

Republic of the Philippines

BATANGAS STATE UNIVERSITY

Batangas City

Testing and Admission Office (TAO)**ADMISSION REQUIREMENTS FOR NEW STUDENTS AND TRANSFEREES**

A. Application	
▼ Requirements For all Applicants: <ul style="list-style-type: none"> <input type="checkbox"/> Application Form (Pre-elementary and Elementary, Secondary and College) <input type="checkbox"/> Two (2) recent copies of "2x2" ID Picture with applicant's signature at the back <input type="checkbox"/> Non-refundable testing fee of 250 Additional for Specific Applicants: <ul style="list-style-type: none"> ● Pre-Elementary and Elementary Applicants <ul style="list-style-type: none"> <input type="checkbox"/> Original and Photocopy of NSO-authenticated Birth Certificate <input type="checkbox"/> Certification of grades in Math, Science, English and Filipino having a final grade of 83% and above in their previous grade level signed by the school Principal/Registrar (For Transferees) ● Secondary Applicants <ul style="list-style-type: none"> <input type="checkbox"/> Certified true copy and photocopy of report card in previous grade level <input type="checkbox"/> Average grade of 83% and above in Math, Science, English and Filipino in the previous grade level ● College Applicants <ul style="list-style-type: none"> <input type="checkbox"/> Certified true copy of final grades in Math, Science, English and Filipino from 1st to 3rd yr high school or original and photocopy of Report Card if graduated from high school <input type="checkbox"/> Certified true copy of grades in all subjects having an average 80% and above from 1st year to 4th year high school signed by the principal/registrar or original and photocopy of report card if graduated from high school. (Engineering applicants) <input type="checkbox"/> English Test Placement Fee of P100 ● Transferees <ul style="list-style-type: none"> <input type="checkbox"/> Transferee/Shifter Evaluation Form <input type="checkbox"/> Transcript of Records or Certification of Grades signed by the University or College Registrar 	
▼ Steps 1- Go to the Public Help Desk Office and secure the corresponding forms needed. 2- Go to the Cashier's Office to pay the non-refundable testing fee of P250. 3- Gather all the requirements stated above and submit them with the filled-up application form to the Testing and Admission Office . 4- After submission of requirements, applicant will be given a test permit and will be scheduled for the Entrance Examination.	
B. Entrance Examination	
▼ Requirements <ul style="list-style-type: none"> <input type="checkbox"/> Test Permit <input type="checkbox"/> Receipt of Testing Fee <input type="checkbox"/> Ballpen <input type="checkbox"/> 2 Pencils <input type="checkbox"/> Eraser 	Notes: 1. Failure to submit admission requirements is a ground for disqualification for taking the test. 2. Calculators are not allowed during the examination. 3. Late comers will not be entertained and to be rescheduled by the Testing and Admission Office.
▼ Steps 1- On the scheduled day of examination, proceed to the assigned room and have your test permit checked. 2- Sign the attendance sheet. 3- Listen to test instructions. 4- Answer test questions. 5- After about 15 days, applicants may secure the test results.	
C. Test Results	
▼ Requirements <ul style="list-style-type: none"> <input type="checkbox"/> Test Permit 	
▼ Steps 1- Proceed to Testing and Admission Office to check for your name is on the list of qualifiers. For Passers: 2-Claim your Notice of Passing at the Testing and Admission Office . 3-Applicants may already pay the reservation fee of P1000 at the Cashier's Office	
D. Admission	
▼ Requirements <ul style="list-style-type: none"> <input type="checkbox"/> Notice of Passing <input type="checkbox"/> Receipt of Reservation fee 	
▼ Steps 1-Upon payment of your Reservation fee, present your Notice of Passing and receipt of Reservation fee to claim your Admission Slip at the Testing and Admission Office . 2-Proceed to the scheduled dates of enrolment. Welcome to Batangas State University!	

Feedback Slip

To further improve our services, please feel free to communicate with us any **comment/s, suggestion/s, and/or complaint/s** through the Public Help Desk Office and e-mail us at webmaster@batstate-u.edu.ph or fill up the form below, cut and drop at the suggestion box found at the **Public Help Desk Office**.

Name:	Course:	Date:
Contact Details:		Address:
Comment/Suggestion/Complaint:		
<hr style="width: 20%; margin: auto;"/> Signature		

You may also contact the Testing and Admission Office for other information at (043) 300 – 2202 local 121 about this transaction.