

**Silliman University Medical School
Dumaguete City**

**ADMISSION PROCESS
SY 2023-2024**

STEP 1

Email **COMPLETE SCANNED REQUIREMENTS** from the original document (List can be viewed at the University website su.edu.ph under "Registrar & Admissions - Admission Procedures")

Send to SU Medical School at sums@su.edu.ph (One-PDF file)

Submission: March 2023-June 30, 2023



STEP 2

INTERVIEW (for scheduling)



STEP 3

Once accepted for enrollment, secure **PERMIT-TO-ENROLL** by submitting the original documents to the Registrar Admissions Office.

Also, email them your submitted scanned requirements to admissions_college@su.edu.ph

ID Number format should be: (Example) 23-1-00001
(Registrar Admissions Office)



STEP 4

Secure **STUDENT ONLINE ACCOUNT "LOG-IN DETAILS"**
(for Non-Silliman students)

Send the request of username & password to oss@su.edu.ph
(Office of Student Services)



STEP 5

Pay the P20, 000.00 **DOWNPAYMENT** (Business & Finance Office)
Make sure that you are tagged as "Ok to Enroll" for the 1st Semester of the incoming School Year.



STEP 6

To be listed in the **OFFICIAL ENROLLEES**, email sums@su.edu.ph and cc: gregrdandal@su.edu.ph the scanned Downpayment SU Official Receipt/Student Ledger (NOT the bank deposit slip) and Permit-to-Enroll

Follow your Batch Deadline as instructed for processing in order to secure your slot. If done, wait for the 1st Semester enrollment period.



STEP 7

During the **1st SEMESTER ENROLLMENT PERIOD**, log-in to your Student Online Account and choose your desired Payment Scheme. If done, monitor your **OFFICIAL ENROLLMENT** on the same account to view your subjects and schedules.

For questions & clarifications, email directly gregrdandal@su.edu.ph



STEP 8

Once officially enrolled, secure your **STUDENT ID** by emailing studentservices@su.edu.ph and cc: oss@su.edu.ph and go to their office at the 2nd flr. Oriental Hall Bldg.
(Office of Student Services)



FACE-TO-FACE CLASSES
(start date on August 2023 to be announced)