

**University of Batangas  
Batangas City**

**APPLICATION PROCEDURE FOR FRESHMEN**

1. Proceed to the Guidance Office to secure application form and notice of payment for the Testing Fee. Students applicants for the four and five year courses (including HRSM, Midwifery, Secretarial, and ACT) must pay the Testing Fee of P150.00 to the Cashier (Ground floor, Culture and Arts Bldg).
2. Present the official receipt to the Guidance Office and secure application form, test schedule and list of requirements..
3. Take the entrance/qualifying test on the schedule date. All applicants must present their examination permits.
4. Test result will be released immediately after the exam.
5. On the enrollment date, submit completely filled-up application form and the following requirements to the Guidance Office, in order to secure the permit to enroll.
  - a. Original and photocopied high school card (form138)
  - b. Certificate of Good Moral Character
  - c. Four Pieces 1x1 I.D. picture
  - d. Original and 2 photocopies of birth certificate
  - e. 1 long brown envelope
6. Proceed to the Registrar's Office for enrollment

**No entrance examination for Technical Education Courses, short term courses, graduates of four year courses and UB high school graduates.**

**NOTE : Submitted application form and credentials are valid for one school year only.**