10.6.1 Non-Discriminatory Admission Policy

The University of the Visayas (UV) upholds a General Admission Policy designed to ensure fair and equitable access for all applicants. Implemented across the main and satellite campuses, the policy provides clear guidelines for the admission of new and transferee students. It guarantees that qualified applicants are given equal opportunity to enroll, regardless of ethnicity, economic standing, religion, disability, immigration status, or gender—admission being based solely on academic merit and compliance with applicable laws.

The policy outlines requirements for both local and international applicants, including standardized documentation and evaluation procedures. At its core, the policy emphasizes inclusivity, explicitly affirming that all qualified applicants should have the chance to pursue their chosen program. This is designed to give every applicant a fair and equal chance to pursue their educational goals. We believe that diversity enriches the learning experience and valuing the unique perspectives that each applicant brings.

Admissions are facilitated through both online and onsite systems to accommodate diverse applicants. Online applicants register through the UV Admission Portal, upload required documents, and take entrance examinations remotely, while onsite applicants submit their requirements directly to the Admissions Office. Specialized procedures are also in place for board programs, maritime education, graduate studies, and international students, with reasonable accommodations provided to ensure equitable participation.

In 2024 alone, approximately ten thousand applicants from varied backgrounds—including local high school graduates, transferees, lifelong learners, and international students—were admitted under this policy. By publishing the policy online and standardizing procedures, UV has reinforced trust in its admissions process and strengthened its commitment to fairness and inclusivity.

In all of these, it affirms the university's unwavering commitment to fairness, equality, and respect for all applicants. By upholding transparent and impartial admission practices, we ensure that every individual has an equal opportunity to access quality education and become a valued member of our community.

Evidence:

- General Admission Policy

1.0 OBJECTIVES

Establish guidelines for the admission of students in the programs offered at the University of the Visayas.

2.0 SCOPE

Applies to all student applicants to any of the programs offered by the University of theVisayas in the main and satellite campuses.

3.0 POLICIES

3.1 General Admission Requirements

3.1.1 Only applicants who graduated from a recognized secondary school shall be accepted for admission. Transferees shall be from a recognized Higher Educational Institution (HEI).

3.1.2 Transferees and applicants considered lifelong learners shall be endorsed to the respective college for evaluation.

3.1.3 All qualified applicants for admission shall be afforded equal opportunity to enroll in his/her desired program, subject to the provisions of the applicable laws and school policies.

3.1.4 The following documents shall be submitted upon enrollment:

3.1.4.1 Local Student Applicants

3.1.4.1.1 Form 138/Certificate of Secondary Completion.

3.1.4.1.2 Certificate of Good Moral Character

3.1.4.1.3 Certified True Copy of PSA Birth Certificate/Marriage Certificate (for female married student)

3.1.4.1.4 2 copies of 2x2 picture with white background

3.1.4.1.5 Certified True Copy of Transcript of Records, in case of a transferee

3.1.4.2 International Student Applicants

3.1.4.2.1 Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student's applicant's country of origin or legal residence.

3.1.4.2.2 Notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars.

3.1.4.2.3 Photocopy of the data page of the student's passport showing the date and place of birth.

3.1.4.2.4 Birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence.

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3.1.4.2.5 Student Visa for Transferee
3.1.4.2.6 2 copies of 2x2 picture with white background

3.2 All applicants for admission to any board programs, juris doctor, and graduate programs shall comply with the admission and retention policy of the respective programs. *(ref. AAM 8.01, 8.03, 8.04, 9.02, 9.03, 10.01, 11.01, 12.01, 13.01, 13.02, 14.01, 16.01, 24.01)*

3.3 Applicants for BS Marine Transportation and BS Marine Engineering shall be subject to the admission policy of the programs. *(ref. AAM 7.01)*

4.0 NARRATIVE PROCEDURES

Person Responsible	Online Application	Onsite Application
Student Applicant	1. Searches the website: uv.edu.ph 2. Clicks the Admission Menu and Select Online enrollment 3. Registers in the UV Admission Portal (https://serp.uv.edu.ph/SERP/Applicant/UV.Register.aspx) 4. Supplies email address, First name, and Last name. Then, select Program, and click "Accept and Register". 5. Waits for the password sent by the system. Logs in to (https://serp.uv.edu.ph/SERP/Applicant/UV.Login.aspx) 6. Fills-up the Student Information Sheet and upload the required documents. *(ref. 3.1.4.1, 3.1.4.2)*	1. Proceed to the Admission Office. 2. Fills-up the Student Information Sheet. 3. Submits the applicable admission requirements. *(ref. 3.1.4.1, 3.1.4.2)*

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Person Responsible	Online Application	Onsite Application
Student Admission Specialist	7. Verifies the data information and documents. 8. Replies through email to confirm receipt of the documents and give further instructions.	4. Verifies the data information and documents. 5. Give feedback/further instructions.
Student Applicant	**NEW STUDENTS** A. *For Board Programs:* 9. Pays the entrance exam fees to any of the university's online payment channels. 10. Emails the entrance exam payment receipt to accounting@uv.edu.ph 11. Takes the entrance exam as scheduled which will be administered by SASC. 12. Waits for the entrance exam result to be emailed by Admission. If passed, the student will receive the generated ID Number. ***12.1*** Pays the admission fee and sends a receipt to accounting (accounting@uv.edu.ph) ***12.2*** Proceeds to enrollment. 13. If failed in the exam, SASC will counsel students to take a non-board program.	A. *For Board Programs:* 6. Pays the entrance exam fee to the accounting. *7.* Present the admission fee payment receipt to the SASC. *8.* Takes entrance exam as scheduled and administered by the SASC. *9.* Waits for the entrance exam result to be emailed by Admission. If passed, the student will receive the generated ID Number. *a. Pays admission fee to the accounting.* *b. Proceeds to enrollment.* *10.* If in the exam, SASC will counsel to take non-board program. B. *For Non-board Programs:* 11. Pays the admission fee to the accounting. 12. Proceeds to enrollment.

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Person Responsible	Online Application	Onsite Application
	B. *For Non-board Programs:* 14. Pays the admission fee to any of the university's online payment channels. 15. Emails the admission fee payment receipt to accounting@uv.edu.ph. 16. Proceed to enrolment. **C.** *Juris Doctor, and Graduate Programs:* 17. Pays the entrance exam fee (250.00) to any of the university's online payment channels. 18. Emails the entrance exam payment receipt to accounting@uv.edu.ph 19. Takes the entrance exam as scheduled which will be administered by SASC. 20. Waits for the entrance exam result to be emailed by Admission. If passed, the student will receive the generated ID Number. ***20.1*** *Pays admission fee (3,000.00) to any of the university's online payment channels.* ***20.2*** *Proceeds to enrollment.* 21. If failed in the exam, SASC will counsel that	*C. For Maritime Education:* 13. Pays the admission, entrance exam, and medical fees to accounting. 14. Present medical payment receipt to the partner laboratory for the required laboratory tests. 15. Presents medical results to the Clinic for Medical Certification. *16.* Presents the entrance exam payment receipt to the SASC for the exam schedule. *17.* Take the entrance exam on schedule. *18.* Waits for the entrance exam result to be emailed by Admission. If passed, the student will receive the generated ID Number. *a. Pays admission fee to the accounting.* *b. Proceeds to enrollment.* ***D.*** *Juris Doctor, and Graduate Programs:* 19. Pays the entrance exam fee (250.00) to the accounting. *20.* Present the admission fee payment receipt to the SASC. *21.* Takes entrance exam as scheduled and administered by the SASC. *22.* Waits for the entrance exam result to be

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Person Responsible	Online Application	Onsite Application
	the student may enroll but in probationary status.	emailed by Admission. If passed, the student will receive the generated ID Number. a. *Pays admission fee (3,000.00) to the accounting.* b. *Proceeds to enrollment.* 23. If failed in the exam, SASC will counsel that the student may enroll but in probationary status.

5.0 LIST OF FORMS

5.0.1 Enrolment forms
5.0.2 Student's Waiver Sheet

Prepared by :	Reviewed by:	Approved by:
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