

## ADMISSION OF FIRST YEAR STUDENTS

An applicant to the SLU School of Law must be a holder of any Bachelor's degree and must at least have finished eighteen (18) units of English, eighteen (18) units of Social Sciences and six (6) units of Math. Pursuant to LEB Resolution No. 18 dated 23 August 2011, those who are graduates of a bachelor's degree in the arts or sciences but are deficient in some units in English, Mathematics or Social Sciences may be admitted provided they execute an undertaking, and complete said deficiencies during the law school short term.

### FOR THOSE WHO HAVE PASSED THE PhiLSAT OR ARE EXEMPT FROM THE PhiLSAT

Submit the following requirements in a long brown envelope on or before 16 July 2019:\*

- a.a. Duly accomplished application form (*can be secured from the SLU School of Law Office*)
- b.b. Certificate of Eligibility (PhiLSAT) or Certificate of Exemption from the PhiLSAT (for honor graduates)
- c.c. Certified true copy and two (2) photocopies of Transcript of Records
- d.d. Original and two (2) photocopies of Certificate of Graduation
- e.e. Original and two (2) photocopies of Certificate of Good Moral Character
- f.f. Original/Certified true copy and two (2) photocopies of Birth Certificate
- g.g. 3 pcs. 2x2 pictures (white background)
- h. Transfer Credentials (Non-Louisian Graduate)

Enroll on July 25-26, 2019

\*Those with incomplete requirements/documents may submit the requirements they have on hand with the application form on or before 16 July 2019 then subsequently complete the requirements in time for the enrollment.

### FOR THOSE WHO HAVE NOT TAKEN THE PhiLSAT, FAILED THE PhiLSAT, PASSED THE PhiLSAT BUT WITH AN EXPIRED CERTIFICATE OF ELIGIBILITY, AN HONOR GRADUATE BUT WITHOUT A CERTIFICATE OF EXEMPTION OR AN EXPIRED CERTIFICATE OF EXEMPTION:

Submit a duly accomplished application form for admission to the School (*can be secured from the SLU School of Law Office*) on or before 16 July 2019

Take and pass the School's First Year Qualifying Examination scheduled on 16 July 2019, 2:00 p.m. at the Moot Court Room, Diego Silang Building, Saint Louis University

Apply for and secure a Conditional Enrollment Permit from the Legal Education Board (pursuant to *LEB Memorandum Circular No. 29*)

See *LEBMC No. 29*:  
<http://leb.gov.ph/wp-content/uploads/2019/05/LEBMC-29.pdf>

See forms: <http://leb.gov.ph/wp-content/uploads/2019/03/Conditional-Admission-Forms-2019.pdf>

Submit the following requirements in a long brown envelope:

- a.a. Conditional Enrollment Permit
- b.b. Certified true copy and two (2) photocopies of Transcript of Records
- c.c. Original and two (2) photocopies of Certificate of Graduation
- d.d. Original and two (2) photocopies of Certificate of Good Moral Character
- e.e. Original/Certified true copy and two (2) photocopies of Birth Certificate
- f.f. 3 pcs. 2x2 pictures (white background)
- g. Transfer Credentials (Non-Louisian Graduate)

Enroll on July 25-26, 2019

### FOR THOSE WHO OBTAINED A FAILING RATING BUT NOT BELOW 45% IN THE APRIL 7, 2019 PhiLSAT (under LEB Memorandum Order No. 20, Series of 2019)

Submit a duly accomplished application form for admission to the School (*can be secured from the SLU School of Law Office*) on or before 16 July 2019

Take and pass the School's First Year Qualifying Examination, which is scheduled on 16 July 2019, 2:00 p.m. at the Moot Court Room, Diego Silang Building, Saint Louis University

Submit the following requirements in a long brown envelope:

- a.a. Certificate of Grade (*download from the PhiLSAT website*)
- b.b. Certified true copy and two (2) photocopies of Transcript of Records
- c.c. Original and two (2) photocopies of Certificate of Graduation
- d.d. Original and two (2) photocopies of Certificate of Good Moral Character
- e.e. Original/Certified true copy and two (2) photocopies of Birth Certificate
- f.f. 3 pcs. 2x2 pictures (white background)
- g. Transfer Credentials (Non-Louisian Graduate)

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## **ADMISSION OF TRANSFER STUDENTS**

1. An applicant must submit a letter of admission, addressed to the Admissions and Examinations Board, setting forth the reasons why the applicant wishes to transfer to the School and why the applicant should be admitted. A certified copy of the Transcript of Records of the applicant must be attached to the letter.
2. The Admissions and Examinations Board shall evaluate and deliberate as to whether the applicant will be admitted guided by the following:
  - a. To ensure the quality of its graduates, the School shall not admit fourth year transferees. The minimum academic residency must at least be two (2) academic years. The Admissions and Examinations Board may, however, allow the transfer of a student who has fully or partially completed the third-year subjects in another Higher Education Institution (HEI) with a condition that the third-year subjects shall not be credited and the student will be admitted as a third year student in the School.
  - b. Applicants who have failing grades in the semester immediately preceding the desired transfer to the School regardless of the year level they were already in in the HEI they were enrolled in shall be admitted as first year students. The units earned in the previous HEI shall not be credited.
  - c. Applicants who do not have any failing grades in the semester immediately preceding the desired transfer to the School but had failing grades in any previous semester may be admitted with a condition that they should not have any failing or dropped marks in any subject within the first two (2) semesters they are enrolled in in the School. Failure to comply with the condition will result to their non-readmission.
3. If the applicant will be admitted, the Admissions and Examinations Board shall likewise assess the academic credits earned and academic deficiencies required to be completed, and may, in its discretion, impose additional conditions for admission.
4. The applicant shall be informed of the decision of the Admissions and Examinations Board.
5. If the decision is favorable then the applicant must submit the following requirements in a long brown envelope:
  - a. Two (2) photocopies of Transcript of Records
  - b. Transfer Credentials
  - c. Original and two (2) photocopies of Certificate of Graduation
  - d. Original and two (2) photocopies of Certificate of Good Moral Character
  - e. Certified true copy and two (2) photocopies of Birth Certificate
  - f. 3 pcs. 2x2 pictures (white background)

## **ADMISSION OF REFRESHER STUDENTS**

The School offers a refresher program to its graduates as well as law graduates of other HEIs.

1. Those who wish to enroll in this program must submit the following:
  - a. Two (2) photocopies of Certificate of Graduation
  - b. Two (2) photocopies of Transcript of Records

The original of these documents must be brought during enrollment for comparison and verification.

2. The School does not provide a special class or section for refresher students. They shall comply with the same academic requirements as the regular fourth year students enrolled in the same subject.

ENROLLMENT SCHEDULE FOR FIRST SEMESTER AY 2019-2020

Date			Year Level
25 July 2019	Thursday	AM	First
		PM	
26 July 2019	Friday	AM	First
		PM	
30 July 2019	Tuesday	AM	Second
		PM	Second: irregular students
31 July 2019	Wednesday	AM	Third
		PM	Third: irregular students
1 August 2019	Thursday	AM	Fourth
		PM	Fourth: irregular students
2 August 2019	Friday	AM	Late enrollees