



Office of the Registrar

APPLICATION FOR CROSS-ENROLLMENT

- 1. Prepare a letter in 2 copies addressed to:
The Vice President for Academic Affairs
University of San Carlos
Cebu City
a. State your course and year.
b. State the semester/term when you intend to graduate.
c. Enumerate in your letter the subjects you enrolled in USC and the subjects you intend to cross-enroll in another school as shown in the example below:

Subjects taken in USC
Table with 4 columns: Course No., Descriptive Title, Units, Schedule

Subjects to be taken in (state the name of the school)
Table with 4 columns: Course No., Descriptive Title, Units, Schedule

- 2. Fill out the Endorsement Form which is available at your department or you can download the form thru the university's website (usc.edu.ph / downloadable forms).
3. Attached the following documents to your letter:
a. Photocopy of the current study load
b. Photocopy of the Deficiency Form.
4. Secure approval from the Servicing Department Chair (for service courses only), Department Chair, College/School Dean, Registrar, and the Vice President for Academic Affairs.
5. Submit to the Registrar the accomplished Endorsement Form, your letter and attachments for the preparation of the official cross-enrollment permit in 3 copies. Any alteration or erasure on the cross-enrollment permit will make it null and void.
6. Submit the cross-enrollment permit (3 copies) to the Registrar of the other school as your admission credential. Upon submission, the Registrar will sign on the cross-enrollment permit and retain 1 copy for their files.
7. Submit the remaining 2 copies to the Office of the Registrar (USC) immediately after you have enrolled in the other school; otherwise, your enrollment will not be considered official.

Note: There must be at least 1 hour allowance in your class schedules between USC and the other school for commuting time.

