



APPLICATION FOR ORAL COMPRE EXAMINATION
(for GRADUATE STUDENTS only)

PLEASE PRINT

PERSONAL INFORMATION								DATE OF OCE	
LAST NAME									
FIRST NAME								TITLE OF PAPER TO BE USED	
MIDDLE NAME									
ACADEMIC INFORMATION									
ID NUMBER									
COLLEGE OF									
PROGRAM									
CONTACT INFORMATION								PANEL COMPOSITION	
ADDRESS								CHAIR	
TEL. NO.	()							MEMBER	
MOBILE NO.	()							MEMBER	
EMAIL								MEMBER	
FOR O.U.R. USE ONLY (DO NOT FILL)								MEMBER	
COMPRE EXAM PERMIT									
The student named herein is:									
<input type="checkbox"/> Allowed to take the OCE									
DO NOT ALLOW STUDENT TO TAKE THE ORAL COMPREHENSIVE EXAMINATION WITHOUT THE AUTHORIZED SIGNATURE AND STAMP OF THE OFFICE OF THE UNIVERSITY REGISTRAR									
<div style="text-align: right;">_____ AUTHORIZED SIGNATURE</div>									
<div style="text-align: right;">_____ DATE</div>									
<input type="checkbox"/> Not Allowed to take the OCE because —									

MACHINE VALIDATION OF PAYMENT								APPROVED FOR EXAMINATION (ACCOMPLISH IN SEQUENCE)	
								CHAIR / PROGRAM COORDINATOR	DATE
								VICE DEAN	DATE
ASSOCIATE REGISTRAR								DATE	
								3	

INSTRUCTIONS

1. *This form must be accomplished in quadruplicate (4 copies) and submitted to the Office of the University Registrar (Window 3/Front Desk) when all (except Associate Registrar) necessary signatures have been completed. Application forms with incomplete signatures will not be accepted for processing.*
2. *Proceed to the Office of the University Registrar (Window 3/Front Desk) three (3) working days from the date of submission to determine if eligible for Oral Comprehensive Examination. If eligible, an assessment of the relevant fees for the application will be made. The assessment will be printed in the Enrollment Assessment Form (EAF).*
3. *Pay the assessed amount at the Accounting Office. The Accounting Office will machine-validate this application.*
4. *Return to the Office of the University Registrar (Window 3/Front Desk). The Office of the University Registrar will validate the section "Compre Exam Permit" on the student's copy and release it to the student. The Office of the University Registrar will retain the other copies of this form*
5. *Coordinate with the Department Secretary on the time and room assignment for the Oral Comprehensive Examination a few days before the scheduled examination. Proceed to the assigned room on the date and time of examination.*

TERMS AND CONDITIONS

1. *On OCE day, present this form with validated Compre Exam Permit to the proctor. The proctor is instructed not to administer the Oral Comprehensive Examination to any student without a validated Compre Exam Permit.*
2. *The Oral Comprehensive Examination may be enrolled during Week 9 of the term only.*
3. *This form, together with the validated Compre Exam Permit, is valid only during the term it was issued.*