



JE Mondejar Computer College, Inc.

Tacloban City

ENROLLMENT PROCEDURES

STEP 1: Proceed to Enrollment Area.

STEP 2: Fill-out the Enrollment Form (ie: Name, Address, Course, etc.).

STEP 3: Submit the following requirements:

FOR NEW Enrollees:

- Card (original)
- Form 137 (original)
- Certificate of Good Moral Character
- PSA/NSO Livebirth (Photocopy only)
- 2pcs Long Brown Envelope
- 2pcs 1x1 ID picture

FOR CONTINUING students:

- Evaluation Sheet (from Registrar)

FOR TRANSFEREE students:

- TOR
- Certificate of Good Moral Character
- Honorable Dismissal
- PSA/NSO Livebirth
- 2pcs Long Brown Envelop
- 2pcs 1x1 ID picture

STEP 4: Have your grades evaluated at the Registrar's Window. **(FOR CONTINUING STUDENTS ONLY)**

STEP 5: Have your TOR evaluated at the Registrar's Window for credited subjects. **(FOR TRANSFEREE STUDENTS ONLY)**

STEP 6: Pay the Entrance Fee at **Cashier's Window** and have the Enrollment Form **SIGNED** by the Cashier.

STEP 8: Present the Enrollment Form to **Registrar's Window**, for **signing**.

STEP 9: Proceed to **Scholarship Office** and have the Enrollment Form **SIGNED** by the School Administrator.

STEP 10: Hand over your **FULLY SIGNED** enrollment form at Enrollment Area In-charge.

*Congratulations! You are now **OFFICIALLY ENROLLED!***