










Title		PROCESSING APPLICATION FOR ADMISSION		
Objective	To screen Undergraduate, Graduate and Teacher's Certification Program new entrants if they are qualified for program admission.			
Scope	The procedure covers activities from receiving application for admission to the confirmation of admission to Caraga State University			
Responsibility	Activities	Interfaces		
Applicant 	Application for Admission	Note 1	-Student Online Services-Application for Admission/Student Personal Record Form -Application Number	
Applicant and GCC/CSATB 	Scheduling for Examination	Note 2	-Online Appointment Schedule -Official Receipt -Schedule of off-campus test Administration -Appointment Slip	
Applicant and GCC/CSATB 	Administration of Exam	Note 3	-F-SSS-001: Admission test slip -F-SSS-007: Attendance Sheet -Official Receipt -Answer Sheets	
Applicant 	Evaluate Service		-F-CSSF-001: Client Satisfaction Form	
Psychometrician 	Processing of Answer Sheet	Note 4	-Answer Sheets	
Psychometrician 	Processing of Test Result	Note 5	-Test Results -Transmittal Documents	
Enrollment Committee 	Setting of Program Cut-off Score	Note 6	-Memorandum Order from the Office of the President -"Program Admission Module"	
Psychometrician/ OAS Personnel 	Releasing of Test Result	Note 7	-Admission Test Result -Notification for Admission Confirmation	
	Confirmation of Admission	Note 8	-Online Confirmation of Admission	

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NOTE 1:

1. Online Registration for Undergraduate Program, Teacher's Certificate Program (TCP) and Graduate Studies.

NOTE 2:

1. Online Appointment Schedule for Undergraduate Program.
2. Official Receipt for Teacher's Certificate Program (TCP) and Graduate Studies for the admission test fee.

NOTE 3:

1. Admission test slip required during the examination day.
2. Admission Test slip and Official Receipt, requirements for Teacher's Certificate Program (TCP) and Graduate Studies.

NOTE 4:

1. Answer sheets for Teacher's Certificate Program (TCP) and Graduate Studies will be forwarded to Center for Educational Measurement (CEM).
2. Answer sheets for Undergraduate Programs will be processed by the University Psychometrician using an automated scoring machine.

NOTE 5:

1. Test Results for all levels shall be consolidated by the University Psychometrician and transmitted to the Office of Admission and Scholarship (OAS) upon prior approval by the VPAA.

NOTE 6:

1. The cut-off scores per program offering shall be updated by the University Psychometrician.

NOTE 7:

1. The Admission Test Result will view to log in at <https://admission.carsu.edu.ph/>

NOTE 8:

1. The Online Confirmation of Admission if the students is qualified and can log in at <https://admission.carsu.edu.ph/>.

RECORDS GENERATED

1. F-ADM-001a Admission Application Form (Undergraduate)
2. F-ADM-001b Admission Application Form (Graduate)
3. F-ADM-002 Recommendation for Admission
4. Student Personal Record
5. Certificate of Admission Result
6. Notice of Admission (Approved)
7. Notice of Admission (Disapproved)
8. Answer Sheet
9. Summary Test Result

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REFERENCES:

1. Admission Policy
2. Admission Requirements
3. Summary Test Result
4. Questionnaire.

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