

# GRADUATE STUDIES PRE-REGISTRATION FORM



**ACEducation**  
An Ayala Company

Marketing and Promotions Office  
AMS Building, RM 121, University of Nueva Caceres  
4400 Naga City  
Tel. No. (054) 473-9049 / (054) 811-61-00 local 130

1.5 x 1.5  
**(2 pcs)**

**INSTRUCTIONS:** (1) Please supply all information required.  
(2) Write NA if the information asked is not applicable to you.  
(3) Write in clean, clear, bold letters. (4) INCOMPLETE FORM will not be processed.

## I PERSONAL INFORMATION:

Name: \_\_\_\_\_ Gender: M  F  Contact Nos. \_\_\_\_\_  
Surname First Name Middle Name

Maiden Name: \_\_\_\_\_ Name of Spouse: \_\_\_\_\_ Email Address: \_\_\_\_\_  
(if Married)

Complete Home Address: \_\_\_\_\_  
House No. Street Barangay Town/City Province

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
MM DD YYYY

Citizenship: \_\_\_\_\_ Religion: \_\_\_\_\_ Civil Status:  Single  Married  Widow/er  Separated  Annulled

Total Monthly Household Income: ₱ \_\_\_\_\_

## II SCHOOL RECORD/DATA:

Choose One from the following Options:

<input type="checkbox"/> <b>Freshman</b> – First time in Graduate School/never been enrolled in any Graduate school. <i>Bachelor's Degree:</i> _____	<b>School/Address:</b> _____	<b>Program of Study Applied for:</b> _____
<input type="checkbox"/> <b>Transferee</b> – (a) Graduate School student from another college/university, entering for the first time in UNC (b) a UNCean who has transferred to another school and comes back to enroll in UNC.	<b>Program of Study</b> <b>Previous School/Address:</b> _____	<b>Program of Study to take:</b> _____
<input type="checkbox"/> <b>Re-admission</b> – A UNC Graduate School student who stopped for a semester or more and gets back to UNC to enroll.	<b>Last Semester in UNC:</b> _____	<b>Program of Study:</b> _____
<input type="checkbox"/> <b>Shiftee</b> – A UNC Graduate/Law student in UNC who shifts or changes program of specialization.	<b>Previous Program of Study:</b> _____	<b>New Program of Study:</b> _____
<input type="checkbox"/> <b>Cross Enrollee</b> - A Graduate student enrolled in another college but wishes to enroll in a subject or two here at UNC. S/Y: _____	<b>School/Address:</b> _____	<b>Program of Study:</b> _____
<input type="checkbox"/> <b>Foreign Student</b> – Any graduate student from other country who seeks enrollment in UNC.	<b>School/Address:</b> _____	<b>Program of Study:</b> _____

## III OTHER INFORMATION

If Employed: Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Position: \_\_\_\_\_

If Engaged in Business: Name of Business: \_\_\_\_\_ Address: \_\_\_\_\_

Membership in Professional Organization/s: \_\_\_\_\_

Board Exam Passed (if any) \_\_\_\_\_

I certify that the above information are true and given voluntarily. I hereby consent to the collection, use, recording, storing, organizing, consolidation, updating, disclosure, transfer, sharing, and/or general processing of my Personal Data by the University of Nueva Caceres.

\_\_\_\_\_  
*Student's Signature over Printed Name*

**A. "Where did you hear about UNC Graduate School?" (Choose One)**

- \_\_\_\_ TV
- \_\_\_\_ Radio
- \_\_\_\_ Tarp/Outdoor sign
- \_\_\_\_ Flyer
- \_\_\_\_ Digital/Facebook
- \_\_\_\_ School visit
- \_\_\_\_ Friends/Family
- \_\_\_\_ Teacher
- \_\_\_\_ Others. Pls Specify \_\_\_\_\_

**B. Rank the reasons why you chose UNC for your graduate study? (1-3 only)**

- \_\_\_\_ High quality education
- \_\_\_\_ English is encouraged
- \_\_\_\_ Good reputation/track record
- \_\_\_\_ Family is alumnus/a
- \_\_\_\_ Friends are there
- \_\_\_\_ Campus is near
- \_\_\_\_ Better job opportunities
- \_\_\_\_ Affordable
- \_\_\_\_ Others. Pls Specify \_\_\_\_\_

Please carefully read the student pledge before affixing your signature on this form.

## PLEDGE

I pledge to the University of Nueva Caceres:

1. That I shall be responsible for knowing all the rules, regulations, and guidelines of the UNC, the CHED, and all government laws and regulations applicable to students and school and abide by them. I shall immediately study the UNC Graduate School Handbook and abide by all the rules set forth in them.
2. That I am aware of the most STRICTLY PROHIBITED ACTS such as (a) entering or staying in the University campus under the influence of liquor or bringing in, passing around or drinking alcoholic beverage; (b) carrying or bringing or possessing firecrackers, explosives, knives, brass knuckles, arrows, guns, and other deadly or prohibited weapons; prohibited drugs, gambling materials or paraphernalia in the UNC campus; (c) engaging in any activity that results to disruption of classes; (d) threatening or embarrassing students and faculty members that prevent them from entering the campus or attending classes; (e) joining organizations that are engaged in subversive activities; and (f) committing vandalism is PUNISHABLE BY EXPULSION, DISMISSAL or other penalties that the UNC authorities may impose on the basis of investigations conducted by authorized committees or persons.
3. That I am willing to submit myself or attend counseling sessions when necessary.
4. That if I fail in two or more subjects during any school term, or commit other forms of academic deficiency, I may be dropped from the roll or refused admission for re-enrollment in the next term.
5. That I am to maintain a grade no lower than 2.00 in all my subjects, otherwise, I will have to shift to another course.
6. That it is my duty to verify my grades and if there is any error or much delay in giving grades, I must immediately bring the matter to the attention of the Dean concerned or the Registrar.
7. That I am bound to pay my school fees on or before the designated dates, and may not be allowed to take an examination if I fail to pay them on said dates.

\_\_\_\_\_  
Student's Signature over Printed Name

## REQUIRED SUBMITTALS:

### FRESHMEN

- Result of Graduate School Entrance Examination
- Authenticated copy of Official Transcript of Records (TOR)
- Authenticated Copy of PSA Birth Certificate
- PSA Marriage Certificate (*for married female students only*)
- Certified True Copy of Undergraduate Diploma

### TRANSFEREES:

- Honorable Dismissal
- Authenticated copy of Official Transcript of Records (TOR)
- Authenticated Copy of PSA Birth Certificate
- PSA Marriage Certificate (*for married female students only*)
- NBI Clearance
- 3 pcs 2 x 2 size picture with name imprinted thereon

### READMISSION/SHIFTEES:

- School Identification Card (ID)
- Copy of Grades

### CROSS ENROLLEES:

- Permit to cross enroll
- 3 pcs 1.5x1.5 picture

### FOREIGN STUDENTS:

- Copy of School Credentials (*In English*) Authenticated by the Philippine Consular Office of the Country of Origin
- Valid Passport
- Valid Student VISA

To be filled by the attending Pre-Registration OFFICER

Verified by and signed in the presence of:

**JULIO C. ORTIZ JR**

Pre-Registration Officer

Date signed: \_\_\_\_\_

**ROMEO M. SUMAYO, JR., PhD**

Dean

Date signed: \_\_\_\_\_

