



COLLEGE
ONLINE ENROLLMENT PROCEDURE
For Incoming New Freshmen Students

Only Applicants who have passed the entrance examination and paid the reservation fee may enroll in the program for which they had selected upon application. For clarification contact registrar@aisat.edu.ph

A. COLOR BLIND TEST

(Aviation Courses only): Complete a COLOR BLIND TEST at this link to check if you are color blind

<https://enchroma.com/pages/test>

If you are assessed color blind in the online preliminary test, we advise you to seek a confirmatory test from your eye doctor. If you are color blind, you will not qualify to become a pilot, and there are also employment restrictions for avionics students taking up BS Aviation Electronics Technology. This is for your information and for your consideration. It will not hinder you from your enrollment to AISAT. For further assistance, please contact clinic@aisat.edu.ph.

B. PREPARE DOCUMENTS

Prepare the following in PDF format for uploading:

First year College enrollees :	College transferees (transferred from other colleges)	ALS Graduates
SF 9 (Form 138-A)	Honorable Dismissal	Certificate of Rating (Original)
SHS Diploma Photocopy (if already available)	Subject Credited Form From the Program Head	ALS Diploma (Photocopy)
	Transcript of Records/ Copy of Grades for Evaluation Purposes Only.	ALS Certification
ADDITIONAL REQUIREMENTS applicable to ALL the categories above:		
Certificate of Good Moral Character		
PSA Birth Certificate		
ID – Close up picture on white background with no headwear and eyewear		

C. EMAIL DOCUMENTS

Send an email to registrar@aisat.edu.ph indicating the following:

Subject : **Surname, Firstname**

Write the following on the Email :

Name:

For enrollment to 1st Semester 2020-2021

Course:

Year:

Attach all the documents listed in B. Prepare Documents

1. Fill out the online form for NEW COLLEGE STUDENTS at this link: shorturl.at/jkEY1
2. Make sure you use an email address that you can access as this is where we will send your Notice of Registration.
3. Complete the form truthfully to ensure that your enrollment will be processed.

E. NOTICE OF REGISTRATION SENT TO YOUR EMAIL

!!! All completed application by Friday will be confirmed through email by Tuesday of the following week !!!

1. Once your enrollment is validated, you will receive your Notice of Registration with your
 - Student ID Number. : xxxx
 - Class Section : xxxx
 - Class codes will be made available on the AISAT website (www.aisat.edu.ph) by **August 15, 2020**.
2. With your Student ID number, you may log into the AISAT Portal to view your subjects and statement of account:
 - Portal address : <http://aisatportal.com>
 - Username : Student ID Number
 - Password : YYYY-MM-DD (your birthday)

F. SUBMISSION OF ORIGINAL DOCUMENTS

For your enrollment to be confirmed and no longer conditional, submit the following requirements to the registrar's office enclosed in a legal sized brown envelope with your name written on the front.

New College enrollees	College transferees (transferred from other colleges)	ALS Graduates
ORIGINAL SF 9 (Form 138-A)	ORIGINAL Honorable Dismissal	Certificate of Rating (Original)
ORIGINAL SHS Diploma (if already available)	ORIGINAL Transcript of Records	ALS Diploma
		ALS Certification
ADDITIONAL REQUIREMENTS		
ORIGINAL Certificate of Good Moral Character		
ORIGINAL PSA Birth Certificate		
5 pcs 1x1 ID picture – Close up picture on white background		

DEADLINE OF SUBMISSION: 5 NOVEMBER 2020