

REVISED ENTRANCE REQUIREMENTS

Revision Date: March 3, 2023
Implementation Date: March 13, 2023



For Freshmen:

- Senior High School graduate (K12)
 - High School Graduate on or before 2016
1. Original copy of Form 138(High School Card)
 2. Certification of Good Moral Character from High School
 3. PSA Birth Certificate
 4. Must Pass the **70% passing Grade** for the **Entrance Examination** as follows:
 - 4.1 **IQ & Intelligence Test (total of 40%)**
 - (a) Science – 10 items = 10%
 - (b) Math – 10 items = 15%
 - (c) English – 10 items = 15%
 - 4.2 **Aptitude Test** – online application (**60%**)
 - 4.3 **Personality Test** – to be recommended by the Guidance Counselor if acceptable or not.
 5. Must pass the Physical and medical fitness test, pursuant to Regulation 1/9 of the STCW Convention 1978, as amended, to be conducted by a DOH accredited Medical Practitioner as follows:
 - 5.1 Ishihara Examination
 - 5.2 Audiometry Test
 6. Any student found to be Color Blind and/or Red-Green deficient should not be allowed to enroll the BSMARE and BSMT Programs. However, if the student wishes to pursue to enroll in any of the maritime courses shall submit a waiver of affidavit.
 7. Any student found to deficient for Audiometry Test shall secure a medical certificate or recommendation from **EENT Physician** or from the DOH accredited Medical Practitioner that he/she is allowed to enroll the BSMARE and BSMT Programs.

For Transferees:

1. Certificate of Honorable Dismissal/Eligibility to Transfer by the school last attended.
2. Certificate of True Copy of Grades or Official Transcript of Records (if Graduate of any course)
3. BSMARE/BSMT transferees from a maritime higher education institution whose programs are subjected to closure proceedings or are not authorized to be offered to a recognized MHEI, subject to completion/satisfaction of the following requirements:
 - 3.1 Must pass the Physical and medical fitness test (Ishihara and Audiometry), pursuant to Regulation 1/9 of the STCW Convention 1978, as amended, to be conducted by a DOH accredited Medical Practitioner.
 - 3.2 Must Pass the written and practical assessment;
4. Any student found to be Color Blind and/or Red-Green deficient should not be allowed to enroll the BSMARE and BSMT Programs. However, if the student wishes to pursue to enroll in any of the maritime courses shall submit a waiver of affidavit.
5. Any student found to be deficient in Audiometry Test shall secure a medical certificate or recommendation from **EENT Physician** or from the DOH accredited Medical Practitioner that he/she is allowed to enroll the BSMARE and BSMT Programs.

Prepared by:

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Registrar

Approved by:

DR. GULLERMO B. DELA CRUZ
President



REVISED ENROLLMENT PROCEDURE

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Step 1. The enrollee shall fill up the Application for Enrolment form at the Registrar's office Information, stating the course he/she desires to enroll.

Step 2. The enrollee shall proceed to the Computer Examination Room for the following Examination to be administered by the Registrar & Guidance Counselor:

- a) IQ Test Intelligence Test – (Math, Science and English)
- b) Aptitude Test
- c) Personality Test

Step 3. The enrollee shall proceed to the school clinic for the Physical and Medical Examination (**Ishihara and audiometry test**) as part the Admission requirements for Freshmen under the Regulation I/9 of the STCW.

Step 4. If the enrollee physically fit, the enrollee shall proceed to the **One-Stop-Shop** and fill up the Application for Enrolment then proceed to the Cashier and pay the prescribed registration fee including medical entrance fee and other prescribed fees.

Step 5. The enrollee shall proceed to the Registrar's Office and ask for a Customer Number (ex 0088) from the information area and wait for the computer system to announce the number assigned to you for the following process:

- Counter 1 or 2 - Evaluation of Subjects and number of units enrolled.
- Counter 3 or 4 - Encoding of schedule
- Counter 6 - Identification Card

Step 6. Proceed to the Accounting Section for assessment of tuition fee and other fees and schedule of payments. Proceed to the Cashier if he/she desires to pay the full payment of the prescribed fees.

Step 7. Proceed to the NSTP Department for ROTC or CWTS Registration.

Note: Upon approval of the official enrollment, the computerize enrollment system will automatically send the schedule of classes and assigned instructors to the email provided by the enrollee.

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