



8 July 2021

MEMORANDUM CIRCULAR NO. 71

Series of 2021

T O: All Concerned

R E: Admission of 2021 VSU College Admission Test Qualifiers

I am pleased to announce the successful conduct of our 2021 virtual College Admission Test. We have a total of 5,319 qualifiers for all campuses of the VSU system, out of 7,596 applicants who were able to take the test.

Below are the guidelines of admitting qualifiers:

1. The admission of **Accepted Qualifiers** (those accepted to their program of choice) will start on Friday, July 9, 2021 through a pre-enrollment procedure. All unclaimed slots by July 16, 2021 will be added to the open slots for **Open Qualifiers**.
 1. For the Main Campus and VSU Tolosa, this will be done through the pre-enrollment system in the MyVSUⁱ and MyVSU Tolosaⁱⁱ Student Portal. Accepted qualifiers must log in using their ECN and full name and fill in the required information in order to claim their slot.
 - a. For VSU Alangalang, Isabel, and Villaba, this will be done through an online form prepared by the campus registrar. Accepted qualifiers must submit the required information in order to claim their slot.
 - b. Accepted qualifiers may still be admitted until July 23, 2021, but will be treated as Open Qualifiers in terms of the availability of program slots.
 2. The admission of **Open Qualifiers** (those who were not accepted to their program of choice but are eligible to enroll in programs with open slots) will be done from July 19 to 23, 2021, using the prescribed procedure by campus. Claiming of open slots is on a first-come, first-served basis.
 3. **All qualifiers** are required to send the original copy of their admission credentials to the **Office of the Head of Admissions** (Main Campus) / the **Campus Registrar** (Component Colleges) as soon as possible. These shall be placed and sealed inside a brown envelope and sentⁱⁱⁱ or dropped off^{iv} to their VSU campus and shall include the following:

- Original Report Card: Form 138/SF9 (For SHS graduating students/HS graduates only);
 - ALS A&E Certificate of Rating (For ALS graduates only);
 - Transcript of Records with Certificate of Transfer Credentials or Honorable dismissal (For second coursers and transferees only);
 - A duly filled out and signed promissory note using **FM-OHA-05^v** in case requirements A, B, or C are not yet available;
 - Original PSA Birth Certificate;
 - Original Certificate of Good Moral Character; and
 - Four (4) ID pictures, passport size, colored with white background.
4. Only applicants whose credentials have been successfully delivered to VSU will be evaluated by the **Head of Admissions / Campus Registrar**. If the credentials are in order, the registrar will process the student's enrollment.
 5. The student's **Certificate of Registration** will be sent to the student's email address after he/she is successfully enrolled.
 - a. For the Main Campus and VSU Tolosa, the MyVSU Student Portal will automatically send the temporary COR. The validated COR will be kept in the student's permanent record.
 - b. For VSU Alangalang, Isabel, and Villaba, the scan of the validated COR will be emailed to the student. The original copy will be kept in the student's permanent record.

All pertinent information to the admission of CAT Qualifiers and the enrollment of continuing students will be made available soon at the VSU Website.

For the guidance of everyone.


EDGARDO E. TULIN
 President

ⁱ <https://my.vsu.edu.ph/>

ⁱⁱ <https://my-tolosa.vsu.edu.ph/>

ⁱⁱⁱ Preferably via same or next-day delivery courier

^{iv} Ensure that the security guard has properly recorded the receiving of the document in their logbook

^v <https://bit.ly/3AA868W-FM-OHA-05>