



APPLICATION FOR ADMISSION OF SCHOOL OF LAW

____ Semester, School Year _____

2 pcs. 2x2 colored pictures with name tag **(taken within the last six months)**

PLEASE PROVIDE THE CORRECT INFORMATION AND PRINT LEGIBLY

Application Type: Freshmen Transferee Others: _____
Course: Juris Doctor Refresher Course Audit Student Others: _____
Application No.: _____ **Student Number:** _____

Applicant's Information: (Please indicate "N/A" if not applicable. Please print your name as written in your PSA Birth Certificate)

PERSONAL INFORMATION

Last Name _____ **First Name** _____ **Middle Name** _____ I/II/III/Jr.

1. **Date of Birth:** 2. **Civil Status:** Single Married Widow/er
Month Day Year

3. **Gender:** Male Female 4. **Place of Birth:** _____

5. **Religion:** _____ 6. **Nationality:** _____ 7. **Age:** _____

8. **Contact Number:** _____ 9. **Email Address:** _____

10. **Complete Residence Address:** _____

Zipcode:

11. FAMILY BACKGROUND

Father: _____ **Mother:** _____
Occupation: _____ **Occupation:** _____
Company: _____ **Company:** _____
Company Address: _____ **Company Address:** _____
Home Address: _____ **Home Address:** _____
Contact Number: _____ **Contact Number:** _____

12. EDUCATIONAL BACKGROUND

COLLEGE	POST-GRADUATE
Name of School: _____	Name of School: _____
Address: _____	Address: _____
Course Title: _____	Course Title: _____
Year Graduated: _____	Year Graduated: _____

Director, Office of Admission and Registration

Sir / Madam:

I have the honor to apply for enrollment in the School of Law with the course **Juris Doctor / Refresher Course** at the Tarlac State University, Tarlac City

For evaluation purposes, I am submitting herewith the following requirements:

- | | |
|--|---|
| <p>Juris Doctor Program:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letter of Intent <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Certificate of Transfer Credentials / Honorable Dismissal (Original Copy) <input type="checkbox"/> Official Transcript of Records / Undergraduate TOR (Original Copy)
<i>(with remark "Copy for TSU")</i> <input type="checkbox"/> Certificate of Good Moral (Original) <input type="checkbox"/> Machine Copy of Authenticated PSA Birth Certificate <input type="checkbox"/> Machine Copy of Authenticated PSA Marriage Certificate
<i>(for female married students)</i> <input type="checkbox"/> 2 pcs. 2x2 colored pictures with name tag (taken within the last six months) <input type="checkbox"/> Long Brown Envelope (Client will provide) | <p>Refresher Course:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letter of Intent <input type="checkbox"/> Certificate of Transfer Credentials / Honorable Dismissal (Original Copy) <input type="checkbox"/> Official Transcript of Records / Undergraduate TOR (Original Copy)
<i>(with remark "Copy for TSU")</i> <input type="checkbox"/> Certificate of Good Moral (Original) <input type="checkbox"/> Machine Copy of Authenticated PSA Birth Certificate <input type="checkbox"/> Machine Copy of Authenticated PSA Marriage Certificate
<i>(for female married students)</i> <input type="checkbox"/> 2 pcs. 2x2 colored pictures with name tag (taken within the last six months) <input type="checkbox"/> Long Brown Envelope (Client will provide) |
|--|---|

Note: Refusal to take this pledge or violation of stated terms and conditions shall be sufficient cause for denial of admissions or non-acceptance in the University.

In consideration of my admission to **Tarlac State University, School of Law** and all the privileges of students in this institution I hereby pledge to abide and comply with all the rules and regulation set by competent authorities in this University. Furthermore, I bind myself with all the present and future requirements of the curriculum I am enrolled in as prescribed by the institution.

Very truly yours,

Verified true and correct:

 Signature over printed name of Applicant
 Date: _____

Head, Admission Unit

**TARLAC STATE UNIVERSITY
OFFICE OF ADMISSION AND REGISTRATION
Admission Unit**

DATA PRIVACY CONSENT FORM

In accordance with the Data Privacy Act of 2012 (Republic Act No. 10173) and the policies of Tarlac State University (TSU), I hereby authorize the University to collect, record, organize, update, store, and process my personal data for lawful purposes related to my application, admission, enrollment, academic records management, research, alumni relations, and other legitimate academic and administrative functions of the University.

I understand that my personal information will be treated with strict confidentiality, protected against unauthorized access, and retained only for as long as necessary. I am aware that I may request access to, correction of, or deletion of my personal data, subject to existing laws, rules, and University policies.

I have read and understood the Data Privacy Notice and I GIVE MY CONSENT to the processing of my personal data.

Purpose of Data Collection

The personal information collected from you will be used solely for admission evaluation, student record, enrollment, and other legitimate academic and administrative purposes of the University.

Information Collected

The University may collect and process the following data:

- Full name, date and place of birth, and contact information
- Academic records and credentials
- Government-issued identification numbers
- Supporting documents for admission

Use and Disclosure of Information

Your personal information shall be:

- Used only for purposes directly related to admission and student registration;
- Accessed and processed by authorized University personnel only;
- Shared, when necessary, with relevant government agencies (e.g., CHED, DepEd) or partner institutions, as required by law or for official university functions.

Data Retention and Security

All personal information will be stored securely in both digital and physical formats. Data will be retained only for as long as necessary for academic, administrative, and legal purposes, after which it shall be disposed of in a secure manner.

Your Rights as a Data Subject

Under the Data Privacy Act, you have the right to:

- Access and correct your personal information;
- Withdraw consent to the processing of your data (subject to applicable requirements);
- File a complaint with the National Privacy Commission if your rights are violated.

DECLARATION AND SIGNATURE

I certify that the information provided in this application is true, complete, and correct to the best of my knowledge. I understand that any false statement or misrepresentation may be grounds for denial of admission or dismissal from the program.

Applicant's Signature: _____ Date: _____

For Office use only:
Application No.: _____
Date Received: _____
Evaluated By: _____
Remark: _____
Status: <input type="checkbox"/> For Interview <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved

Note: Incomplete requirements may delay the processing of this application.