### PRE-ADMISSION REQUIREMENTS

1. **a.** for high school graduates, photocopy of form 138 (report card)
   1. **b.** for graduating high school, photocopy of form 138 (at least second grading rating) duly certified by the high school principal or 4th year adviser
   1. **c.** for transferees, photocopy of Transcript of Records
2. Original and Photocopy of birth certificate from NSO
3. Testing fee of P150.00
4. 2 pcs 2x2 id picture

Things to Ponder: CHMSCians are prohibited from sporting colored hair, tattoo, and earring and long-hair (for male students)

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### IMPORTANT DATES TO REMEMBER FOR NEW STUDENTS / TRANSFEREEES

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>APPLICATION PERIOD</th>
<th>ENTRANCE EXAM</th>
<th>RESULT RELEASE</th>
<th>INTERVIEW</th>
<th>ENROLMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TALISAY</td>
<td>Jan. 16 - Apr. 16, 2014</td>
<td>every Sat from Jan 18 to Mar 29, weekdays on Apr 1st</td>
<td>every pm on exam date</td>
<td>Apr 28 - May 7, 2014</td>
<td>May 19-23, 2014</td>
</tr>
<tr>
<td>FORTUNE TOWN</td>
<td>Mar. 3 - May 16, 2014</td>
<td>April 1 - May 16 (Mon to Thurs only)</td>
<td>every Friday</td>
<td>Apr 7 - May 23, 2014</td>
<td>May 5 - 30, 2014</td>
</tr>
<tr>
<td>SINABAGAN</td>
<td>Jan 16 - Apr 30, 2014</td>
<td>every am from Jan 16 up to April 30</td>
<td>every pm</td>
<td>Apr 21 - 30, 2014</td>
<td>April 21 - May 9, 2014</td>
</tr>
</tbody>
</table>

### APPLICATION FLOW

1. Pay Entrance Examination Fee of P150.00 at the Cashier's Office.
2. Present Official Receipt and Submit Pre-Admission Requirements at the Guidance Office and secure Application Form.
3. Get entrance examination schedule from Guidance Office.
4. Take Entrance Exam on the scheduled date (bring exam permit/applicant's copy, pencils, valid ID).
5. Get exam result on the date specified in the permit (bring exam permit).
6. Bring result to the preferred College where minimum stanine requirement is reached.
   - Stanine Requirement: BSCE - 5, EECE, BEED, BSED, BSA - 4, all other courses - 3
   - a. for EECE, BEED & BSED - take the Standardized Aptitude Test for Teachers (SATT); then get interview schedule
   - b. for other courses - get interview schedule
   - ***a student can apply for interview in more than one course, based on his/her priority courses
7. If qualified for enrollment, get admission slip from the College Dean.
8. Proceed to Registrar's Office for enrollment on the scheduled date (bring the requirements listed at the right side, placed in a long-sized brown documentary envelope)

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### IN CASE QUALIFIED TO ENROLL, BE READY WITH THE FOLLOWING:

1. For high school graduates, original Form 138 (report card) or for transferees, original Transfer credential w/ student copy of Transcript of Records.
2. Original and photocopy of birth certificate from NSO
3. Original and photocopy of marriage contract from NSO (If applicant is female and is married)
4. Medical Certificate with x-ray result
5. 2 pcs each (2x2 and 1x1 ID pic)
6. Certificate of Good Moral Character

***all documents shall be placed in a long-sized brown documentary envelope with your Family Name, First Name, and Middle Name

***CLASSES START JUNE 2, 2014***

(BACK)