 set credential envelope – to be purchased in EAC Bookstore
- 5.5 Brgy. Certificate – stating the exact address of residency
- 5.6 Birth Certificate – (NSO clear copy)
- 5.7 Entrance Exam Result w/ Official receipt of Payment
- 5.8 Physical/Medical Exam Result w/ Official receipt of Payment
- 5.9 Certificate of Good Moral Character - Original copy
- 5.10 Honorable Dismissal from previously attended school
- 5.11 Marriage Certificate for married female applicant

Section 6. EAC RETURNEES (on-leave of absence) – RE-ADMISSION

Requirements:

- 6.1 Submit to Admissions Office an Original Copy of Brgy. Certificate stating the exact address of residency
- 6.2 1 pc. 2 x 2 recent I.D. picture w/same pictures w/ name tag (for admission Copy)
- 6.3 Flow Chart - Accounting Office
- 6.4 Re-activate Student Number - Registrar's Office
- 6.5 Proceed to respective colleges for manual advising of subjects

Note:

Student Number may change if and when student shifted to another course upon returning back to EAC. Also applicable to students who stopped from 1999 backwards.

Section 7. FOREIGN STUDENTS

Procedures & Requirements:

Present documents for verification:

- 7.1 Birth Certificate
- 7.2 Good Moral Certificate from recently attended school (original copy)
- 7.3 Police Clearance issued from the country of origin
- 7.4 Medical Health Certificate issued from the student's country of origin
- 7.5 Transcript of records (Scholastic records) from previous school
- 7.6 Five (5) original copies of Personal History statement
- 7.7 Notarized Affidavit of Support and Proof of adequate Financial support
- 7.8 Photocopy of Passport pages where name, photo, date of birth and place of birth appear.
- 7.9 Foreign Fee (amount depends on the course to be enrolled)
- 7.10 Brgy. Certificate – stating the exact address of residency in the Phil.
- 7.11 Marriage Contract for married female applicant
- 7.12 Must Pass/undergo:
 - 7.12.1 College Admission Test
 - 7.12.2 Physical/Medical Examination