



# EMILIO AGUINALDO COLLEGE

VIRTUE

EXCELLENCE

SERVICE

1113-1117 San Marcelino St., Paco, Manila 1007, Philippines www.eac.edu.ph (02) 521-2710

## Admission Procedure for Foreign Students

1. After the student has accomplished the procedure for Acceptance of Foreign Students from the International Students Office, the Admissions and Student Recruitment (ASR) Office Staff receives the admission requirements of the foreign student/applicant.

### 1.1. Admission Requirements that are not in Red Ribbon:

- a. Duly Accomplished Application Form;
- b. Acceptance Letter from Emilio Aguinaldo College (Original);
- c. Alien Certificate of Registration (ACR)/Student Visa/Tourist Visa;
- d. Original and photocopy of Certificate of Quarantine (only for applicants with Tourist Visa);
- e. Original and photocopy of Certificate of Transfer Credential/ Honorable Dismissal (only for foreign students who are transferees from other colleges/universities in the Philippines);
- f. Two (2) photocopies of Passport pages where name, photo, date of birth and place of birth appear;
- g. Six (6) original copies of Personal History Statement (Form is available at the ASR Office or can be downloaded from the DFA website);
- h. Four (4) copies of 2x2 colored pictures; and
- i. One (1) set credential envelope (available at the Bookstore).

### 1.2. Admission Requirements that are Original Documents in Red Ribbon:

- a. Birth Certificate with English translation;
- b. Transcript of Records with English translation (only for foreign students who have not been enrolled in any college/university in the Philippines);
- c. Marriage Contract (for married female applicants);
- d. Certificate of Good Moral Character from last school attended;
- e. Notarized Affidavit of Support and Proof of Adequate Financial Support;
- f. Police Clearance issued from the country of origin.

2. The ASR Office Staff issues a Referral Slip to the applicant and endorses him/her to the School Dean concerned for interview.
3. The Dean forwards his/her evaluation/recommendation to the ASR Office.
4. The ASR Office Staff advises the applicant to proceed to the Cashier's Office for payment of English Proficiency/Placement Test, Psychometric Examination, and assessment of Foreign Fee.
5. The Cashier receives payment of fees and advises the student to go back to the ASR Office.

## Quality Policy

We, the employees of Emilio Aguinaldo College are committed to:

Comply to all statutory and regulatory standards;

Provide consistent quality service to our students,

parents,

and other stakeholders;

Develop a responsible person through relevant and quality education, able to lead and enhance one's life, and contribute to the development of the country and humanity; and

Improve continuously our QMS by communicating the needs of customer to the entire organization, standardizing the processes, enhancing employee's competence, periodic review of the system, and addressing the needs for continual improvement.



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6. The ASR Office Staff issues a Psychometric examination eligibility permit and advises the student to proceed to the Guidance and Placement Office to take the Psychometric Examination.
  - 6.1. For applicant with no psychological problem in the result of the Psychometric Examination, the Guidance and Placement Office issues a certificate of eligibility for admission and advises the student applicant to go back to the ASR Office.
  - 6.2. For applicant who has findings in the result of the Psychometric Examination, the Guidance and Placement Office conducts counseling for possible intervention. The Guidance and Placement Office issues a certificate of eligibility for admission after the counseling intervention and advises the student applicant to go back to the ASR Office.
7. The ASR Office Staff issues an English Proficiency/Placement Test Eligibility Permit to the applicant and advises him/her to go to the Aguinaldo International Language Institute (AILI), Mezzanine Floor, The Pearl Manila Hotel, to take the English Proficiency/Placement Test.
  - 7.1. For applicant who passes the English Proficiency/Placement Test, he/she proceeds with the next step for admission.
  - 7.2. For applicant who fails in the English Proficiency/Placement Test, the AILI advises him/her to enroll in a supplemental course in English and to proceed with the next step for admission.
8. The ASR Office Staff issues an Application Number and an Enrollment Route Slip once the applicant has completed the admission requirements.
9. The ASR Office Staff submits the student portfolio containing all the documents submitted by the applicant to the Registrar's Office for enrolment.