



Xavier University
ATENEO DE CAGAYAN

ADMISSIONS & AID OFFICE

Foreign Students (Undergraduate & Graduate) Admissions and Enrollment General Procedure

A ADMISSIONS

A.1 For Foreign Students who completed High School/Graduate School in the Philippines

- Step1** Submit Application Letter to OICN Director (oicn@xu.edu.ph)
- *Submissions of Application Letter should be made 3 months prior to the start of the semester intended to enroll*
 - *(Cut-Off Months, 1st Semester: March, 2nd Semester: August)*
- Step2** Interview with the OICN Director (Personal or Online) and secure clearance note for testing
- Step3** Pay testing Fee at Finance Office
- Step4** Take and Pass Xavier University Entrance Exam
- 5.1 Present clearance note for testing @ University Testing Center
- Step5** Inquire Test Results online at apply.xu.edu.ph/users/exam_results and follow instructions given
- Step6** Eligible applicants access and create Online Application for admissions
- 6.1 Fill in Personal Information
- 6.2 Attach clear scanned copies of the following documents:
- a. passport pages where name, photo, birth date, birthplace, valid visa and latest entry/ arrival dates appear
 - b. copy of birth certificate
 - c. copy of marriage certificate (for married women)
 - d. Academic Credentials
 1. Freshman Undergraduate - Grade 12 Report Card 2nd Semester with remarks eligible for transfer
 2. Transferee - Transfer Credential/Official Transcript of Records (TOR)
 - e. NBI Clearance (resided in the Philippines for more than 59 days)
 - f. Notarized Affidavit of support and a Proof of Adequate Financial (Bank Certificate with available fund equivalent to US\$2,500) to cover expenses incidental to studies in Xavier University (for those applying for SSP and student visa only)
- Step7** Verification to be done by the Office of the University Registrar
- Step8** Present either of the documents at the Office of the University Registrar window #18A such as : student visa (9f), 9 (g), SSP, SRRV, SIRV, working permits, permanent foreign residents to secure **Clearance Note for Admissions**.
- Upon compliance of the above requirements, the admitted foreign student is ready to enroll.
- Step9** Applicants will be notified via email on their application status (Offer Letter)
- Step10** Submit clear photocopy of Passport to Admissions & Aid Office for Issuance of **Notice of Acceptance**
- *The foreign student brings to the Bureau of Immigration (BI) copies of all his/her documents including the NOA for his/her student visa requirement. The BI Liaison Officer of OICN will assist the admitted applicant in processing his/her visa with BI, under the advisement by the OICN Director.*
 - *All foreign undergraduate and/or graduate applicants should comply with the Bureau of Immigration requirements of the Republic of the Philippines. Detailed procedures for conversion of Tourist visa (9a) can be downloaded at www.immigration.gov.ph.*

- Applicants who are below eighteen (18) years old should get a Special Study Permit (SSP) from the Bureau of Immigration. Please inquire at the OICN – BI Liaison Officer for the requirements. The “no valid visa/no SSP, no enrollment” policy is strictly implemented in compliance to Executive Order (EO) 285.

A.2 For Foreign Students who completed High School/Graduate School outside the Philippines

Step1 Submit Application Letter to OICN Director (oicn@xu.edu.ph)

- Submissions of Application Letter should be made 3 months prior to the start of the semester intended to enroll
- (Cut-Off Months, 1st Semester: March, 2nd Semester: August)

Step2 Interview with the OICN Director (Personal or Online)

Step3 Take Otis–Lennon School Ability Test (OLSAT) from a reputable testing and assessment center and send results (Form F/G) to Admissions Director (admissions@xu.edu.ph) or XU Entrance Exam if you are in Cagayan de Oro City

Step4 Applicants will be notified through email on their eligibility status. Eligible applicants access and create Online Application account. at apply.xu.edu.ph/users/exam_results

4.1 Fill in Personal Information

4.2 Attach clear scanned authenticated* copies of the following documents:

- Passport pages where name, photo, birth date and birthplace appear
- Birth certificate
- Marriage certificate (for married women)
- Academic Credentials

1. Freshman Undergraduate:

- authenticated* High school report card and its English translation
- authenticated* Certificate of graduation or certified true copy of the high school diploma and its English translation.
- Department of Education (DEPED) certificate of eligibility for admission to college for applicant who finished High School outside the Philippines

2. Transferee:

- authenticated* Official Transcript of Records (TOR) with grading system and its English translation bearing the original signature of the registrar and seal of the school.

3. MA/MS student:

- authenticated* Official Transcript of Records (TOR) for the Bachelor’s degree with the official grading system and its English translation, bearing the original signature of the registrar and seal of the school
- authenticated* Certificate of graduation in college or the college diploma and its English translation.

4. Ph.D. student:

- authenticated* Official Transcript of Records (TOR) for the master’s degree with the official grading system and its English translation, bearing the original signature of the registrar and seal of the school
 - authenticated* Certificate of graduation in graduate school or the graduate school diploma and its English translation.
- Police Clearance Certificate issued by the National Police Authorities in the student’s country of origin duly authenticated by the PFSP having consular jurisdiction over the place (for the student who resided in the Philippines for less than 59 days); or NBI Clearance for those who resided in the Philippines for more than 59 days.
 - Notarized Affidavit of Support and a Proof of Adequate Financial (Bank Certificate with available fund equivalent to US\$2,500) to cover expenses incidental to studies in Xavier University.

**IMPORTANT: The authentication must be done by the Philippine Foreign Service Post (PFSP) or embassy located in the student-applicant's country of origin or legal residence. The English translation needs to be authenticated as well.*

- Step5** Verification to be done by the Office of the University Registrar
Step6 Receive Clearance Note for Admissions via email on their application status
Step7 Submit clear photocopy of Passport to Admissions & Aid Office for Issuance of **Notice of Acceptance**

- *The foreign student brings to the Bureau of Immigration (BI) copies of all his/her documents including the NOA for his/her student visa requirement. The BI Liaison Officer of OICN will assist the admitted applicant in processing his/her visa with BI, under the advisement by the OICN Director.*
- *All foreign undergraduate and/or graduate applicants should comply with the Bureau of Immigration requirements of the Republic of the Philippines. Detailed procedures for conversion of Tourist visa (9a) can be downloaded at www.immigration.gov.ph.*
- *Applicants who are below eighteen (18) years old should get a Special Study Permit (SSP) from the Bureau of Immigration. Please inquire at the OICN – BI Liaison Officer for the requirements. The “no valid visa/no SSP, no enrollment” policy is strictly implemented in compliance to Executive Order (EO) 285.*

- Step8** Present either of the documents at the Office of the University Registrar window #14 such as : student visa (9f), 9 (g), SSP, SRRV, SIRV, working permits, permanent foreign residents to secure **Clearance Note for Admissions**.

- Upon compliance of the above requirements, the admitted foreign student is ready to enroll.

B ENROLLMENT

- Step1** Print and present Clearance Note for Admissions and Pay down payment and other fees (medical and dental, placement exams) at the Finance Office.
- *Foreign student shall pay a foreign fee of Php 5,000 every semester, apart from the regular tuition and matriculation fees.*
- Step2** Present receipt from Finance to XU Clinic for Medical and Dental checkup
Step3 Report to OICN with orange card for signature
- 2.1 Fill out Original Personal History Statements (Revised 1998)
 - 2.2 Submit photocopy of passport bio-page, latest Visa with valid authorized stay and ACR-I card
 - 2.3 Submit original copies of NBI/Police Clearance and Bank Statement
- Step4** Submit Hard Copies of the following at the Registrar's Office (Window 18A):
- a. all original & photocopies of documents uploaded
 - b. Either Student Visa 9(f), 9 (g), SSP, SRRV, SIRV, working permits, permanent foreign residents whichever is applicable
 - c. Clearance slip from XU Clinic
 - d. Alien Certificate of Registration (ACR) I-CARD
- Step5** Take exam for the following:
1. English Placement Test at the English Department
 2. Psychological Exam at the Counseling Office
- Step6** Proceed to CISO for SLMIS Account Creation
Step7 Interview with the College Dean
Step8 Get Study Load from College Evaluator and verify courses taken through SLMIS account.

C POST ENROLLMENT

- Step1** Proceed to Book Center for ID processing
Step2 Attend ORSEM
Step3 Present orientation clearance signed by the Office of Student Affairs and Guidance & Counseling Office for release of ID and XU Handbook

