



REGISTRAR MEMORANDUM 2021-030

TO : ALL AUSL STUDENTS

FROM : OFFICE OF THE REGISTRAR

DATE : 15 DECEMBER 2021

**RE : SUBMISSION OF ALL DOCUMENTARY AND
NON-ACADEMIC REQUIREMENTS**

All law students are hereby reminded to complete their documentary and non-academic requirements listed below, in original copy and photocopy:

Original Student/Freshman Entry

1. 2 pcs. 2x2 ID Colored Photo with White Background and Printed Name - (photo must be taken within 6 months)
2. Transfer Credentials/Honorable Dismissal
3. Certificate of Good Moral Character
4. Official Transcript of Records (Pre-Law course)
with remarks: **"Copy for Arellano University School of Law"**
5. Grade Report to comply with deficiency units for the following subjects (if applicable):
 - Mathematics (6 units)
 - English (18 units)
 - Social Sciences (18 units)
 - Rizal (3 units)
6. Birth Certificate- Philippine Statistics Authority (PSA) Copy and
Local Civil Registry (LCR) Copy
7. Marriage Certificate (PSA) (if applicable)
8. *PhiLSAT Result (if applicable)
*Mandatory for new students enrolled starting First Semester
AY 2017-2018

Transferee Student

1. 2 pcs. 2x2 ID Colored Photo with White Background and Printed Name. -
Photo must be taken within 6 months.
2. Transfer Credentials/Honorable Dismissal
3. Two (2) Certificates of Good Moral Character, one duly signed by the Dean and
another by a former Law Professor

4. Official Transcript of Records from previous Law School with remarks:
 "Copy for Arellano University School of Law"
with: *Official Transcript of Records (Pre-Law course)-Certified True Copy
-Copy for the Law School prior to AUSL. If AUSL is the third law school, please see the undersigned on the required transcript.
5. Certificate of Eligibility for Admission into the Law Course (CEL/C-1)
 from the originating law school
6. Birth Certificate- Philippine Statistics Authority (PSA) Copy and
 Local Civil Registry (LCR) Copy
7. Marriage Certificate (PSA) (if applicable)
8. Course Description from previous school if subject course to be credited is not same with Arellano University School of Law curriculum (subject course/name/code)
9. Grade Report to comply with deficiency units for the following subjects (if applicable):
 - Mathematics (6 units)
 - English (18 units)
 - Social Sciences (18 units)
 - Rizal (3 units)
10. *PhiLSAT Result (if applicable)
 - *Mandatory for new students enrolled starting First semester AY 2017-2018

All deficiencies in the above-mentioned list of documents should be submitted the soonest possible time.

Please see our office for any inquiry/clarification.

For your guidance and strict compliance.


AILEEN P. JUNIO
Assistant Registrar

Noted:


ATTY. ROLAND A. NIEDO
Registrar

cc: Dean/Assistant Dean/Admissions/OSA