

REQUIREMENTS FOR ENROLMENT

A. NEW STUDENTS:

NON-USJR ALUMNUS/ALUMNA/ TRANSFEREE

- a) Transcript of Records (2 Copies)
- b) Honorable Dismissal
- c) Certificate of Good Moral Character
- d) Form **C-1** /Certificate of Eligibility to take Law Course
-to be requested at USJ-R Registrar's Office
- e) Clearance from the USJ-R Students Affairs Office (SAO)
- f) 2" x 2" picture (5 Copies)
- g) Birth Certificate (Original)

Note: Photocopy one set (a-c & g)

FOR USJ-R ALUMNUS/ALUMNA

- a) Transcript of Records (c/o USJ-R Registrar's Office)
- b) Good Moral Character from the USJ-R Students Affairs Office (SAO)
- c) 2"x2" picture (4 Copies)
- d) Form **C-1** /Certificate of Eligibility to take Law Course
-to be requested at USJ-R Registrar's Office

Note: Photocopy one set (a & b)

B. RETURNEE :

- a) Good Moral Character from the USJ-R Students Affairs Office (SAO)
- b) Clearance from the Accounting Office/Certificate of NO BALANCE
- c) Last Term Grade

Note: Photocopy one set (a-c)

VERY IMPORTANT

The School considers you officially enrolled only after you have:

- 1) Submitted the duly accomplished enrolment form to the Accounting Office
- 2) Been issued computer-generated **STUDY LOAD** which serve as proof of officially enrolled subjects .

Note: PLEASE SEE TO IT THAT ALL THE SUBJECTS YOU HAVE ENROLLED IN ARE PRINTED ON YOUR OWN STUDY LOAD.

(Sgd.) JONATHAN P. CAPANAS
Dean