



ENROLMENT PROCESS INDICATOR FORM (EPIF)

for FOREIGN STUDENTS

NAME:CONTACT NO.

COURSE:EMAIL ADD:TEMP ID:

STEP	PROCESS	OUTPUT	SIGNATURE/DATE
1	Go to the Internationalization Office Advising and initial evaluation of foreign documents	Signed EPIF	
2	Online Enrollment - Go to the Liceo website (www.liceo.edu.ph) and click ENROLL NOW - Choose your department and fill out Google Form and wait for the enrollment	Signed EPIF	
3	Go to the ADMISSIONS OFFICE - Fill up the Enrollment Process Indicator form (EPIF), Student Profile Form and Waiver Form - Submit the following credentials: For Freshmen: - Academic Records from the Origin country - Certificate of Good Moral Character - Photocopy of Birth Certificate 2 Long Size Brown Envelope 2 long folders with plastic jacket 4 pcs., 2 x 2 picture - Medical Certificate - Passport(Photocopy) - Alien Certificate of Registration(Photocopy) For Transferees: - Honorable Dismissal - Transcript of Records (for Evaluation only) - Certificate of Good Moral Character - Photocopy of Birth Certificate 2 Long Size Brown Envelope 2 long folders with plastic jacket 4 pcs., 2 x 2 picture - Passport(Photocopy) - CHED Transferee Certificate - Alien Certificate of Registration(Photocopy) - Certificate of Eligibility for Admission to Medicine(CEM) and National Medical Admission Test (NMAT) Certificate Result (FOR INCOMING MEDICINE ONLY)		
6	Go to the Cashier Pay required down payment	Signed EPIF	
7	Go to the College/Department Evaluation and Loading of the subjects to be enrolled	Signed EPIF	
8	Go to Liceo Press Processing of School ID	Signed EPIF	

Note: Submit this form at the Registrar’s Office after processing the school ID.

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