1. For verification purposes, file the completed Application Form together with the requirements at the BU Admissions Office two weeks before the scheduled date/s of examination. Pay the non-refundable testing fee of two hundred pesos (P200.00) at the University Cashier’s Office.
2. Check that no item is left unanswered in the Application Form. Make sure to include/attach the needed requirements upon filing. Failure to include/attach the requirements will mean that your application form will not be processed.

C. Filing the Senior High School AF
C. 1 For Downloaded AF
1. For verification purposes, file the completed AF together with the requirements at the BU Admissions Office two weeks before the scheduled date/s of examination.
2. Pay the non-refundable testing fee of two hundred pesos (P200.00) at the University Cashier’s Office - BU General Administration Building.

C.2 For Mailed AF
1. Mail the completed AF and the testing fee paid in Postal Money Order payable to Bicol University, Legazpi City.
2. Test permit will also be mailed to the applicant. (Include in the application form, 2 window envelop, worth P60.00 pesos of stamps).
3. Applicants are advised to see or call the Admissions Office a week before the scheduled examination if test permit has not been received.

The Senior High School Admissions Test (SHAT) Result
1. Applicants will be ranked accordingly to their preferred course, such as ABM, STEM & HUMSS. Those rating fall within the quota/required number of students for the different courses are considered Qualified (Q); the waitlisted applicants (WL) immediately follow the qualified applicants to fill up the “no show” qualified applicants; otherwise, they are considered as Not Qualified (NQ).
2. Notice of Admission Status shall be mailed to the applicants. If no letter received prior to MAY 15, 2016, applicants are advised to report to the BU Admissions Office.

**RELEASE OF APPLICATION FORM**
BU Admissions Office
February 09 – April 01, 2016

<table>
<thead>
<tr>
<th>SCHEDULE OF TEST ADMINISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU College of Engineering Gym</td>
</tr>
</tbody>
</table>

* Alien Certificate of Registration (ACR) or Special Study permit (SSP);
* Original and photocopy of passport and authorized stay;
* Photocopy of birth certificate from the country of origin.

Seating Office, Bicol University, General Administration Building, Bicol University, Legazpi City.
**MISSION**

Provide the Bicol University with quality and potential students through selective admission in the tertiary, secondary and pre-school levels.

**VISION**

An effective and efficient admission system by which applicants to the elementary and high school departments and to the various undergraduate courses are thoroughly screened with the end in view of providing the labor market with quality graduates for global development.

As a testing center, the office shall evolve into a duly accredited Regional Psycho-Educational Testing Center, serving the psychological testing needs of external clients from the school, industry, clinical and community settings.

**GOALS**

- To upgrade current policies and make admission more selective and stringent.
- To conduct research studies on test development, using outcomes as standard tool in the selection and admission of students.
- To increase efficiency in the delivery of basic services through a computer-based system of admission test results processing.
- To conduct research studies on educational testing and placement.
- To strengthen linkages with other colleges and universities to ensure that current admission policies are attuned to the changing needs of the academe.
- To develop a marketing strategy by which the university’s admission policies could widely be disseminated to its stakeholders.

---

**ADMISSION POLICY FOR SENIOR HIGH SCHOOL**

Student who obtained a certificate of junior high school from a Department of Education accredited high school may apply for Senior High School at the BUCE Laboratory High School. Admission criteria include: applicant’s Senior High Admission Test (SHAT) composite rating consisting of SHAT score (80%) and his/her general average the subject taken from 1st to 3rd junior high school (20%). The SHAT consists of the following test areas: Non-verbal Reasoning, Language Proficiency in English & Filipino, Mathematics, Science and Reading Comprehension.

---

**SPECIFIC REQUIREMENTS:**

1. Have completed junior high school by March 2016;
2. Not have taken senior high school in another school;
3. Have completed Non-Formal Education (NFE) Accreditation and Equivalency or Alternative Learning System (ALS) Accreditation and Equivalency;
4. Certificate of Completion in Grade 10/junior high school or equivalent for those foreign applicants who completed their junior high school abroad.

**GENERAL REQUIREMENTS:**

1. Completed Application Form
2. Application processing and testing fee; Php200.00 (Filipino students), $75.00 (international students)
3. 2pcs 1x1 I.D. photo
4. Certification of grades (HS Principal)
5. 1 window envelop, 40.00 Php mailing stamp

**ADDITIONAL REQUIREMENTS:**

For **junior high school completers** who did not enroll the following academic year in senior high school:

- Original and photocopy of junior high school grade (Grade 10 report card);
- Certification from the high school Principal stating that the applicant’s Form 137A is still in the school file and has not been forwarded to another school.

For **foreign nationals** who completed their junior high school education abroad, except from Philippine schools under DepEd:

- Scholastic records or transcript of record duly authenticated by the Philippine Embassy in the applicant’s country of origin;