



APPLICATION FOR WRITTEN COMPRE EXAMINATION

(for GRADUATE STUDENTS only)

PLEASE PRINT

PERSONAL INFORMATION		COMPRE EXAM DATE	
LAST NAME			
FIRST NAME		SUBJECT AREAS	
MIDDLE NAME			
ACADEMIC INFORMATION			
ID NUMBER		SUBJECT AREA 1	
COLLEGE		SUBJECT AREA 2	
PROGRAM		SUBJECT AREA 3	
FOR O.U.R. USE ONLY <i>(DO NOT FILL)</i>		SUBJECT AREA 4	
		SUBJECT AREA 5	
		SUBJECT AREA 6	
<p align="center">COMPRE EXAM PERMIT</p> <p>The student named herein is:</p> <p><input type="checkbox"/> Allowed to take the WCE (DO NOT ALLOW STUDENT TO TAKE THE ORAL COMPREHENSIVE EXAMINATION WITHOUT THE AUTHORIZED SIGNATURE AND STAMP OF THE OFFICE OF THE UNIVERSITY REGISTRAR)</p> <p>_____</p> <p align="center">AUTHORIZED SIGNATURE</p> <p>_____</p> <p align="center">DATE</p> <p><input type="checkbox"/> NOT Allowed to take the WCE because -</p> <p>_____</p> <p>_____</p>		APPROVED FOR EXAMINATION <i>(ACCOMPLISH IN SEQUENCE)</i>	
CHAIR / GS PROGRAM COORDINATOR			DATE
ASSOCIATE DEAN			DATE
OFFICE OF THE UNIVERSITY REGISTRAR			DATE
MACHINE VALIDATION OF PAYMENT			

INSTRUCTIONS TO THE STUDENT

1. This form must be completed and submitted to the Office of the University Registrar through a [https://bit.ly/Written Compre](https://bit.ly/Written_Compre) when all (except the Office of the University Registrar) necessary signatures have been completed. Application forms with incomplete signatures/email endorsements will not be accepted for processing.
2. If eligible, an assessment of the relevant fees for the application will be available through MLS Print EAF four working days after submission.
3. The assessment will be printed in the Enrollment Assessment Form (EAF), which students must download through their MLS Account. Pay the assessed amount through the official payment method released by the Finance and Accounting Office (FAO). Together with the proof of payment, and EAF must be submitted to the Academic Department for the schedule of the examination.
4. 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 assigned room on the date and time of the examination.

TERMS AND CONDITIONS

1. On WCE day, present a printed or electronic copy of the student's EAF and proof of payment to the Academic Department.
2. The Written Comprehensive Examination may be enrolled on the schedule posted at:
https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/enroll_gs.pdf
3. The enrollment is deemed final once reflected in the Student's EAF, and they can no longer withdraw or drop the application.