



## APPLICATION FOR WRITTEN COMPRE EXAMINATION

(for GRADUATE STUDENTS only)

PLEASE PRINT

PERSONAL INFORMATION										COMPRE EXAM DATE		
LAST NAME										<b>SUBJECT AREAS</b>		
FIRST NAME												
MIDDLE NAME												
ACADEMIC INFORMATION										SUBJECT AREA 1		CODE
ID NUMBER										SUBJECT AREA 2		CODE
COLLEGE OF										SUBJECT AREA 3		CODE
PROGRAM										SUBJECT AREA 4		CODE
CONTACT INFORMATION										SUBJECT AREA 5		CODE
ADDRESS										SUBJECT AREA 6		CODE
TEL. NO.		(      )								SUBJECT AREA 7		CODE
MOBILE NO.		(      )								SUBJECT AREA 8		CODE
EMAIL										SUBJECT AREA 9		CODE
FOR O.U.R. USE ONLY (DO NOT FILL)										SUBJECT AREA 10		CODE
COMPRE EXAM PERMIT										SUBJECT AREA 11		CODE
<p>The student named herein is:</p> <p><input type="checkbox"/> <b>Allowed</b> to take the WCE</p> <p>DO NOT ALLOW STUDENT TO TAKE THE WRITTEN COMPREHENSIVE EXAMINATION WITHOUT THE <u>AUTHORIZED SIGNATURE AND STAMP OF THE OFFICE OF THE UNIVERSITY REGISTRAR</u></p> <p>_____ AUTHORIZED SIGNATURE</p> <p>_____ DATE</p> <p><input type="checkbox"/> <b>Not Allowed</b> to take the WCE because —</p> <p>_____</p> <p>_____</p>										CHAIR / GS PROGRAM COORDINATOR		DATE
										VICE DEAN		DATE
										UNIVERSITY REGISTRAR		DATE
MACHINE VALIDATION OF PAYMENT												

**INSTRUCTIONS**

1. *This form must be accomplished in quadruplicate (4 copies) and submitted to the Enrollment Services Hub when all (except University Registrar) necessary signatures have been completed. Application forms with incomplete signatures will not be accepted for processing.*
2. *This form must be accompanied by a Certification of Academic Completion which can be secured from the Enrollment Services Hub.*
3. *Proceed to the Enrollment Services Hub three (3) working days from the date of submission to determine if eligible for Written 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).*
4. *Pay the assessed amount at the Accounting Office. The Accounting Office will machine-validate this application.*
5. *Return to the Enrollment Services Hub. 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*
6. *Coordinate with the Department Secretary on the time and room assignment for the Written Comprehensive Examination a few days before the scheduled examination. Proceed to the examination room on the date and time of examination.*

**TERMS AND CONDITIONS**

1. *On examination day, present this form with validated Compre Exam Permit to the proctor. The proctor is instructed not to administer the Written Comprehensive Examination to any student without a validated Compre Exam Permit.*
2. *The Written Comprehensive Examination may be enrolled on Weeks 5 and 6 of the term only.*
3. *This form, together with the validated Compre Exam Permit, is valid only during the term it was issued.*