

IMPORTANT GUIDELINES FOR INCOMING COLLEGE FRESHMEN AY 2021-2022

From the Office of the Registrar for Incoming College Freshmen Students

1. Submit the enrollment documents together with the enrollment forms seen below. The date of the submission of the enrollment documents / forms is on September 16, 2021.

Required Mapúa forms should be printed in long bond paper and should be completely filled out by both the student and the parents/guardian. The forms should be placed in one (1) long brown envelope and send to Registrar' Office.

- a. Academic Honesty Agreement
 - b. Undertaking Against Joining Fraternities-Sororities
 - c. Academic Grievance Undertaking
 - d. Specimen Signature of Parents / Guardian
 - e. Statement of Compliance
 - f. Student Data Sheet
 - g. Mandatory Random Drug Testing Acknowledgement Form (MINORS)
 - h. Mandatory Random Drug Testing Acknowledgement Form (STUDENTS OF LEGAL AGE)
 - i. Attachment letter for Random Drug Testing
 - j. RCBC MyWallet Waiver Form
 - k. Malayan Insurance Form
2. Email your ID picture, digital signature and RCBC MyWallet waiver form to idprocessing@mapua.edu.ph. Please see attached for the guidelines in submitting these requirements: [link to guidelines on ID picture taking](#).

You may send via courier.

**For those enrolled in Intramuros and Makati,
please send it to:**

MAPUA UNIVERSITY
Office of the Registrar
658 Muralla Street,
Intramuros Manila 1002

From the Center of Scholarship and Financial Assistance Office for Incoming College Freshmen and Senior High School Students

Scholarship, Financial Assistance and Promotional Discounts

All applications will be accepted thru online submission. Download the application form from the website through this link:

<https://www.mapua.edu.ph/About/Offices/CSFA/ScholarshipOpenings.aspx> . Applicants will receive an email and/or SMS notification from the Center for Scholarship and Financial Assistance (CSFA) office for the status of their application.

Scholarship Validation

All scholarship grants, financial assistance and discounts during the online enrollment will be put on hold for crediting via late validation. This will enable the students to conveniently and independently accomplish the online enrollment transaction.

The following are the guidelines on how to apply and avail the scholarships, financial assistance and promotional discounts:

1. **Early Bird Promotional discount** will have an automatic deduction upon payment during the enrollment.
2. **YGC/Ayala grantees, MITLU, FAMIT and NFNM:** Applicants must email their application to Ms. Maribel Manday of the Human Resources Department (mmanday@mapua.edu.ph).
3. **Alumni Loyalty Discounts and Sibling discounts:** Applicants must email the accomplished application form and requirements to Admissions-Scholarship@mapua.edu.ph
4. **PD577:** Scholars must email their endorsement letter to Admissions-Scholarship@mapua.edu.ph
5. **ETY SHS and ETY UNDEGRADUATE:** Results of the first batch of examinees will be released on MAY 31, 2021. Official results will be posted in Mapua University website.
5. **DTMS SHS, DTMS Freshmen, DEPED Public, DEPED QVR and DEPED ESC:** Applicants must upload or email the copy of certificate/voucher to:
DMTS- Don Tomas Mapua Scholarship
<https://bit.ly/DonTomasMapuaScholarship>
DEPED Public, DEPED QVR and DEPED ESC
mapuascholarships@gmail.com
6. **IBFAP:** Applicants must email the accomplished application form and requirements to <https://bit.ly/IncomeBasedFinancialAssistanceProgram>
7. **DOST-SEI:** Scholars must mail their endorsement letter from DOST office to Admissions-Scholarship@mapua.edu.ph . Original copy will be submitted to the CSFA office once the ECQ has been lifted.

For inquiries and further details, you may email scholarships@mapua.edu.ph or you may call 8247-5000 local 1203 or 0915-8309340.

From the Health Services Department for Incoming College Freshmen and Senior High School Students

The Mapua University Administration recognizes the risk posed by the current COVID-19 pandemic to all our students that is why we shall be **postponing indefinitely the medical examination for incoming Senior High School (Grade 11) and Freshmen students for School Year 2021-2022.** Although it is still a requirement for all our incoming Grade 11 and college freshmen students, we will require submission in the near future when we deem that the situation poses minimal to no risk for our students.

We will be posting updates in our official website. For your information and guidance.

Thank you and stay safe.

From Center for Guidance & Counseling to Incoming College Freshmen

1. Accomplish the three (3) CGC online forms such as [Intake Interview](#), [Need Analysis](#), and [Family Profile Survey](#). *Take a screenshot of the Intake Interview Slip.
2. Take the Skills to Succeed (S2S) Course/Module. *Take a screenshot of the Progress Report.
3. Follow us on Facebook and send FB invite to your respective Guidance Counselor to keep you updated with the CGC Activities. Take a screenshot of the FB invite and Mapua-Cgc Page being liked & followed. Below is the official link to our official FB page:

<https://bit.ly/2VYg3Te>

* For #1 to #3 procedures, please click the link below:

<https://drive.google.com/file/d/1iKY3D3oUwwZFxCaJLy8NHE9coZfZMnIO/view?usp=sharing>

4. Fill out the Inform Assent/Consent form by clicking the link below:

https://drive.google.com/file/d/1mf3YeCbJPKHPKeY7EdpKgs_hcBpndkzt/view?usp=sharing

5. Send the following forms thru this link - <https://forms.gle/sZuMY7WeuGCRvgzC7>:
 - a. Screenshot of your Intake Interview Slip
 - b. Screenshot of the Progress Report in your S2S account
 - c. Informed Assent/Consent (signed by parent or guardian)
 - d. Screenshot of FB invite to your Counselor & Mapua-Cgc Page being “Liked” and “Followed”

Should you have any concerns/inquiries, please feel free to email your respective Guidance Counselor as listed below:

1. Jonathan Campo - (AR, ID, INT, SEP) - jacampo@mapua.edu.ph
2. Carmelissa De Belen - (CPE, CCPE, EE, BMEE) - cfrmdebelen@mapua.edu.ph
3. Myra Cecile Joson - (CE, BMCE) - mcbjoson@mapua.edu.ph
4. Mary Jane Lagapa - (ME, MFGE, BMME, MEBE) - mjdlagapa@mapua.edu.ph
5. Wilca Marie Ocampo - (ECE, BMECE, IE, BMIE, SEM, EMG, PHEC, PHY, PHMS, PHEE, STAT) - wmzocampo@mapua.edu.ph
6. Jollibeth Sagucio - (CEM, CESE, ESE, GEO, GSE, BPE, EDT, PSYA/B, AM-BM PSY, TCB) - jfsagucio@mapua.edu.ph
7. Sharon Timpug - (CHE, CHM, CCE, BE, BMBE, MSE, CCHE, CHEV, BMMA, AMMA, BMA, DF, DJA)- srtimpug@mapua.edu.ph
8. Maria Mina Cango - (ACT, BA, BAMAN, ENT, CS, BMCS) - malsamilao@mapua.edu.ph
9. John Ray Acopio - (IT, BMIT, IS, EMC) - RBAcopio@mapua.edu.ph
10. Arlene Macatuggal - (ALL) – acmacatuggal@mapua.edu.ph