



## **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. High School Card / Senior High School Card (F-138a)
2. Certificate of Good Moral Character
3. Certificate of Live Birth (PSA)
4. 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. Certificate of Good Moral Character
4. Certificate of Live Birth (PSA)
5. Certificate of Marriage (PSA), for married woman
6. 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. Certificate of Good Moral Character
4. Certificate of Live Birth (PSA)
5. Certificate of Marriage (PSA), for married woman
6. 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 (1) 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](http://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 <sup>st</sup> floor, Engineering Building	Alteza Mae M. Diao Designate Guidance Counselor
For Transferees/ Graduate Studies	Office of Student Affairs and Services Office (Admission Office 2)  1 <sup>st</sup> 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](mailto: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)



St. Peter's College  
Sabayle St., Iligan City

**OFFICE OF STUDENT AFFAIRS & SERVICES**

Mobile number: 0975 632 5390; E-mail: [spcdsa@gmail.com](mailto:spcdsa@gmail.com)

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**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:

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