



APPLICATION FORM FOR ADMISSION

(Graduate School, Certificate for Teaching Professional, Second Courser and Transferees)

Applicant's Information: (Please indicate "N/A" if not applicable.)

PLEASE PROVIDE THE CORRECT INFORMATION AND PRINT LEGIBLY

Application No.: _____

Student Number: _____

Application Type: _____

School Year: _____

Course & Major: _____

College: _____

2 pcs. 2x2 colored pictures with
name tag (taken within the last
six months)

PERSONAL INFORMATION

LAST NAME

FIRST NAME

MIDDLE NAME

Jr./II/III

Date of Birth: - -

MonthDayYear

Place of Birth: _____

Gender: ☐ MALE ☐ FEMALE

Civil Status: ☐ SINGLE ☐ MARRIED ☐ WIDOW/ER

Nationality: _____

Contact Number: _____

Religion: _____

Email Address: _____

Complete Residence Address: _____

Postal/Zip Code:

FAMILY BACKGROUND

Father: _____

Mother: _____

Occupation: _____

Occupation: _____

Company: _____

Company: _____

Company Address: _____

Company Address: _____

Home Address: _____

Home Address: _____

Contact Number: _____

Contact Number: _____

IN CASE OF EMERGENCY:

Guardian: _____

Company: _____

Relationship: _____

Contact Person: _____

Address: _____

Address: _____

Contact Number: _____

Telephone no.: _____

Email Address: _____

Mobile / Phone Number: _____

Occupation: _____

EDUCATIONAL BACKGROUND

COLLEGE

MASTERAL / DOCTORATE

NAME OF SCHOOL: _____

NAME OF SCHOOL: _____

ADDRESS: _____

ADDRESS: _____

COURSE TITLE: _____

COURSE TITLE: _____

INCLUSIVE DATES: _____

INCLUSIVE DATES: _____

Director, Office of Admission and Registration

Date: _____

Sir/Madam

I have the honor to apply for enrollment in the College of _____ with the course _____ major in _____ at the Tarlac State University, Tarlac City

For evaluation purposes, I am submitting herewith the following requirements:

For Transfer Students

- ☐ Transfer Credentials / Honorable Dismissal (Original Copy)
- ☐ Copy of Grades / Official Transcript of Records (Original Copy) (with remarks "Copy for TSU")
- ☐ Certificate of Good Moral (Original Copy)
- ☐ Machine Copy of Authenticated PSA Birth Certificate
- ☐ Machine Copy of Authenticated PSA Marriage Certificate (for female married students)
- ☐ 2 pcs. 2x2 colored pictures (taken within the last six months)
- ☐ Medical Certificate (Government or Private Physician) Original Copy
- ☐ Accomplished Application Form for Admission (download from TSU website)
- ☐ TSU Psychological Test Result (Testing Center at the Student Affairs & Services) for transferee only
- ☐ Long Brown Envelope (client will provide)

For Graduate School (Masteral / Doctorate / Ph.D.)

- ☐ Transfer Credentials / Honorable Dismissal (Original Copy)
- ☐ Copy of Grades / Official Transcript of Records (Original Copy) (with remarks "Copy for TSU")
- ☐ Certificate of General Weighted Average (Original Copy)
- ☐ Machine Copy of Authenticated PSA Birth Certificate
- ☐ Machine Copy of Authenticated PSA Marriage Certificate (for female married students)
- ☐ 2 pcs. 2x2 colored pictures (taken within the last six months)
- ☐ Accomplished Application Form for Admission (download from TSU website)
- ☐ Long Brown Envelope (client will provide)

For Certificate for Teaching Professional (CPT) / Second Courser

- ☐ Transfer Credentials / Honorable Dismissal (Original Copy)
- ☐ Copy of Grades / Official Transcript of Records (Original Copy) (with remarks "Copy for TSU")
- ☐ Machine Copy of Authenticated PSA Birth Certificate
- ☐ Machine Copy of Authenticated PSA Marriage Certificate (for female married students)
- ☐ 2 pcs. 2x2 colored pictures (taken with the last six months)
- ☐ Accomplished Application Form for Admission (download from TSU website)
- ☐ Long Brown Envelope (client will provide)

Note: Refusal to take this pledge or violation of stated terms and conditions shall be sufficient cause for denial of admissions or non-acceptance in the University.

In consideration of my admission to Tarlac State University and all the privileges of students in this institution I hereby pledge to abide and comply with all the rules and regulations set by competent authorities in this University. Furthermore, I bind myself with all the present and future requirements of the curriculum I am enrolled in as prescribed by the Institution.

Very truly yours,

Signature over Printed Name of Applicant



DATA PRIVACY CONSENT FORM

In compliance with Republic Act No. 10173, also known as the Data Privacy Act of 2012, Tarlac State University (TSU) is committed to protecting the privacy and ensuring the security of all personal information collected from applicants during the admission process.

Purpose of Data Collection

The personal information collected from you will be used solely for admission evaluation, student record, enrollment, and other legitimate academic and administrative purposes of the University.

Information Collected

The University may collect and process the following data:

- Full name, date and place of birth, and contact information
- Academic records and credentials
- Government-issued identification numbers
- Supporting documents for admission

Use and Disclosure of Information

Your personal information shall be:

- Used only for purposes directly related to admission and student registration;
- Accessed and processed by authorized University personnel only;
- Shared, when necessary, with relevant government agencies (e.g., CHED, DepEd) or partner institutions, as required by law or for official university functions.

Data Retention and Security

All personal information will be stored securely in both digital and physical formats. Data will be retained only for as long as necessary for academic, administrative, and legal purposes, after which it shall be disposed of in a secure manner.

Your Rights as a Data Subject

Under the Data Privacy Act, you have the right to:

- Access and correct your personal information;
- Withdraw consent to the processing of your data (subject to applicable requirements);
- File a complaint with the National Privacy Commission if your rights are violated.

CONSENT

By signing below, I confirm that I have read and understood this Data Privacy Notice and hereby give my consent to Tarlac State University to collect, use, process, and retain my personal information in accordance with the Data Privacy Act of 2012 and its implementing rules and regulations.

Signature: _____
Printed Name of Applicant: _____
Date: _____

Signature: _____
Name of Parent/Guardian: _____
Date: _____