

## **PROCESSING OF APPLICATION FOR RSU COLLEGE ADMISSION TEST (RSU-CAT)**

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Schedule of Availability of Service: 8:00 am – 5:00 pm; Monday to Friday (during Filing Period as posted/announced)

Clients/Customers: High School Graduates and Transferees

Requirements: Non-Refundable Application Fee and Testing Fee of P100.00,  
 Duly accomplished Application Form  
 Photocopy of High School Report Card duly authenticated by the Principal/Photocopy  
 of Transcript of Records for Transferees  
 Photocopy of NSO Live birth document

Processing Time: 8 minutes

<b>STEP</b>	<b>CUSTOMER/APPLICANT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF THE ACTIVITY</b>	<b>FEE</b>	<b>PERSON RESPONSIBLE</b>	<b>FORMS</b>
<b>1</b>	Asks for RSU-CAT application form	Provides form.	1 minute	None	Staff	Application form 1
<b>2</b>	Fills out the form and submits requirements	Checks the form and requirements submitted and instructs student proceed to the Cashier's Office	2 minutes	None	Staff	Application form 1
<b>3</b>	Pays the Cashier	Receives payment and issues Official Receipt	3 minutes	P100.00 Testing fee	Cashier	
<b>4</b>	Receives Official Receipt. Indicates Official Receipt # in the Application Form.	Receives the accomplished form and verifies OR # indicated. Issues notice of admission slip.	2 minutes	None	Staff	Notice of Admission Slip
<b>5</b>	Receives Notice of Admission with the scheduled date of examination.					
<b>END OF TRANSACTION</b>						