



TARLAC STATE UNIVERSITY
OFFICE OF ADMISSION AND REGISTRATION
Tarlac City, Philippines

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: Month Day Year

2. Civil Status: Single Married Widow(er)

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: _____
Address: _____
Course Title: _____
Year Graduated: _____

Name of School: _____
Address: _____
Course Title: _____
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:

Juris Doctor Program:

- Letter of Intent
- Curriculum Vitae
- Certificate of Transfer Credentials / Honorable Dismissal (Original Copy)
- Official Transcript of Records / Undergraduate TOR (Original Copy)
(with remark "Copy for TSU")
- Certificate of Good Moral (Original)
- Machine Copy of Authenticated PSA Birth Certificate
- Machine Copy of Authenticated PSA Marriage Certificate
(for female married students)
- 2 pcs. 2x2 colored pictures with name tag (taken within the last six months)
- Long Brown Envelope (Client will provide)

Refresher Course:

- Letter of Intent
- Certificate of Transfer Credentials / Honorable Dismissal (Original Copy)
- Official Transcript of Records / Undergraduate TOR (Original Copy)
(with remark "Copy for TSU")
- Certificate of Good Moral (Original)
- Machine Copy of Authenticated PSA Birth Certificate
- Machine Copy of Authenticated PSA Marriage Certificate
(for female married students)
- 2 pcs. 2x2 colored pictures with name tag (taken within the last six months)
- 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: For Interview Approved Disapproved

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