



APPLICATION FOR ORAL COMPRE/CANDIDACY EXAMINATION (for GRADUATE STUDENTS only)

PLEASE PRINT

PERSONAL INFORMATION		DATE OF EXAMINATION	
LAST NAME			
FIRST NAME		TYPE OF EXAMINATION	
MIDDLE NAME		<input type="checkbox"/> OCE / Course Code: _____ <input type="checkbox"/> Candidacy / Course Code: _____	
ACADEMIC INFORMATION		TITLE OF PAPER TO BE USED	
ID NUMBER			
COLLEGE			
PROGRAM			
FOR O.U.R. USE ONLY (DO NOT FILL)		PANEL COMPOSITION	
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) _____ AUTHORIZED SIGNATURE _____ DATE <input type="checkbox"/> NOT Allowed to take the OCE _____ _____ _____		CHAIR	
		MEMBER	
		MEMBER	
		MEMBER	
APPROVED FOR EXAMINATION (ACCOMPLISH IN SEQUENCE)			
		CHAIR / GS PROGRAM COORDINATOR	DATE
		ASSOCIATE DEAN	DATE
		OFFICE OF THE UNIVERSITY REGISTRAR	DATE
MACHINE VALIDATION OF PAYMENT			
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INSTRUCTIONS TO THE STUDENT

1. This form must be accomplished must submitted to the Office of the University Registrar through a google form when all (except Associate Registrar) necessary signatures have been completed. Application forms with incomplete signatures/email endorsement 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 examination.

TERMS AND CONDITIONS

1. On OCE day, present printed copy or electronic copy of the student's EAF and proof of payment to the Academic Department.
2. The Oral Comprehensive Examination may be enrolled during Week 9 of the term only. The exact schedule may be viewed 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 can no longer withdraw the application.