



ONLINE ENROLLMENT PROCESS



OPEN THE URL:

FOR OLD/CONTINUING STUDENTS VISIT
iuis.wvsu.edu.ph/iuis/students

FOR INCOMING FRESHMEN VISIT
iuis.wvsu.edu.ph/iuis/applicants

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SUC President IV
West Visayas State University

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LOGIN TO YOUR ACCOUNT
**USE YOUR PERMANENT APPLICANT
ID OR STUDENT NUMBER.**



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SELECT THE PERSONAL INFORMATION PAGE AND CHECK IF ALL YOUR DATA IS CORRECT.



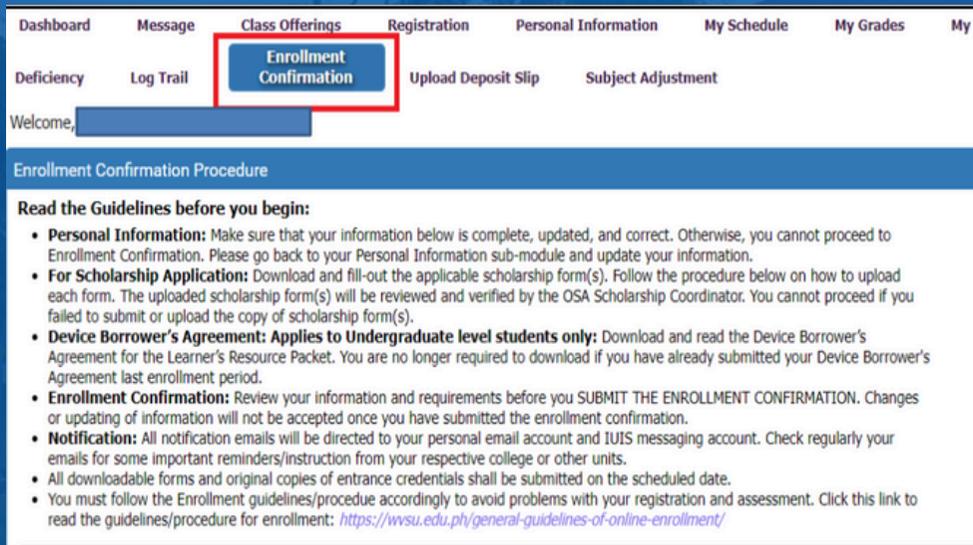
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SELECT THE ENROLLMENT CONFIRMATION PAGE IN THE MENU.



Dashboard Message **Class Offerings** Registration Personal Information My Schedule My Grades My A

Deficiency Log Trail **Enrollment Confirmation** Upload Deposit Slip Subject Adjustment

Welcome, [redacted]

Enrollment Confirmation Procedure

Read the Guidelines before you begin:

- **Personal Information:** Make sure that your information below is complete, updated, and correct. Otherwise, you cannot proceed to Enrollment Confirmation. Please go back to your Personal Information sub-module and update your information.
- **For Scholarship Application:** Download and fill-out the applicable scholarship form(s). Follow the procedure below on how to upload each form. The uploaded scholarship form(s) will be reviewed and verified by the OSA Scholarship Coordinator. You cannot proceed if you failed to submit or upload the copy of scholarship form(s).
- **Device Borrower's Agreement: Applies to Undergraduate level students only:** Download and read the Device Borrower's Agreement for the Learner's Resource Packet. You are no longer required to download if you have already submitted your Device Borrower's Agreement last enrollment period.
- **Enrollment Confirmation:** Review your information and requirements before you SUBMIT THE ENROLLMENT CONFIRMATION. Changes or updating of information will not be accepted once you have submitted the enrollment confirmation.
- **Notification:** All notification emails will be directed to your personal email account and IUIS messaging account. Check regularly your emails for some important reminders/instruction from your respective college or other units.
- All downloadable forms and original copies of entrance credentials shall be submitted on the scheduled date.
- You must follow the Enrollment guidelines/procedure accordingly to avoid problems with your registration and assessment. Click this link to read the guidelines/procedure for enrollment: <https://wvsu.edu.ph/general-guidelines-of-online-enrollment/>

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REVIEW THE ENROLLMENT FORM (STEP 1), THEN SELECT YOUR MODE OF PAYMENT AND NSTP TYPE. (FULL PAYMENT FOR FHE SCHOLARS)

*if applicable

All downloadable forms and original copies of entrance credentials shall be submitted on the scheduled date.

- You must follow the Enrollment guidelines/procedure accordingly to avoid problems with your registration and assessment. Click this link to read the guidelines/procedure for enrollment: <https://wvsu.edu.ph/general-guidelines-of-online-enrollment/>

I. Enrollment Form for Incoming Freshmen and Continuing Students

School Year	: 2022-2023	Semester	: First		
Student ID No	: [REDACTED]	Grade/Year Level	: Second Year		
Complete Name	: [REDACTED] [REDACTED] [REDACTED]				
Date of Birth	: February 06, 2002	Citizenship	: Filipino	Gender	: Male
Permanent Address	: [REDACTED]				
Email Address	: [REDACTED]	Contact Number	: [REDACTED]		
College	: College of Information and Communications Technology			Department	: College
Program	: Bachelor of Science in Information Systems				
Mode of Payment	: - select mode of payment -				
NSTP Type	: NOT APPLICABLE				

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**IN STEP 2, SELECT YOUR SCHOLARSHIP TYPE (IF ANY).
SELECT FREE HIGHER EDUCATION FOR UNDERGRADUATE STUDENT
WHO WANTS TO AVAIL THE FREE TUITION PROGRAM OR OPT
OUT FOR THOSE WHO WILL PAY THEIR TUITION AND FEES.
DOWNLOAD AND FILL-OUT THE FORM DISPLAYED AFTER SELECTING
THE SCHOLARSHIP TYPE.**

II.Scholarship Application

- Select type of scholarship(s) below to apply.
- For **Dependent** type of scholarship, upload or submit the Certificate of Employment from the WVSU HR Department.
- Download and fill-up the Scholarship Form.
- Scan or take a clear picture of the signed scholarship form.
- Follow the procedure below on how to upload the scholarship form.

Scholarship : - Select Scholarship -

Other Scholarships

Government : - Select other Scholarship -

Private : - Select other Scholarship -

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UPLOAD YOUR SCHOLARSHIP FORM USING THE REQUIRED FILE TYPE (.IMG, .PDF, .JPG) AND FILE NAME FORMAT (CRUZ2018-0000-MNFHEFORM). CHECK STEP IV AND V AGREEMENT THEN SUBMIT YOUR ENROLLMENT CONFIRMATION.

III. Upload Scholarship Form Document

- Document's filename should be LName+StudNo.*DocName. Example CRUZ2018-0000-MNFHEFORM (*.img, *.jpg, *.pdf)

Click the **Upload Documents** button to upload your documents.

IV. Device Borrower's Agreement

I AGREE to take responsibility and accountability for the tablet and associated peripherals that the university has provided me. I have read and agree to comply with the procedures on borrowing, issuance and return of the device contained within the Guidelines on the Provision of Learning Resource Packets (LRP) for Flexible Learning of the **West Visayas State University** in the Device Borrower's Agreement. Download and fill-out the required information in the provided fields. The AFFIDAVIT should be signed and notarized shall be submitted on the scheduled date. [Click this link to read the full agreement.](#)

V. Enrollment Confirmation

I hereby signify that the above-stated information are true and correct and agrees to share my personal information with **West Visayas State University** authorities.

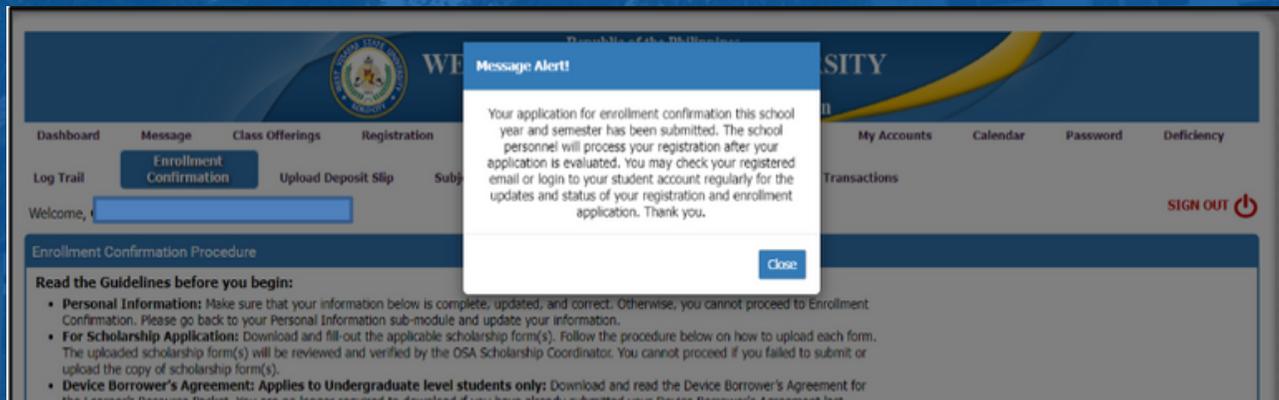
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WAIT FOR YOUR ENROLLMENT TO BE CONFIRMED.

CHECK THE MESSAGE MENU IF YOUR ENROLLMENT HAS BEEN CONFIRMED

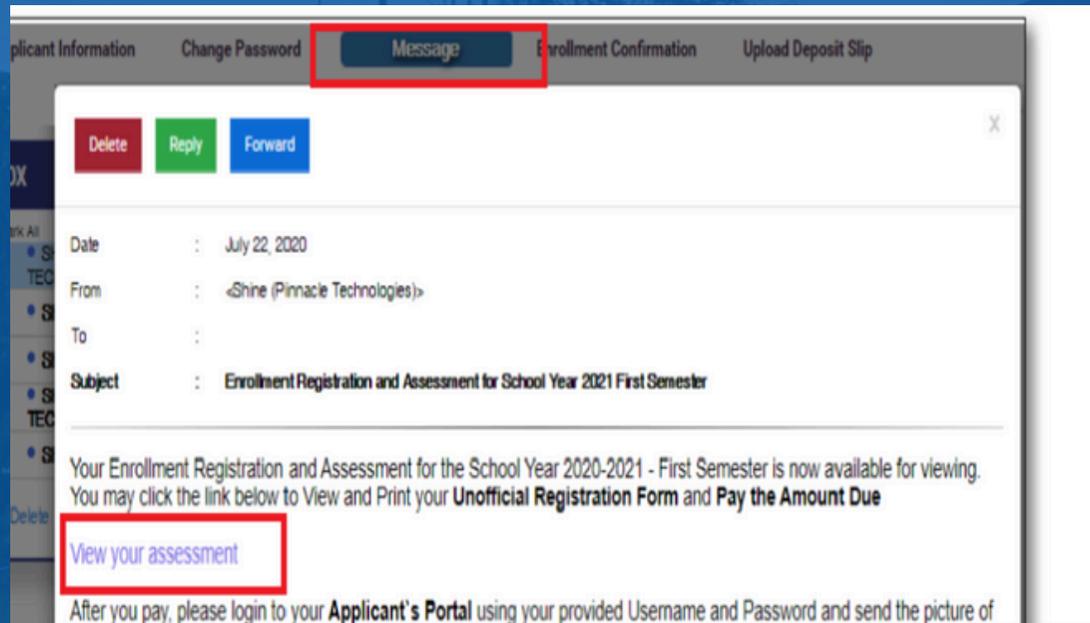


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CHECK THE MESSAGES MENU FOR YOUR ENROLLMENT CONFIRMATION



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DOUBLE CHECK ALL REGISTERED SUBJECTS AND FEES. IF THERE ARE ERRORS OR MISSING SUBJECTS, CONTACT YOUR ADVISER BEFORE PRINTING YOUR ASSESSMENT FORM.

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PRINT THE ASSESSMENT FORM AND PAY YOUR TUITION FEE.



ONLINE PAYMENT GATEWAY

<https://wvsu.edu.ph/online-payment-procedure/>



WVSU CASHIER

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TO VIEW / GENERATE YOUR CERTIFICATE OF REGISTRATION, LOGIN TO YOUR ACCOUNT AND GO TO MY SCHEDULE SUBMODULE



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Sample COR



West Visayas State University

(Formerly Iloilo Normal School)

OFFICE OF THE REGISTRAR

Luna, St., La Paz, Iloilo City

Trunkline (+63) (033) 320-0870 to 78 loc 1112 & 1113 Telefax No.:(033) 320 - 0879

*Website: www.wvsu.edu.ph *Email Address: registrar@wvsu.edu.ph

College of Education
CERTIFICATE OF REGISTRATION
First Semester 2022-2023

Name:

Student No.:

Course: **BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH**

Year Level: **Second Year**

Section: **A**

Date Enrolled: **August 05, 2022**

Scholarship/s: **Free Higher Education Under Ra 10931**

Subject	Lec	Lab	Units	Schedule	Room	Faculty	
ED 204	Facilitating Learner-Centered Teaching	3	0	3	M/W 07:00AM-08:30AM	NAB 305	TUBAL, MICHAEL CAESAR
ED 205	Foundation of Special and Inclusive Education	3	0	3	M/W 08:30AM-10:00AM	NAB 305	CONSEBIT, SHERBETH
ELE 204	English for Specific Purposes	3	0	3	T/TH 11:30AM-01:00PM	NAB 302	CADIAO, ESPERVAL CEZHAR
ELT 201A	Principles and Theories of Language Acquisition and Learning	3	0	3	T/TH 04:00PM-05:30PM	NAB 201	ALBACETE, VICTORIA
LIT 202	Survey of Philippine Literature in English	3	0	3	T/TH 10:00AM-11:30AM	NAB 302	TUBAL, MICHAEL CAESAR
LIT 203F	Contemporary, Popular, and Emergent Literature	3	0	3	M/W 01:00PM-02:30PM	NAB 305	VILLA, HAZEL
LIT 206F	Mythology and Folklore	3	0	3	M/W 11:30AM-01:00PM	NAB 305	VIOLETA, MARIEVIC
PE 113	Physical Activities Towards Health and Fitness I	2	0	2	W 03:00PM-05:00PM	ONLINE	
SS 111	The Contemporary World	3	0	3	T/TH 02:30PM-04:00PM	ONLINE	FLORES, REYMUND
26/0 unit(s)							

ASSESSMENT OF FEES:

Tuition Fee:		Total Assessment:	7,065.00
Tuition	4,420.00	LESS:	

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- **MAKE SURE THE CERTIFICATE OF REGISTRATION (COR) CONTAINS THE COMPLETE LIST OF SUBJECTS/COURSES, AND SCHEDULE.**
- **FOR ASSISTANCE, KINDLY VISIT THE REGISTRAR'S OFFICE OF THE MAIN CAMPUS**

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