



Admission Office

CSU COLLEGE ADMISSION TEST (CAT) Service

Availability of Service: Monday to Friday 8:am - 5pm

Clients: Incoming First Year College Students/Transferees

Requirements: School I.D. Senior H.S. Card, ALS Certification, Certified True Copy of TOR

Processing Time: 10-15 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION	FEE	PERSON/S RESPONSIBLE	FORM
1	Submit requirements and enlist for Admission Test	Assist the client in filling out the registration form	5 minutes	None	Ryan Macatuggal Nida Embana	Registration Form
2	Receives information about schedule and testing venue of the CAT	Disseminate/inform the registered examinees of testing venues and room assignments	2 minutes	None	Ryan Macatuggal Ma. Benita Balagan	None
3	Takes the College Admission Test	Administer the CAT simultaneously in all Campuses of the University	3 1/2 hours	None	Proctors, Examiners, CEO's Ryan Macatuggal, Nida Embana, Ma. Benita Balagan	Testing Materials

NO ENTRY



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STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION	FEE	PERSON/S RESPONSIBLE	FORM
4	Receives result of College Admission Test (CAT)	Releases College Admission Test (CAT) result	3 minutes	None	Ryan Macatuggal Nida Embana Ma. Benita Balagan	Logbook College Admission Test (CAT) Results
5	Appellants	Assist examinees in filling-up forms for application of appeal for admission	5 minutes	None	Ryan Macatuggal Nida Embana Ma. Benita Balagan	Appeal Form

END OF TRANSACTION