



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 Transferees

1. The Admissions and Student Recruitment (ASR) Office Staff receives the applicant's duly accomplished Application Form and a photocopy of his/her Transcript of Records (TOR) or Copy of Grades (COG).
2. The ASR Office Staff issues a Referral Slip to the applicant and endorses him/her to the School Dean concerned for interview and evaluation of subjects taken in the school last attended.
3. The Dean advises the applicant to proceed to the ASR Office and forwards his/her evaluation/recommendation to the said office.
4. The ASR Office Staff advises the applicant to proceed to the Cashier's Office for payment of the Entrance Test Fee.
5. The ASR Office Staff issues an Entrance Test Eligibility Permit to the applicant and directs him/her to the Guidance and Placement Office, 2nd Floor, EAC Building 7, to take the entrance test.
6. The ASR Office Staff collates all information pertaining to the result of the Entrance Test forwarded by the Guidance and Placement Office, informs the applicant of the test result, and gives him/her a Notice of Admission signed by ASR Director indicating the list of admission requirements.

Admission Requirements:

- a. Duly Accomplished Application Form;
 - b. Transcript of Records/Copy of Grades (Original copy);
 - c. Certificate of Good Moral Character (Original copy);
 - d. Certificate of Transfer Credentials (or Honorable Dismissal) from the school last attended;
 - e. PSA/NSO Issued Birth Certificate (photocopy);
 - f. Entrance Test result;
 - g. Four (4) copies of 2x2 colored pictures;
 - h. Marriage Certificate (for married female applicant); and
 - i. One (1) set credential envelope (available at the Bookstore).
7. The ASR Office Staff issues an Application Number and an Enrollment Route Slip once the applicant has completed the admission requirements.
 8. The ASR Office Staff submits the student portfolio containing all the documents to the Registrar's Office and advises the applicant to proceed to the School Dean's Office for advising on subjects to enroll.

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.