Policies for Transferee Admission

Transferees are students who have enrolled or taken college or vocational units in other colleges, universities or vocational schools. Even applicants who apply as freshmen will still be considered transferees for as long as they have officially enrolled in any degree or certificate program in any school after high school.

1. Transferees need to pass the FEU-CAT as a requirement for admission. They also need to ensure that they pass the cut-off scores of the degree programs they are applying for. These can be verified at the Admissions office during their evaluation.

2. A new applicant should register online. Below are the steps for the online application.
   2. An email notification will be sent once you have successfully registered.
   3. You must log in using your username and password.
   4. Accomplish the application form through the Admissions tab.

   *An Applicant who has previous enrollment in FEU does not need to register.

3. The following degree programs require transferees to get an Above Average percentile rating from the FEU-CAT to be considered for admission:
   a. BS Business Administration in Business Management
   b. BS Architecture
   c. BS Medical Technology
   d. BS Nursing
   e. BS Psychology

4. Transferees are required to submit the following to the Admissions & Financial Assistance office upon evaluation:
   a. Official Transcript of Records (TOR) or Scholastic Records
   b. Certificate of Good Moral Character
   c. Certificate of Transfer/ Honorable Dismissal/ Transfer Credentials
   d. Course Description of courses taken and passed
   e. Photocopy of the NSO Birth Certificate

5. Admission of transferees is determined by three offices. A transferee needs a positive recommendation from all three offices to be admitted to the university.
   a. Admissions
      o Determines whether the transferee qualifies for a specific degree program.
      o Checks completeness and correctness of the documents submitted for evaluation.
   b. Student Discipline
      o Evaluates the Certificate of Good Moral Character submitted by the applicant.
      o Conducts profiling of the applicant (For minors (below 18 years old), he/she should be accompanied by a parent or a legal guardian)
      o Provides short orientation on conduct and discipline policies of the university.
   c. Institute Deans/ Program Head
      o Conducts Academic Program Credit Evaluation (APCE).
      o Provides final approval for admission.
6. The following are policies for Academic Program Credit Evaluation (APCE).
   a. Only General Education/Minor courses will be credited.
   b. Major courses will not be credited.
   c. Only a maximum of 25% of the total number of units of a specific degree program can be credited for the transferee.
   d. Only creditable courses with grades of at least 2.25/82/2.0(C) or higher can be credited.
   e. PE and NSTP need only a passing grade to be considered for credit.

Specific Admissions Policies for Transferees

Business Administration
   1. Above Average FEU-CAT rating will be required for all transferees intending to be admitted in BSBA in Business Management
   2. No failing grades in any major course
      A. General education and other subjects shall be credited in accordance with existing university policies on crediting of courses.

BS Architecture and Fine Arts
   • Transferees need to pass an aptitude test prior to admission to Architecture or Fine Arts.
   • Only transferees with above average ratings in the FEU-CAT will be evaluated for admission to BS Architecture.

BS Medical Technology
   • Transferees must attain an above average rating in the FEU-CAT.
   • They must have a general weighted average (GWA) of at least 2.25/82/2.0(C) with no grades in core subjects (General and Inorganic Chemistry, Qualitative/Quantitative Chemistry, Integrated Human Anatomy and Physiology, Introduction to Medical Technology with STS, Organic Chemistry, Biochemistry, and General Biology) lower than 2.5.
   • The highest entry level is second year irregular.
   • Major subjects previously taken from other schools will not be credited.
   • All transferees must undergo complete routine laboratory examination and Hepatitis B screening as part of the admission and enrollment process.

BS Nursing
   • The highest entry level is first year irregular.
   • BS Nursing will not admit second coursers.
   • There will be no transferees for BS Nursing for during 2nd semester.
   • Transferees must attain an above average rating in the FEU-CAT.

BS Psychology
   • The highest entry level is first year irregular.
   • Transferees must attain an above average rating in the FEU-CAT.
Procedures for Transferee Application

1. Applicants must present requirements for pre-evaluation to the Admissions and Financial Assistance (AFA) office, Ground Floor of the Arts Building.

2. After pre-evaluation, all transferees must take the FEU-CAT. (If the student has already taken the FEU-CAT in the past, he/she must verify test results from the AFA.)

3. For transferees to BS Business Administration, BS Architecture, BS Medical Technology, BS Nursing and BS Psychology results should be personally verified at Admissions. An above average performance in the FEU-CAT is needed to gain admissions to these degree programs.

4. All successful transferees will proceed to the AFA to submit all original requirements during the designated evaluation period.

5. After pre-evaluation at the Admissions, transferees will proceed to the Office of Student Discipline for profiling.

6. After profiling, the respective institutes or departments will perform an Academic Program Credit Evaluation (APCE) to determine credited courses.

7. Once the APCE is done, transferees will be instructed to submit the endorsement forms, the APCE and all original requirements to Admissions office.

8. They will return on the scheduled date of enrollment for transferees.