

APPLICATION FOR ORAL COMPRE/CANDIDACY EXAMINATION

(for GRADUATE STUDENTS only)

PLEASE PRINT

FIRST NAME FIRST NAME MIDDLE NAME CACADEMIC INFORMATION ID NUMBER COLLEGE PROGRAM FOR O.U.R. USE ONLY (DO NOT FILL) COMPRE EXAM PERMIT The student named herein is: 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) AUTHORIZED SIGNATURE DATE DATE TO NOT Allowed to take the OCE CHAIR (ACCOMPLISH IN SEQUENCE) CHAIR (ACCOMPLISH IN SEQUENCE) CHAIR / GS PROGRAM COORDINATOR DATE DATE	PERSONAL INFORMATION	DATE OF EXAMINATION
MIDDLE NAME OCE	LAST NAME	
Candidacy / Course Code: TITLE OF PAPER TO BE USED	FIRST NAME	TYPE OF EXAMINATION
ID NUMBER COLLEGE PROGRAM FOR O.U.R. USE ONLY (DO NOT FILL) COMPRE EXAM PERMIT The student named herein is: 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) AUTHORIZED SIGNATURE DATE DATE PANEL COMPOSITION CHAIR MEMBER MEMBER MEMBER APPROVED FOR EXAMINATION (ACCOMPLISH IN SEQUENCE) CHAIR / GS PROGRAM COORDINATOR DATE	MIDDLE NAME	
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OFFICE OF THE UNIVERSITY REGISTRAR DATE		OFFICE OF THE UNIVERSITY REGISTRAR DATE
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INSTRUCTIONS TO THE STUDENT

- 1. This form must be submitted to the Office of the University Registrar through a <u>Google form</u> 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) that the student 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 Oral 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 OCE day, present a printed or electronic copy of the student's EAF and proof of payment to the Academic Department.
- 2. The Oral 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.