



ADMISSION GUIDELINES

St. Peter's College will not administer an Entrance Examination for freshmen and transferees due to the pandemic situation.

The admission to SPC will be based on the applicant's academic records and all other pertinent documents indicated below.

For Freshmen: (Senior High School and Non Senior High School Graduates)

1. Original copy of the High School Card / Senior High School Card (F-138a)
2. Original copy of the Certificate of Good Moral Character
3. Original and photocopy of Certificate of Live Birth (PSA)
4. Original and photocopy of Certificate of Marriage (PSA), for married woman
5. Three pieces of 2x2 recent ID pictures

For Transferees:

1. Certificate of Transfer Credential (Honorable Dismissal)
2. Transcript of Record or Grades Print-out(For Evaluation)
3. Original and photocopy of Certificate of Live Birth (PSA)
4. Original and photocopy of Certificate of Marriage (PSA), for married woman
5. Three pieces of 2x2 recent ID pictures

For Graduate Studies:

A. Non SPC Graduate

1. Certificate of Transfer Credential (Honorable Dismissal)
2. Undergraduate Transcript of Record or Grades Print-out(For Transferees)
3. Original and photocopy of Certificate of Live Birth (PSA)
4. Original and photocopy of Certificate of Marriage (PSA), for married woman
5. Three pieces of 2x2 recent ID pictures

B. SPC Graduate

1. Undergraduate Transcript of Record
2. Three pieces of 2x2 recent ID pictures

Important Reminders:

1. Submit original documents and one clear copy of each placed in a long brown envelope upon submission to the Admission Office.
2. Waiver may be required by the Registrar's Office for transferees who wish to enroll temporarily until the Official Transcript of Records from other school last attended is received.



Procedure:

1. Visit www.spc.edu.ph
2. Click **ADMISSION** Menu.
For mobile users: Click first the upper right white portion of the screen, then Click **ADMISSION** Menu.
3. Click **Fill Out Student Information Form (SIF)**
4. Submit Admission requirements to:

Admission Status	Office/ Location	Personnel in-charge/ Position
Freshmen	Guidance Office (Admission Office 1) 1 st floor, Engineering Building	Jerica April Ponce Designate Guidance Counselor
For Transferees/ Graduate Studies	Office of Student Affairs and Services Office (Admission Office 2) 1 st floor, High School Building	Dianne Therese Marie C. Bahala Dean of Student Affairs and Services

5. For inquiries and concerns you may contact us at:

Email: officeofadmission.spc@gmail.com

Contact number: 0975 632 5390

Office Hours

Monday to Friday (8:30 am- 5:30 pm)

Saturday (8:30 am- 12nn)

Note: *No text messages will be entertained. Phone calls will be entertained during the above schedule only.*

OSAS Facebook Page: SPC- Iligan Office of Student Affairs

Prepared by:

Sgd.
Dianne Therese Marie C. Bahala
Dean of Student Affairs and Services

Noted by:

Sgd.
Carmelita P. Punongbayan, M.A.
Acting School Registrar/ Consultant, Internal & External Affairs