

Enrollment Procedure for TRANSFEREE

1. Access www.sscrml.edu.ph/online
 - a. Click Student Applicant Access Module (AAM)
 - b. Click "Apply" button
 - c. Fill-up the required fields
 - i. Last Name
 - ii. First Name
 - iii. Middle Name
 - iv. Date of Birth
 - d. Click "Continue" button
 - e. Fill up the "Application Form" (Don't forget to click the "Transferee" button)
 - f. Click "Save" button once you're done.
 - i. Take note of the user name and password as "Applicant" that will be given by the system.
 - g. Click "Click here to continue" button to proceed.
 - i. The next page allows you to view your APPLICATION STATUS
 - ii. Click "Personal Data" to view your application form or if you want to make some changes.
 - iii. Click "Save Changes" button if you are done editing your information.
 - iv. Click "Change Password" if you want to change your default password. Type your old password and New Password then click "Change Password" button.
 - h. Click "sign out" button
2. Proceed to the Academic Dean
 - a. Submit and seek validation of records
 - b. Have the interview
3. Proceed to Student Affairs Office (for interview)
4. Proceed to Accounting Office
 - i. Pay entrance fee (Cashier – Window 5, 6 & 7)
 - ii. Pay acceptance fee (for foreigners)
5. Proceed to Student Development and Placement Center (SDPC)
 - a. Validate online application
 - b. Take the exam and interview
6. Proceed to the Academic Dean (for final approval)
7. Proceed to Registrar's Office
 - a. Submit admission requirements
 - b. Encoding of credited subject/s
 - c. Claim permit to enroll
8. Proceed to ICT/EDP (Window 9 or 10).
 - a. Subject encoding
9. Proceed to the Cashier (Window 5, 6 or 7) for downpayment.
10. Proceed to the Registrar's Office and get the OFFICIAL STUDY LOAD.

IMPORTANT REMINDER:

- ✓ Proceed to ID Studio Section (IDSS) at ICT/EDP for ID picture capturing.
 - Proceed to Window 9/10 for ID Validation (2nd Semester & Summer Term only)
- ✓ Proceed to St. Thomas of Villanova Library for Library Card processing.
- ✓ For College Scholars, proceed to VP for Student Welfare for scholarship grants.
- ✓ Application for Changing/ Adding /Dropping of Subjects (ACADS) will be accommodated on the prescribed schedule of the college. (*see campus posting*)