

Polytechnic University of the Philippines
OFFICE OF THE UNIVERSITY REGISTRAR
ADMISSION AND REGISTRATION SECTION SERVICES
Sta. Mesa, Manila

APPLICATION FOR RE-ADMISSION
(For Returning Student)

The University Registrar

Thru: **The Dean**
College of _____

Dear Sir/Madam:

I wish to apply for re-admission this First Semester Second Semester, Academic Year _____. Is this the first time you apply for Re-Admission? _____. If your answer is no, when was the first application? _____

Kindly evaluate my previous academic records in your college requirement and if slot is available for my Readmission this A.Y. _____.

Family Name	Given Name	Middle Name
Home/Mailing Address: _____		
Provincial Address: _____		
Year Admitted in PUP: _____		Admission Status: _____
PUPCET Rating: _____		H.S. Ave: _____
Course Enrolled in: _____	Year Level: _____	Total Units Earned in PUP _____
Reason for Stopping: _____		
Reason/s for continuing my studies: _____		

I hereby affirm that all information given herein are true, complete and accurate. I am aware that any or all the information indicated in this form maybe checked against original documents and that withholding or giving false information will make me ineligible for re-admission or subject to dismissal.

Signature over Printed Name

Clearance

(Signature over printed name of the Dean/Chairperson or authorized representative of the office/unit concerned)

- Accounting Office : _____
- Medical Clinic : _____

ACADEMIC EVALUATION

Evaluated by: _____ Date: _____
Dean/Chairperson

Action Taken:

- Recommended
 Not Recommended

Reason/s _____

ADMISSION SERVICES

Action Taken:

- Approved
 Disapproved

Reason/s _____

Note: This is not valid as Admission Certificate for Enrolment.

STUDENT INFORMATION SHEET

Fill out the information and check the appropriate box.

A. PERSONAL BACKGROUND

- Name:

Family Name Given Name Middle Name
- Sex: Male Female Age: 16 17 18 19 20 above 20
- Civil Status: Single Married
- High School Graduated From: _____
- Location of High School: Outside Metro Manila Within Metro Manila
- Permanent Address: _____
- SY of Admission in PUP: 1st Sem. 2nd Sem. Academic Year 19/20 _____ -

- Academic Year you dropped/stopped: 1st Sem. 2nd Sem. Academic Year 20

- To whom are you living when you are studying in PUP?
 Parents Relatives Others, please specify _____

B. ACADEMIC BACKGROUND

- What course and year level you are enrolled in before you dropped? _____
- What is your reason for deciding on a career?
 Economic Personal Interest
 Employment opportunity Parental Choice
- Are you a full time student working student?
- What were your initial purpose in enrolling to PUP?
 for self-improvement to obtain a two-year course
 to finish and obtain a degree to obtain certificate only
 others, please specify _____
- How long have you been away from school? (PUP)
 one semester two years
 one year three years
 others, please specify _____
- Who decided your dropping out school?
 parents myself
- What are your reasons for having dropping out of school?
 financial problem transfer of residence
 job placement conflict of work schedule
 others, please specify _____
- What is your self –reported grade point average?
 1.0 1.25 1.5 2.0 2.25 2.5 2.75 3.0
- During your studies at PUP, what were some of the problems you have encountered? _____
- Do you have weekly hours of study? Yes No
If yes, how many hours? 1-5 hrs. 6-10 hrs. more than 10 hrs.
- How do you describe your relationship with the following: (Pls. check)
Faculty favorable not favorable
Classmate/s favorable not favorable
- What are your reason/s for re-admission?
 for promotion to finish and obtain a degree
 for prestige to have a permanent job
- Upon your return, which do you intend to do?
 continue and finish a course
 shift to another course
 transfer to night school
 others, please specify _____

THANK YOU