

# ENROLMENT PROCEDURE

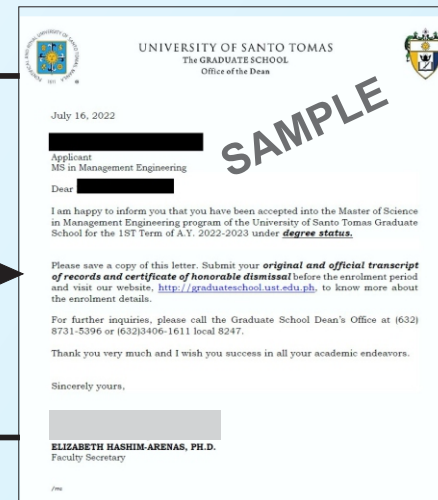
## Second Term 2023-2024 (NEW STUDENTS)

January 12 and 13, 2024  
(8:00-11:30pm; 1:00-5:00pm)

Classes start on  
January 15, 2024

### REQUIREMENTS:

- VALID ID
- Printed copy of acceptance letter
- ORIGINAL documents required for admission (if not yet submitted)



## STEP 1

### CLEARANCE (301, 3F, TARC)

- Present valid ID and request for clearance.
- Submit required ORIGINAL documents for admission (if not yet submitted).
- Fill out pre-enrollment form.

## STEP 2

### ADVISING

- Present copy of acceptance letter and accomplished pre-enrollment form to the Program Lead.
- Seek Program Lead's advice and approval.

Program	Room Assignment
Psychology and Guidance & Counselling	404 and 405
Marketing Com, Communication, Literature, Creative Writing	310
English Language Studies, Journalism	309
Fine Arts, Cultural Heritage Studies	308
History, Library & Information Science	307
Education, Health Profession Education	406
Political Science, Public Administration	303
Development Studies, Economics	302
Program	Room Assignment
Business Cluster (MBA, HRM, Commerce)	Board Room
Theology, Music	306
Philosophy, Health Research	305
Architecture, Management Eng, Chemical Eng, Electronics Eng	400
Biology, Microbiology	401
Chemistry, Medical Physics	402
Nursing, Hospital Administration	403
Food Science, Medical Technology	304
Pharmacy, Physical Therapy, Occupational Therapy	408

## STEP 3

### ENCODING (Rooms 202-205, 2F)

- Submit approved pre-enrollment form to the encoder.

*Important Note: After encoding, **foreign students** must proceed to the Registrar's Office for clearance. Look for Sir Bongee.*

## STEP 4

### ASSESSMENT

Refer to MyUSTe Portal for ONLINE SELF-ASSESSMENT procedure.

Important Note:

**For students with Thesis Writing/ Dissertation Writing course/s, online self-assessment is NOT applicable.** Kindly proceed to the following venue for manual assessment:

**January 12, 2024:**  
Room 10D, 10th floor, BGPOP Building. Look for Ms. Brenda or Mr. Gerard.

**January 13, 2024:**  
Room 205, TARC Bldng., 2F

## STEP 5

### PAYMENT

Refer to MyUSTe Portal for ONLINE payment instructions.

SCAN ME



USTGS  
Table  
of Fees.