ONLINE ENROLMENT PROCEDURE
For College/Law/Graduate School

New Students/Transferees/Cross-enrollees

A. Online Registration

1. Go to the UB website www.universityofbohol.edu.ph
2. Click on the School Automate Student Portal icon found at the upper right of the screen.

3. Click on Parents • Students
4. Click "**New User? Click here to Register?**".

5. Click on **Tertiary** then click the "**Proceed Next**" button.

6. Click on your type of Registration then click the "**Register**" button.

7. Select the course you want to enroll in by clicking the "**Course"** dropdown box.

8. Fill out the General Student Personal Information Sheet (GSPIS). Fields with asterisks (*) are mandatory fields. They need to be filled out. Type N/A if not applicable.

9. To save the information, click the **"Click to Create Basic Information"** button.

10. The system then generates a **Temporary Student ID** number. Create and confirm password and click "**Proceed Next**".

11. A screen showing your Temporary Student ID number, the password you created and some important notes will be displayed. **Take note of your Temporary ID and password**. This will be used in the whole enrolment process.

12. Check the status of your application by logging in to the Student Portal and checking the Online Advising Dashboard.

For any inquiries regarding your application, please send a private message to your department's official FB page.

B. Uploading of Admission Requirements

Once your application has been reviewed by the Registrar's Office, you may now upload your admission requirements.

1. Prepare a digital copy of each of the admission requirements.
2. Go to the UB website www.universityofbohol.edu.ph

3. Click on the School Automate Student Portal icon found at the upper right of the screen.

4. Click on Parents • Students
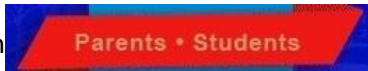
5. Login to the student portal using the Temporary ID number given to you as your username then click **Proceed Next.**

6. Enter your password then click **Login now**. Use the password you created in Step A number 10.

7. After logging in, click **"Online Advising Access"** then click **"Online Advising Dashboard"**

8. Click **"Manage Requirement"**

9. A list of the admission requirements will appear on-screen. Click the **"Add"** button beside the requirement you wish to upload.

10. Scroll down the screen and click the upload icon.

11. Click "**Choose Files**" to select the file then click "**Upload File**" to upload the file.

12. Repeat steps 9 – 11 to upload other requirements.

13. Send a private message to your [department's official FB page](#) informing that you have already uploaded your admission requirements. Include the following details:
     Attention: Department Dean
     Transaction: Online Enrolment/New Student or Transferee
     Temporary ID No:
     Name:
     Course and Year Level:
     Contact No:
     FB Account:

14. The Registrar's Office evaluates and validates the uploaded requirements. Check the status of your application in the **Online Advising Dashboard**.

If the status of your application is **ACCEPTED,** you may now proceed with the payment of the enrollment fee.

If the status of your application is **"IN PROCESS"**, please read the "IMPORTANT NOTE" which can be seen below the status of your application for any instructions.

15. Process the payment of the enrollment fee (P 840.00) at any of the following payment centers:

    - **PALAWAN EXPRESS** payable to University of Bohol (school ID is required)
      Note: *Make sure to provide complete name, student ID number, course and year level*

    - **FIRST CONSOLIDATED BANK OF BOHOL (FCB) all branches** – over-the-counter payments
      ACCOUNT NAME: University of Bohol

    - **FIRST CONSOLIDATED BANK OF BOHOL (FCB)** thru **FCB Pay** (for Pitakard users only)

    - **CHINABANK TAGBILARAN BRANCH**
      ACCOUNT NAME: University of Bohol
      Note: *Please send a screenshot of your transaction/proof of payment to the [University of Bohol Finance Office fb page](#)*

    - **UNIONBANK –** over-the-counter bills payment
      ACCOUNT NAME: University of Bohol

    - **GCASH** – thru Pay Bills
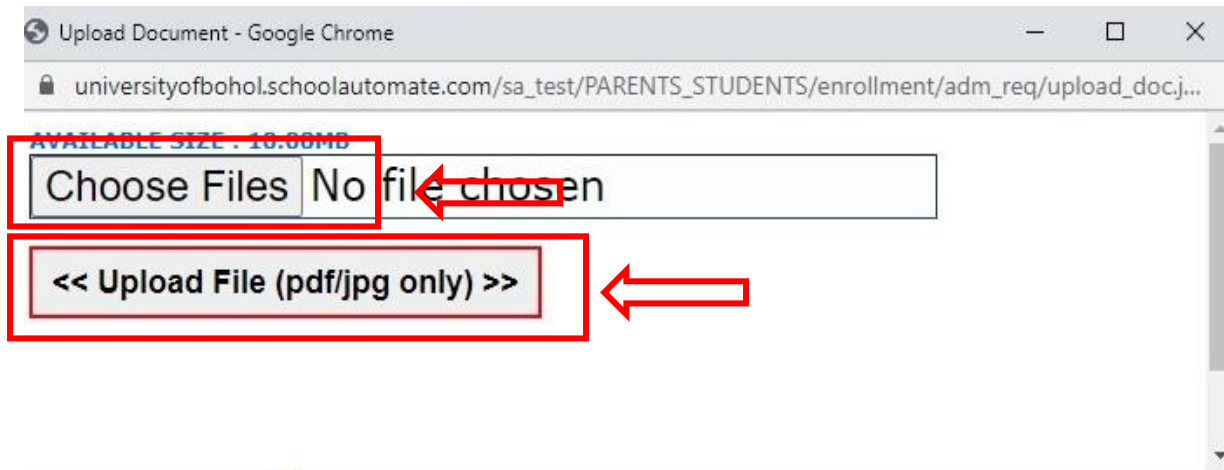   SCHOOL: University of Bohol

16. Upload your payment receipt through the student portal. Go to the **Enrolment** Link and click "**Record Downpayment**"

17. Fill-in the data needed when uploading your payment slip and click "**Save Payment Details**".

18. Upload your payment receipt. Click "**Choose Files**" to select the file you wish to upload then click "**Upload File**".

   Note: Please allow a maximum of 3 days for your payment to be posted.

19. Send a private message to your department's official FB page informing that you have already uploaded your payment receipt. Include the following details:
   Attention: Department Dean
   Transaction: Online Enrolment/New Student or Transferee
   Temporary ID No:
   Name:
   Course and Year Level:

Contact No:
FB Account:

20. Your department then processes your enrollment.
21. Your department will inform you through FB messenger/call/text once you are officially enrolled. They will also be sending you your **PERMANENT ID number.**
22. You may view your study load (subjects enrolled and the subject load schedule) for the semester by logging in to the Student Portal using your **Permanent ID number** and clicking the Enrolment link.

Enrollment ▲
Subjects Enrolled
Subject Load Schedule
Changed Subjects

[Click here to view the procedure on how to create user accounts in the student portal.](#)

NOTE: At the start of classes new students and Transferees are required to send through mail the original copies of the documents (the same documents that have been uploaded) to:

The Admissions Officer
Registrar's Office
University of Bohol
C. Putong St., Tagbilaran City, Bohol