General

- The college adopts open admission policy.
- Upon admission, the applicant must bring the following equally-important requirements:

- **[FRESHMEN]** For the applicant who is seeking college admission for the first time.
  - 1 2x2 colored ID picture
  - A copy of the birth certificate (NSO-authenticated)
  - Original certificate of good moral character, and
  - Original high school card (Form 138).

- **[SHIFTEES]** For the applicant who is coming from another college of UC:
  - A copy of the latest evaluation of his academic records (grades/TOR).
  - An intent to shift form signed by the Dean of the previous program.

- **[TRANSFEREES]** For the applicant who is coming from another academic institution:
  - Birth certificate (NSO-authenticated)
  - 1 2 x 2 colored ID picture
  - Permit to enroll from the Student Affairs Office of UC,
  - Original certificate of good moral character,
  - Original certificate of transfer credentials, and
  - Original official transcript of records.

- **[CROSS_ENROLEES]** For the applicant who cross-enrolls from other institutions to UC:
  - Permit to cross enroll from the base institution’s registrar
  - Permit to cross-enroll from the Student Affairs Office of UCLM.

- The applicant must fill up the Student Profile form properly.