

I. REQUIRED DOCUMENTS

1. Application Form
2. Candid Appraisal of Applicant
3. Transcript of Records

II. SCHEDULE OF AVAILABILITY OF SERVICES

Monday to Friday: 8:00 AM to 12:00 NN
1:00 PM to 5:00 PM

III. FEES

- Application for Admission Fee – PhP100.00
 - Tuition Fee: (Scheme A – Annual) - PhP 200.00/unit
(Scheme B – Semestral)- PhP 300.00/unit
 - Miscellaneous Fees:
 - Deposit (For New Students) - PhP 150.00
 - Library Fee - PhP 120.00/sem
 - Publication Fee - PhP 100.00/sem
 - Medical/Dental Fee - PhP 100.00/sem
 - Registration/Matriculation Fee - PhP 100.00/sem
 - VSU ID (For New Students) - PhP 100.00
 - Education Development Fee - PhP 150.00
 - Facilities Improvement Fee - PhP 100.00
 - Other Fees:
 - Residence Fee - PhP 350.00
 - Special Problem Completion - PhP 350.00
 - Compre/Re-exam - PhP10,000.00
 - Non-Registration Related Fees
 - Graduation Fee - PhP 350.00
 - Diploma Fee - PhP 300.00
 - Alumni Legacy Fund - PhP 350.00
 - Fee for Change of Degree - PhP 25.00
- *e-copy of Study Guide - PhP 300.00/subject

Online Programs Office

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

VISION: A globally competitive university for science, technology, and environmental conservation
MISSION: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

IV. PROCEDURE AND AVAILMENT OF SERVICES

Application for Admission

STEP	APPLICANT/CLIENT	ONLINE PROGRAMS OFFICE	DURATION	PERSONS/RESPONSIBLE
1	Secure from the Online Programs Office or download from VSU website (www.vsu.edu.ph) or email us at: ou@vsu.edu.ph the following forms: a) Application Form for Admission b) Two (2) copies of Candid Appraisal	Issues the needed form	2-5 minutes	Me-an D. Villas
2	Go to the Cash Division at the Administration Building and pay the application fee of PhP100.00	None		Me-an D. Villas
3	Send the Candid Appraisal forms to any two of your former professors (if not employed) or one of your professors and the other to your immediate supervisor (if employed), for evaluation. The chosen referees shall send the filled-out forms directly to the Online Programs Office	When the Online Programs Office receives the Candid Appraisals from the referees, these shall be attached to the application form and TOR	20-30 minutes	Me-an D. Villas Randy Caña
4	Submit filled-up application form to the Online Programs Office together with a copy of your Official Transcript of Records (TOR) and Official Receipt of the application fee.	Receives submitted forms together with the requirements; Compute the Grade Point Average (GPA); Attach evaluation form; Send all the documents to the Graduate Admission Committee of the department where you intend to enroll, for evaluation	2-5 minutes	Me-an D. Villas Randy G. Caña
5	Follow-up from the Online Programs Office the status of your application	Upon receipt of the evaluation from the department, the Online Programs Office prepares the Letter of Admission for review and approval	3-5 days	Me-an D. Villas Randy G. Caña Jesus Freddy M. Baldos
6	If admitted either on a Regular or Probationary Status, proceed to enrollment during the scheduled registration period. If you wish to defer your enrollment to the next term or school year, write to the Dean of the Graduate School stating your intention to defer enrollment			

Enrolment (New Students)

STEP	APPLICANT/CLIENT	ONLINE PROGRAMS OFFICE	DURATION	PERSONS/RESPONSIBLE
1	For first-time enrolment, present your Letter of Admission to the Online Programs Office and secure the required enrolment forms	Issues the required enrolment forms	2-5 minutes	Me-an D. Villas
2	Consult with your ad interim academic adviser on the courses to enroll based on the courses offered and have him/her sign your enrolment forms	Assists the students in filling out of the forms		Me-an D. Villas
3	Go to the Registrar's Office/Enrolment venue for encoding of courses enrolled	None		
4	Pay your school fees at the Cash Division/Enrolment venue	None		
5	Go back to the Registrar's Office/Enrolment venue for printing and validation of your Certificate of Registration	None		

Enrolment (Continuing Students)

STEP	APPLICANT/CLIENT	ONLINE PROGRAMS OFFICE	DURATION	PERSONS/RESPONSIBLE
1	Go to the Online Programs Office and secure the needed registration forms	Issues the required forms	2-5 minutes	Me-an D. Villas
2	Based on your approved Plan of Course Work and the list of courses offered in the semester, consult with your academic adviser on what courses to enroll and have him/her approve your enrolment forms.	Assists the students in filling out of the forms		Me-an D. Villas
3	Go to the Registrar's Office/Enrolment venue for encoding of courses enrolled	None		
4	Pay your school fees at the Cash Division/Enrolment venue	None		
5	Go back to the Registrar's Office/Enrolment venue for printing and validation of your Certificate of Registration	None		

For inquiries or complaints, please call:

Mr. Jesus Freddy M. Baldos
Head, Online Programs Office
Telephone No.: (053) 565-0600 local 1057