



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-CI37
AY 2018-2019

**TO: DEANS, REGENTS, DIRECTORS, SHS PRINCIPAL,
FACULTY SECRETARIES**

**CC: REGISTRAR, FMO, OVRF, DIRECTOR OF FINANCE,
SAFETY AND SECURITY, HRD, RECTOR, OVR, OVRAA,
OSA, OPA, PROPERTY CUSTODIAN, COMSBUREAU**

FROM: THE OFFICE OF THE SECRETARY-GENERAL

**SUBJECT: FIRST TERM AY 2019-2020 ENROLLMENT OF INCOMING GRADE 11
AND COLLEGE FRESHMEN**

DATE: 21 MARCH 2019

The University, through the Enrollment Committee, has set the enrollment of incoming College Freshmen and Grade 11 for the First Term of the Academic Year 2019-2020 at the UST Central Seminary Gymnasium, as follows:

A. Incoming College Freshmen

	April 25, 2019	April 26, 2019
8:00 – 10:00	Pharmacy, Music	Science; Nursing
10:00 – 12:00	Rehabilitation Sciences, Accountancy	Arts and Letters
12:00 – 2:00	Tourism and Hospitality Management; Fine Arts and Design	Architecture, IICS
2:00 – 4:00	Education, Physical Education and Athletics	Engineering, Commerce


B. Incoming Grade 11

	April 29, 2019	April 30, 2019
8:00 – 12:00	ABM	HUMSS, MAD
12:00 – 4:00	STEM	HA, PES



Kindly refer to the attached enrollment procedures for your guidance.

We thank you for your cooperation and compliance.


FR. JESUS M. MIRANDA, JR., O.P.
Secretary-General

PHASES OF ON-SITE ENROLLMENT
for incoming freshmen / incoming Grade 11 learners
First Term, Academic Year 2019-2020

PRELIMINARIES

The following requirements should be accomplished by the concerned students before the scheduled enrollment date:

Requirements	Concerned students	Remarks
Accomplished Personal Data Sheet (PDS)	All students	Encode personal information through http://pds.ust.edu.ph and print Acknowledgment Slip.
Clearance from the Office of the Registrar	Foreign students	Look for Mr. Isidro
Scholarship requirements for submission to the Office of Student Affairs (OSA)	Scholarship applicants	Please refer to the announcements posted on <i>UST-Office of Student Affairs facebook page</i>
Duly accomplished application forms	Qualified children of faculty, employee, and University officials	Procure the <i>Educational Benefit Form</i> from the Accounting Office. The accomplished form will be presented to the Accounting Staff in the assessment and payment phase of the enrollment process.
complete courses to be enrolled checked via the MyUSTe portal	All students	Check under My Schedule module if courses to be taken for first term are completely advised. If courses are incomplete, report to the concerned Program Chair

Enrollment Procedure. The general phases of the on-site enrollment procedure include:

1. **Reporting to respective Faculties/Colleges or Senior High School Principal's Office and observance of preliminary instructions.** *Note: If this is not applicable to a certain college, then the concerned students must proceed to the Enrollment Venue (Seminary Gym).*
2. **PRINTING of Registration Form (Form 1)** – *The students must present confirmation of enrollment form and Acknowledgment Slip to the Accountant's representative for assessment of fees and printing of Form 1 (computer generated form).*

Note: If enrollee decides not to pay yet after the assessment, enrollee is required to return the printed Form 1 to the Accountant's representatives. Such form is not considered proof of registration.

3. **PAYING of Fees** - *The students must sign the registration form and proceed to payment counters. Bank tellers are available to receive payment. Visa, Mastercard and BPI-Express Payment System Credit card payments are also accepted. (Note: Students must have their copies of their official receipt and Form 1 before leaving the enrollment site.)*
4. **PLACING of orders for uniforms/books** - *Students shall proceed to the designated rooms for fitting of uniforms and/or payment of books. (Note: Payment for PE uniforms is already included in the assessment of school fees.)*

REMINDERS concerning payment:

A - For check payments:

1. *Check* with exact amount should be made payable to University of Santo Tomas. (Note: only one check is allowed per student).
2. The following checks are ***not accepted***:
 - a. second-endorsement checks
 - b. Old format checks
 - c. post-dated checks
 - d. stale checks
3. Returned checks - Students whose checks are returned by the bank shall be required to pay in cash in their future transactions with the University. A **penalty of P1,500.00** shall be imposed by the University, in addition to the penalties to be charged by the bank.

B - Succeeding payments can be done through the following:

- a. BPI - over-the-counter, Internet/Phone/ ATM banking
- b. Metrobank - over-the-counter, Internet/Mobile banking
- c. BPI Family - Internet/Phone/ ATM banking

The depositor is required to enroll UST as a merchant with the student number as the reference number. This facility will also apply to online-enrollment/other payment in the future.

Thank you.

Office of the Registrar

**4Ps of ON-SITE ENROLLMENT
FIRST TERM, AY 2019-2020**

PHASES	ACTIVITIES	VENUE
1	<i><u>Preliminaries</u>, if there are any</i>	<i>respective faculties / colleges</i>
2	<i>Assessment of Fees and <u>Printing</u> of Registration Form (Form 1)</i>	<i>Enrolment Venue (Seminary Gym)</i>
3	<i><u>Payment of Fees</u></i>	
4	<i><u>Placement</u> of order for and distribution of school uniform</i>	<i>respective faculties / colleges</i>