

**Republic of the Philippines**  
**BATANGAS STATE UNIVERSITY**  
**Batangas City**  
*Testing and Admission Office (TAO)*

**ADMISSION REQUIREMENTS FOR NEW STUDENTS AND TRANSFEREES**

<b>A. Application</b>	
<b>Δ Requirements</b>	
<b>For all Applicants:</b>	
<ul style="list-style-type: none"> <li>▪ Application Form (Pre-elementary and Elementary, Grade 7 and College)</li> <li>▪ Two (2) recent copies of “2x2” ID Picture with applicant’s signature at the back</li> <li>▪ Non-refundable testing fee of P250.00</li> </ul>	
<b>Additional for Specific Applicants:</b>	
<ul style="list-style-type: none"> <li>• <b>Pre-Elementary and Elementary Applicants</b> <ul style="list-style-type: none"> <li>▪ Original and Photocopy of NSO-authenticated Birth Certificate</li> <li>▪ 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)</li> </ul> </li> <li>• <b>Grade 7 Applicants</b> <ul style="list-style-type: none"> <li>▪ Certified true copy and photocopy of report card in previous grade level</li> <li>▪ Average grade of 80% and above in Math, Science, English and Filipino in the previous grade level</li> </ul> </li> <li>• <b>College Applicants</b> <ul style="list-style-type: none"> <li>▪ Certified true copy of final grades in Math, Science, English and Filipino from 1<sup>st</sup> to 3<sup>rd</sup> yr high school or original and photocopy of Report Card if graduated from high school</li> <li>▪ Certified true copy of grades in Math, Science and English having an average grade of 80 % and above from 1<sup>st</sup> yr to 3<sup>rd</sup> yr high school signed by the principal/registrar or original and photocopy of report card if graduated from high school. (Engineering Applicants)</li> <li>▪ English Proficiency Testing Fee of P100.00</li> </ul> </li> <li>• <b>Transferees</b> <ul style="list-style-type: none"> <li>▪ Transferee/Shifter Evaluation Form</li> <li>▪ Transcript of Record or Certification of Grades signed by the University or College Registrar</li> <li>▪ Honorable Dismissal</li> <li>▪ Certification of Good Moral Character</li> </ul> </li> </ul>	
<b>↓Steps</b>	
<ol style="list-style-type: none"> <li>1. Go to the <b>Testing &amp; Admission Office</b> and secure the corresponding forms needed.</li> <li>2. Gather all the requirements stated above and submit them with the filled-up application form to the TAO.</li> <li>3. Go to the Cashier’s Office to pay the non-refundable testing fee of P250.00.</li> <li>4. After submission of requirements, applicant will be given a test permit and will be scheduled for the Entrance Examination.</li> </ol>	
<b>B. Entrance Examination</b>	
<b>↓Requirements</b>	<b>Notes:</b>
<ul style="list-style-type: none"> <li>▪ Test Permit</li> <li>▪ Receipt of Testing Fee</li> <li>▪ Ballpen</li> <li>▪ 2 Pencils</li> <li>▪ Eraser</li> </ul>	<ol style="list-style-type: none"> <li>1. Failure to submit admission requirements is a ground for disqualification of taking the test.</li> <li>2. Calculators are not allowed during the examination.</li> <li>3. Late comers will not be entertained and to be rescheduled at the Testing and Admission Office.</li> </ol>
<b>↓Steps</b>	
<ol style="list-style-type: none"> <li>1. On the scheduled day of examination, proceed to the assigned room and have your test permit checked.</li> <li>2. Sign the attendance sheet.</li> <li>3. Listen to test instruction.</li> <li>4. Answer test questions.</li> <li>5. After about 10 days, applicants may secure the test results.</li> </ol>	
<b>C. Test Results</b>	
<b>↓Requirements</b>	
<ul style="list-style-type: none"> <li>▪ Test Permit</li> </ul>	
<b>↓Steps</b>	
<ol style="list-style-type: none"> <li>1. Proceed to the Testing and Admission Office to check for your name is on the list of qualifiers.</li> </ol> <p>For Passers:</p> <ol style="list-style-type: none"> <li>2. Claim your Notice of Passing at the Testing and Admission Office</li> <li>3. Applicants may already pay the reservation fee of P1000.00 at the Cashier’s Office</li> </ol>	
<b>D. Admission</b>	
<b>↓Requirements</b>	
<ul style="list-style-type: none"> <li>▪ <b>Notice of Passing</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Receipt of Reservation Fee</b></li> </ul>
<b>↓Steps</b>	
<ol style="list-style-type: none"> <li>1. Upon payment of reservation fee, present your Notice of Passing and receipt of Reservation fee to claim your Admission Slip at the Testing and Admission Office.</li> <li>2. Proceed to the scheduled date of enrolment. Welcome to <b>Batangas State University!</b></li> </ol>	



Reference No.: BatStateU-FO-TAO-03-C

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**ADMISSION TEST PERMIT (College Applicants)**

<i>Last, First, Middle</i> Name:
Present School:
School Address:

Staple a recent 2" x 2" photograph taken within the last six months in this box.  
 Be sure to sign the photograph at the back.  
 Scanned, digitally-imaged, photocopied picture  
**NOT ACCEPTED**

Indicate the program intended to enroll: *(first 2 choices)*

1. \_\_\_\_\_ 2. \_\_\_\_\_

**TO BE FILLED OUT BY THE TESTING AND ADMISSION OFFICE (TAO) REPRESENTATIVE**

**Official Receipt No.:** \_\_\_\_\_ **OR Date:** \_\_\_\_\_ **Date Filed:** \_\_\_\_\_  
**Date of Test:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Batch:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**NOTE:** 1. Failure to submit admission test requirements is a ground for disqualification from taking the test.  
 2. Calculator is not allowed during the examination.

**BRING THE FOLLOWING ON THE SCHEDULED EXAMINATION**  
 1. Test Permit 2. Pencil with eraser (2 pcs.) 3. School ID

**Date of Release**  
*Test Result*  
 \_\_\_\_\_

**Authorized Signatory**  
 \_\_\_\_\_  
*TAO personnel*