



GUIDELINES AND PROCEDURES FOR COLLEGE ADMISSION
First Semester, AY 2026-2027

GENERAL ADMISSIONS REQUIREMENTS

1. Accomplished Application Form for Entrance Examination
2. Photocopy of PSA-Authenticated Birth Certificate
3. Photocopy of Certificate of Good Moral Character
4. Photocopy of Candidacy for Graduation/Certificate of Graduation
5. Two (2) pieces 2x2 colored picture with white background (wearing white polo with collar)
6. One (1) piece long ordinary folder
7. One (1) piece long plastic envelope
8. Two (2) pieces long brown envelope

ADDITIONAL REQUIREMENTS FOR:

- **BS Nursing**
All applicants must not be older than 30 years old by August, 2026.

PROCEDURES

1. School Portal Registration

- a. Visit our online admission portal <https://automate.cghc.edu.ph> and encode your data by clicking the tabs in the following sequence:
 - Parents/Students
 - New User? Click here to register
 - Tertiary
 - New
- b. Start encoding your personal information in the Student Portal Information Sheet
 - Type in CAPITAL LETTERS
 - Previous School – *pertains to your school during your Senior High School*
 - Course Program – *Baccalaureate*
 - Course – *The course/program you are applying for*
 - Year Level – *1st*
 - Term – *1st Term*
 - SY – *2026-2027*
- c. Save your personal data by clicking the button: Click to Create Basic Information
- d. Remember to take note of the TEMPORARY STUDENT NUMBER generated after saving your Information Sheet for reference.
- e. Upload your 2x2 colored picture with white background (wearing white polo with collar).
 - Log in to your CGHC account to upload your 2x2 ID picture by following this sequence:
Online Advising Access tab > Enrollment Dashboard > Click to upload picture

2. Payment of Processing Fee

- a. Present your temporary student number and pay the non-refundable and non-transferable processing fee of five hundred pesos (₱500.00) via over-the-counter at the CGHC Accounting Office (open from Monday to Saturday, 8am to 4pm).
- b. After payment, proceed to the CGHC Admissions Office and submit the general admissions requirements.

3. Online Assessment and Entrance Examination

- a. Take the Online Assessment on your student account and secure an entrance examination permit at the Admissions Office for the in-person Chinese General Hospital Colleges Entrance Examination (CGHCEE).
 - Log in to your CGHC account to take the online assessment by following this sequence:
Online Advising Access tab > Enrollment Dashboard > Process this Requirement (Online Exam)
- b. Proceed to the CGHC Admissions Office to claim your entrance examination permit.
- c. Attend your in-person entrance examination at the Chinese General Hospital Colleges at the date, time, and room specified on your entrance examination permit.

4. Release of Entrance Examination Result

Check for the exam result in your student account. Your result will only appear once you have completed the Online Assessment.

- Log in to your CGHC account to check your CGHCEE result by following this sequence: Online Advising Access tab > Enrollment Dashboard > Students who passed the CGHCEE will be tagged **PASSED with exam date** in the Online Exam Tab.
(Entrance examination result will also be sent to your registered email address)

5. Reservation

Applicants who passed the CGHCEE are required to pay a non-refundable and non-transferable fee of ₱3,500.00 (includes reservation fee of ₱2,000.00 and medical examination fee of ₱1,500.00) over the counter at the CGHC Accounting Office.

- The reservation fee will be deducted from the full tuition fee upon enrolment.
- Successful applicants who failed to pay the reservation and medical examination fees on the dates given will forfeit their admission to the college and the slot will be given to other applicants.
- Reservations beyond/after the specified schedule period will depend on availability of slots.
- Changing /shifting of degree/program will require a new reservation fee of ₱2,000.00 after the first reservation has been made.

6. Medical Examination

- a. Accomplish the Drug Screening Consent Form at the CGHC Admissions Office.
- b. Secure a schedule for your Chest X-ray, HBsAg screening, Anti-HBS titer test and Drug test at the CGHC Accounting Office.
- c. Proceed to the Radiology Department and Laboratory at the Chinese General Hospital and Medical Center (CGHMC) for your Chest X-ray, HBsAg screening, Anti-HBS titer test and Drug test.
- d. Claim all your medical test results at CGHMC on the scheduled release date from the Radiology Department and the Laboratory where the tests were conducted.

7. Physical Examination

- a. Schedule your physical examination through the Google Calendar link sent to your email (*subject: Physical Examination Booking Calendar*).
- b. On your scheduled physical examination date, bring your complete medical test results, then secure and fill out a Student Medical Record form at the CGHC Admissions Office.
- c. Proceed to the CGHC College Clinic to secure a Medical Clearance form.

8. Submission of Enrollment Requirements

- a. Upload a PDF file compilation of all your original enrollment requirements to your student account, and submit your enrollment requirements to the Admissions Office to secure an enrollment slip.
 - Log in to your CGHC account for uploading of enrollment requirements by following this sequence: Online Advising Access Tab > Enrollment Dashboard > Upload Enrollment Requirements
- b. Submit your enrollment requirements to the Admissions Office. Incomplete requirements will not be accepted for enrollment.

For Senior High School Graduates of the current school year and previous school years:

- Two (2) copies of Student Information Sheet
(Printable from the automate account: Personal Info > Print Personal Info)
- Original and photocopy of Senior High School Report Card (SF 9)
- Original and photocopy of recent (dated on or after graduation) Certificate of Good Moral Character
- Original and photocopy of recent (dated on or after graduation) Certificate of Graduation with the specific track and strand taken (Note: This is not the DIPLOMA)
- Original and photocopy of PSA-Authenticated Birth Certificate
- Original and photocopy of Medical Clearance Form issued by the College Physician

9. Enrollment

- a. Follow the enrollment procedures posted by each department (Admissions Office, Accounting Office, ICT Department, and Registrar's Office) for your reference.
 - In case of loss of enrollment slip, secure a duplicate copy from the Admissions Office before enrollment date.
- b. All enrolled students must adhere to the CGHC Proper Grooming and Attire

DOs

Hygiene:

- ✓ Report to school clean and fresh
- ✓ Clean nails without nail polish
- ✓ Neat haircut for males

Dress Code:

- ✓ The attire must be modest and appropriate

DONTs

- ✓ Sporting moustache or beard
- ✓ Tattoos, wearing false eyelashes, colored contact lenses, long fingernails
- ✓ All kinds of shorts and mini-skirts
- ✓ Torn jeans
- ✓ Low cut blouses, crop-top blouses, spaghetti-strapped blouses, and other unduly revealing outfits
- ✓ High-heeled footwear (more than 2 inches), slippers, and clogs

Note: New students are allowed to wear proper civilian attire only for the first two (2) weeks from the start of classes.