



# Frontline Services

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*Admission of new students, transferees and continuing students*

Registrar Office

# Admission of new students, transferees and continuing students

## Schedule of Availability of Service

Monday to Friday  
8:00am – 5:00pm

## Who may avail of the Service:

ISU Students

## What are the requirements:

For Freshmen : High School Report Card and/or Form 137; Birth Certificate; Good Moral Character; and duly accomplished Admission Form

For Transferee Students : Transfer Credentials; Honorable dismissal from previous school, Certification of grades; Birth Certificate; Certificate of Good Moral Character; and duly accomplished Admission Form

Old Students : Certification of Grades and duly accomplished Pre-enrollment Form

Duration : One (1) minute

## How to avail of the Service:

Step	Applicant/Client	Office Activity	Duration of Activity	Person In-Charge
1	Submission of required documents	Receive and evaluate the documents/credentials	1 minute	<ul style="list-style-type: none"><li>• Ambrocia A. GAffud</li><li>• Maylene Manuzon</li><li>• Albino Gandia</li><li>• Caroline Ruiz</li><li>• Wilma Panganiban</li><li>• Jonathan Donato</li><li>• Rowena Aquino</li></ul>
End Transaction(REGISTRAR)				