



APPLICATION FOR WRITTEN COMPREHENSIVE EXAMINATION

(for GRADUATE STUDENTS only)

PLEASE PRINT

PERSONAL INFORMATION		COMPRE EXAM DATE	
LAST NAME			
FIRST NAME		COURSE CODE / TITLE	
MIDDLE NAME		COURSE CODE 1	
ACADEMIC INFORMATION		COURSE TITLE 1	
ID NUMBER		COURSE CODE 2	
COLLEGE		COURSE TITLE 2	
PROGRAM		COURSE CODE 3	
ENDORSED FOR EXAMINATION		COURSE TITLE 3	
		COURSE CODE 4	
CHAIR / GS PROGRAM COORDINATOR		COURSE TITLE 4	
		COURSE CODE 5	
		COURSE TITLE 5	
		<i>Signature Overprinted Name / Date Signed</i>	

INSTRUCTIONS TO THE STUDENT

1. This form must be completed and submitted to the Office of the University Registrar through a https://bit.ly/Written_Compre when all (except the Office of the University Registrar) necessary signatures have been completed. Application forms with incomplete signatures/email endorsements will not be accepted for processing.
2. If eligible, an assessment of the relevant fees for the application will be available through MLS Print EAF four working days after submission.
3. The assessment will be printed in the Enrollment Assessment Form (EAF), which students must download through their MLS Account. Pay the assessed amount through the official payment method released by the Finance and Accounting Office (FAO). Together with the proof of payment, and EAF must be submitted to the Academic Department for the schedule of the examination.
4. Coordinate with the Department Secretary on the time and room assignment for the Written Comprehensive Examination a few days before the scheduled examination. Proceed to the assigned room on the date and time of the examination.

TERMS AND CONDITIONS

1. On WCE day, present a printed or electronic copy of the student's EAF reflecting the official enrollment and proof of payment to the Academic Department. Only those who are officially enrolled must be allowed to take the exam.
2. The Written Comprehensive Examination may be enrolled in on the schedule posted at: https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/enroll_gs.pdf
3. The enrollment is deemed final once reflected in the Student's EAF, and they can no longer withdraw or drop the application.