



Xavier University
ATENEO DE CAGAYAN

Admissions & Aid Office

External Incoming First Year

Higher Education Admissions Procedure
(Applicants who graduated SHS from other school)

ADMISSIONS

- Step1** Apply and Register online for Testing via XU website @ www.xu.edu.ph/apply
- Step2** Take and Pass Xavier University Entrance Exam
- Step3** Verify Entrance Exam Test Results online at http://apply.xu.edu.ph/users/exam_results and follow instructions given
- Step4** Receive Admissions Offer Letter via email. List of Passers will be posted at XU website
Please visit <http://www.xu.edu.ph/list-of-passers-examinees>
- Step5** Submit and attach online clear scanned copy of the following:
- Grade 12 Report Card 2nd Semester with remarks eligible for transfer
 - Good Moral Character from Prefect of Discipline or HS Principal/Student Affairs
 - NSO Birth Certificate
 - Transfer Credentials/Honorable Dismissal (for Transferees)
 - NSO issued Marriage Contract (for female married student)
 - Parents/Guardian Valid ID with Address or Proof of Billing Address
- Step6** Applicants will be notified via email to receive **Clearance Note for Admissions**
(Present printed Clearance Note for Admissions @XU finance Office and pay down payment & other fees)
- Step7** Proceed with enrollment process

If you are applying for Higher Education scholarship, please note that the deadline of submission for online application is on January 30, 2018

Internal Incoming First Year
Higher Education Admissions Procedure
(XU Senior High School graduates)

ADMISSIONS

- Step1** Take Xavier University Readiness Test for Colleges Universities
- Step2** Confirm online for Tertiary Course application http://apply.xu.edu.ph/users/exam_results and attach clear scanned copy of Grade 12 Report Card 2nd Semester with remarks eligible for transfer
- Step3** Received **Clearance Note for Admissions** via email.
(Present printed Clearance Note for Admissions @XU finance Office and pay down payment & other fees)
- Step4** Proceed with enrollment process

If you are applying for Higher Education scholarship, please note that the deadline of submission for online application is on January 30, 2018

TRANSFEREE

Higher Education Admissions Procedure
(College Applicants with existing degree from old curriculum in other school)

ADMISSIONS

- Step1** Secure Note of Acceptance from College Dean (Bring Transcript of Records from previous school)
- Step2** Present Note of Acceptance from the College Dean @ University Testing Center
- Step3** Take and Pass Xavier University Entrance Exam
- Step4** Verify Entrance Exam Test Results online at http://apply.xu.edu.ph/users/exam_results and follow instructions given.
- Step5** Submit and attach online clear scanned copy of the following:
- a. Transfer Credential/Honorable Dismissal
 - b. Good Moral Character from Student Affairs of previous school
 - c. Transcript of Records
 - d. NSO Birth Certificate
 - e. NSO issued Marriage Contract (for female married student)
 - f. Parents/Guardian Valid ID with Address or Proof of Billing Address
- Step6** Applicants will be notified via email to receive **Clearance Note for Admissions**
(Present printed Clearance Note for Admissions @XU finance Office and pay down payment & other fees)
- Step7** Proceed with enrollment process

RETURNEES

Admissions General Procedure

ADMISSIONS

Step1 Evaluation and Requirements @ Admissions & Aid Office

- **OFF FOR 1 TO 3 SEMESTER/S**, comply the following requirements:
 - a. Note of Acceptance from College Dean
 - b. XU Transcript of Records for internal Evaluation (2 semesters up)
 - c. Medical & Dental Clearance @ XU infirmary (2 semesters up)

- **OFF FOR 4 SEMESTERS and above**, comply the following requirements:
 - a. Note of Acceptance from College Dean
 - b. Take Assessment Exam @ University Testing Center
 - c. Medical & Dental Clearance @ XU Infirmary
 - d. XU Transcript of Records for Internal Evaluation
 - e. Fill-up Application form for re-admissions
 - f. Printed copy of test results on Assessment Test

Step2 Interview with Admissions & Aid Director

Step3 Issuance of Admissions Clearance slip

Step4 Proceed with enrollment process

2nd Courser & Professional Education (XU Graduates) Admissions General Procedure

ADMISSIONS

Step1 Evaluation and Requirements @ Admissions & Aid Office

Comply the following requirements:

- a. Secure Note of Acceptance from College Dean
- b. XU Transcript of Records
- c. Take Assessment Exam @ University Testing Center (graduated 2 years after and above)
- e. Medical & Dental Clearance @ XU Infirmary
- f. Fill-up Application form for Re-Admissions
- g. Printed copy of test results on Assessment Test

Step2 Submit Re-admissions requirements for SLMIS activation

Step3 Issuance of Admissions Clearance slip

Step4 Proceed with enrollment process

EXTERNAL ACADEMIC TRACK SENIOR HIGH SCHOOL

Admissions Process

(Grade 10 applicants from other school)

ADMISSIONS

- Step1** Apply and Register online via XU website @ www.xu.edu.ph/apply
- Step2** Take and Pass XU Grade 11 Entrance Examination @ University Testing Center
- Step3** Receive Acceptance Letter via email. List of Passers will be posted at XU website. Please visit <http://www.xu.edu.ph/list-of-passers-examinees>
- Step4** Verify Entrance Exam Test Results online at http://shsapply.xu.edu.ph/exam_results and confirm strand choice
- Step5** Print **Offer Letter**, present it to XU finance to pay commitment Fee of P3,000.00 On or before **February 28, 2018** to reserve a slot in your preferred strand.
- Step6** Proceed with enrollment process

If you are applying for Senior High School scholarship, please note that the deadline of submission for online application is on February 28, 2018

INTERNAL ACADEMIC TRACK SENIOR HIGH SCHOOL

Admissions Process

(XU Grade 10 applicants)

ADMISSIONS

- Step1** Take College Scholastic Aptitude Test
- Step2** Confirm online for SHS Strand Choice @ http://shsapply.xu.edu.ph/exam_results
- Step3** Print **Offer Letter**, present it to XU finance to pay commitment Fee of P3,000.00 on or before **February 28, 2018** to reserve a slot in your preferred strand.

If you are applying for Senior High School scholarship, please note that the deadline of submission for online application is on February 28, 2018