



**UNIVERSITY REGISTRAR'S DIVISION**

**1. QCU COLLEGE ADMISSION TEST APPLICATION AND ADMISSION PROCEDURE**

This procedure applies to all applicants of the Quezon City University College Admission Test (QCUCAT).

<b>Office or Division:</b>	Registrar and Admissions Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Incoming Freshmen and Transfer Student Applicants			
<b>CHECKLIST OF REQUIREMENTS</b> <b>**Digital and Hard Copy**</b>			<b>WHERE TO SECURE</b>	
Fully Accomplished QCU Admission Application Form			QCU Website: www.qcu.edu.ph	
Latest School ID			Present School	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register and upload digital copies of requirements in the QCU College Admission Test link before the deadline using: Gmail Account with this format: <a href="mailto:lastname.firstname.middlename@gmail.com">lastname.firstname.middlename@gmail.com</a>  or <a href="mailto:lastname.firstname.middlename1@gmail.com">lastname.firstname.middlename1@gmail.com</a>	1. Evaluate the submitted documents	None	10 minutes  *Applicants are evaluated based on their date and time of registration.	Admission Staff
2. Submit to the Admissions Office the accomplished QCUCAT Application Form and the consent form which may be downloaded at the official website <a href="https://qcu.edu.ph">https://qcu.edu.ph</a>	2. Receive and verify the accomplished QCUCAT Application Form and the consent form	None	2 minutes	Admission Staff
3. Receive the test permit from the Guidance and Counselling Unit Office	3. Give the test permit to examinee	None	2 minutes	Guidance and Counselling Unit Staff

4. Appear on the schedule date of examination	4.1 Facilitate the QCU Admission Test	None	1 hour	Guidance and Counselling Unit Staff
	4.2 Evaluate and forward the list of QCUCAT passers to the Admissions Office	None	5 working days / batch	Guidance and Counselling Unit Staff
5. Bring SF9/Report Card and TOR/Certified True Copy of Grades issued by the registrar of the previous school to the Admissions office upon receiving the email for QCUCAT passers.	5. Issue a transaction slip for interview	None	2 minutes	Admission Staff
6. Go to the College Dean for an interview	6.1 Interview the applicant	None	15 minutes	College Dean / ProgramChair
6.1 Return the transaction slip to the admissions office	6.2 Forward a list of qualified students for the Psychological Test	None	2 minutes	College Dean / Program Chair
7. Submit the documentary requirements for Admission	7. Post names and schedule of the submission of documentary requirements of qualified applicants for Admission	None	5 working days	Admissions Staff
		<b>TOTAL</b>	10 working days 1 hour and 33 minutes	

\*Might vary depending on the bulk of applicants to be evaluated.