



# UNIVERSITY OF SANTO TOMAS

## COLLEGE OF SCIENCE

Office of the Dean



### **ENROLLMENT PROCEDURES FOR STUDENTS WHO FILED LEAVE OF ABSENCE (LOA) IN THE COLLEGE OF SCIENCE 2<sup>nd</sup> Term, AY 2022-2023**

#### ***Procedures:***

1. Before proceeding to enrollment, students who filed Leave of Absence (LOA) are advised to write a formal letter (in PDF format) addressed to the Dean of UST College of Science with affixed e-signature using the official email address of the college ([ustscience@ust.edu.ph](mailto:ustscience@ust.edu.ph)). Kindly attach a copy of your approved LOA.
  - a. Students who filed LOA due to illness must attach a Medical Certificate from their attending Physicians that they are physically fit to attend remote instructions during the pandemic.
  - b. Students who filed LOA for other reasons must express their intention to return to the College of Science.
2. Once approved, student will be informed and may begin the enrollment process. Students must strictly follow the procedures for enrollment.
  - a. Students without deficiencies must follow the regular enrollment procedures
  - b. Those with deficiencies must follow the enrollment procedures for irregular students.

**NOTE:** Students are advised to use their official G-suite accounts to access the given links during enrollment. If in case the UST G-suite account is not activated, kindly send a request to access link, with attached approved letter for enrollment from the Dean of the College of Science.

