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Prepared by:  Katrina Mae P. Lantin	Reviewed by:  Dr. Bonifacio M. Lanuza	Approved by:  Dr. Bonifacio T. Doma Jr.
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#### I. PURPOSE

To define the requirements for admission of applicants to the university.

#### II. SCOPE

These guidelines shall apply to all applicants who seek admission to Mapua University.

#### III. DEFINITIONS

Freshmen applicants                      applicants who are candidates for graduation of the current school year as certified by authorized school officers

applicants who are graduates of secondary schools and who have not taken any unit or subject in a college degree program

applicants who are graduates or undergraduates of associate degree programs

Mapua Scholastic Aptitude Exam (MSAE)                      Entrance Examination given to applicants wishing to be admitted and enrolled in the University.


#### IV. RESPONSIBILITY AND AUTHORITY

Admission Staff                      responsible and authorized to process admissions requirements of freshmen applicants.

Treasury personnel                      responsible and authorized to accept and process the payment of application / examination fee of freshmen applicants.

**UNCONTROLLED**  
  
Annabell M. Lee 10-Nov-2022  
Signature over Printed Name/Date


**APPROVED**  
  
BY: Cristian Jay C. Nuyda      DATE: 11/24/2020

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## V. DETAILS OF REFERENCE GUIDELINES

The following guidelines detail the requirements to be complied with by freshmen applicants as described in Admission Procedure for New Freshmen (PM-AD-02).

1. All Malayan Colleges Laguna (MCL) Senior High School graduating students shall be automatically admitted to the University with an admission fee of Php 350.00. However, student whose preferred program is not related to his/her academic strand in Senior High School shall no longer be required to take the bridging courses as the University offers an adaptive curriculum.
2. Applicants with International Credential shall be processed for admission as follows:
  - 2.1 With International Baccalaureate (IB) Diploma – exempted from taking MSAE and shall be automatically admitted.
  - 2.2 With International Baccalaureate (IB) Certificate – may be credited for exemption of MSAE subtest/s with minimum requirement of 5 marks.
  - 2.3 With Scholastic Aptitude Test (SAT) – exempted from taking MSAE and shall be automatically be admitted provided the applicant has a test score of at least 1100 of the redesigned SAT (of 1600).
  - 2.4 Cambridge International A Level –
    - 2.4.1 exempted from taking MSAE and shall be automatically be admitted to board programs (e.g. Civil engineering, Accounting, etc.) provided the English, Mathematics and Science subjects have a grade of A\*.
    - 2.4.2 exempted from taking MSAE and shall be automatically be admitted to non-board programs (e.g. Multimedia, Information Technology, etc.) provided the English, Mathematics and Science subjects have a grade of A.
3. All other applicants are required to take the Mapua Scholastic Aptitude Examinations (MSAE) covering the following areas: Verbal and Numerical Tests (including Biology, Chemistry & Physics).
4. All applicants shall be required to submit the following documents:
  - 4.1 Senior High School (SHS) graduating students
    - Online Undergraduate Application Form (filled-out via the Applicant Portal)
    - Application/Examination fee
  - 4.2 Senior High School Graduates (did not enroll the next term/semester after graduation)
    - Original and photocopy of senior high school report card
    - Photocopy of certification from the senior high school principal stating that the applicant's Form 137-A is still in the school file and has not been forwarded to another school
    - Application/Examination fee
  - 4.3 Graduates and undergraduates of associate programs
    - Transcript of Records

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- Honorable dismissal
- Two (2) identical pictures (plain background), size 1 ½" x 1 ½"
- Application/Examination fee

#### 4.4 Graduates of Non-Formal Education/Alternative Learning System Accreditation and Equivalency

- Certificate of Rating
- Photocopy of Diploma
- Learner's Permanent Record (AF-5) with eligibility to college

**NOTE :** Non-Filipino applicants from Philippine school shall submit his/her Alien Certificate of Registration (ACR) or Special Study Permit (SSP).

#### 4.5 Foreign Applicants (graduated abroad except from Filipino schools under DepEd)

- Scholastic records or Transcript of Records duly authenticated by the Philippine Embassy in the applicant's country of origin or legal residence; if the country or territory of origin is already a member of the Apostille Convention, authentication of the Philippine Foreign Service is no longer necessary.
- Certification of Graduation or Certificate of Completion of Secondary education
- Photocopy of applicant's passport bio-page, latest admission and authorized stay

Depending on the status of the applicant, the requirements stated above shall apply.


5. All qualified students of any age, gender, sexual orientation, race, disability, color, religion, and national or ethnicity is eligible for admission to the University . The University does not discriminate on the basis of age, gender, gender identity, sexual orientation, race, disability, color, religion, or national or ethnicity in administration of its admissions policies.

## VI. REACTION PLAN

Retrace steps made; check where errors in the process were evident and revise the procedure and reference guidelines accordingly.

## VII. PERFORMANCE INDICATOR

All freshmen applicants with complete requirements are processed and issued with examination schedules on the same day of their application.


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VIII. REPORTORIAL REQUIREMENTS


Report Title	Frequency of Update	Responsible Personnel
Admissions Statistics (System Generated)	Daily	Admissions Personnel

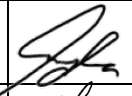
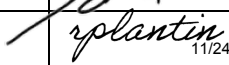

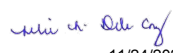
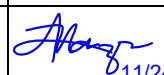
IX. REFERENCE DOCUMENTS


Document Code	Title
1. PM-AD-02	New Freshmen Application




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Section / Page	Rev. No.	Reason for Revision	Effective Date	By
ALL	00	Original Issue	June 02, 2014	NAPagulayan
ALL	01	Change in Standard Format/Update Old Data or Entries	July 28, 2017	NAPagulayan
V / 2	02	Change in Admission Requirements for Freshmen Applicants	Jan. 08, 2018	KMPLantin
V / 1-3 IX / 4	03	Change in application requirements Change in reference document	August 19, 2019	KMPLantin
V / 5	04	Inclusion of non-discriminatory admission policy	November 24, 2020	KMPLantin

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