



STEP 2 Proceed to **Enrollment** Module  
Click “+” (plus) icon, in green, button  
Click “**Save**” to generate registration assessment  
Review generated Assessment Form

STEP 3 Pay Tuition Fee  
Click **Pay Now**. The student will be redirected to the **dragonpay** options.  
Choose from the Payment Mode. Process payment.

After payment, please wait for at least two to three days for Finance clearing and checking.  
After which, the student may check his/her portal account to check if he/she is **Officially Enrolled**.

**Reminders:**

1. Please pay the required down payment to be officially enrolled. Paying less than the required amount will not process the enrollment
2. Scanned copies of admission credentials should be attached as part of the online application. However, original copies must be submitted to the OAR Admission Officer on or before the first day of classes. Failure to comply may nullify the admission.

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**For FRESHMEN (Onsite Enrollment)**

STEP 1 Fill in the Registration Form at the Office of Admission and Registration  
To facilitate the process, the student may encode his/her information at  
<https://mytuaportal.org/lwsis/>

STEP2 Submit to the Admission Officer for encoding to the system. Attach the following:

1. Form 138 (Report Card) / ALS Certification
2. Certificate of Good Moral Character
3. Photocopy of PSA / NSO Birth Certificate

The Admission Officer will generate your Student Number and your Certificate of Admission.

STEP3 Pay Tuition Fee at the Finance Office to be officially enrolled.

**Reminder:** Please pay the required down payment to be officially enrolled. Paying less than the required amount will not process the enrollment

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**For TRANSFEREES (Online Enrollment)**

STEP 1 Open <https://mytuaportal.org/lwsis/>

Click **New Students**.

Fill in Admission and Registration form. Click **Submit**.

Check email for login link.

Log in as follows:

Account type: **Applicants**

Email Address: (enter email address provided)

Password: (use password of registered email)

Proceed to **Dashboard** module, provide information and upload required documents to sections.

Upload the following:

1. Transcript of Records / Scholastic Records
2. Transfer Credential / Honorable Dismissal

3. Certificate of Good Moral Character
4. Copy of NSO / PSA Birth Certificate
5. Copy of Marriage Certificate (for married female applicants)

Click **Generate Student Number**

The Dean's Office will evaluate your Transcript of Records.

The Dean's Office will forward the evaluation to the OAR Records Examiner.

OAR Records Examiner inspects, validates, and encodes credited subjects to the TUA portal.

STEP 2 Coordinate with the Dean's Office for assessment.

Review generated Assessment Form

STEP 3 Pay Tuition Fee

Click **Pay Now**. The student will be redirected to the **dragonpay** options.

Choose from the Payment Mode. Process payment.

After payment, please wait for at least two to three days for Finance clearing and checking.

After which, the student may check his/her portal account to check if he/she is **Officially Enrolled**.

**Reminders:**

1. Please pay the required down payment to be officially enrolled. Paying less than the required amount will not process the enrollment.
2. Scanned copies of admission credentials should be attached as part of the online application. However, original copies must be submitted to the OAR Admission Officer on or before the first day of classes. Failure to comply may nullify the admission.

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**For TRANSFEREES (Onsite Enrollment)**

STEP 1 Fill in the Registration Form at the Office of Admission and Registration\

To facilitate the process, the student may encode his/her information at

<https://mytuaportal.org/lwsis/>

STEP2 Bring your Transcript of Records / Scholastic Records to the Dean's Office for evaluation.

The Dean's Office will evaluate your Transcript of Records.

STEP 3 Proceed to the Guidance Center for interview.

STEP 4 Submit the following to the OAR

1. Dean's Evaluation
2. Guidance Center's Recommendation
3. Transcript of Records / Scholastic Records
4. Transfer Credential / Honorable Dismissal
5. Certificate of Good Moral Character
6. Copy of NSO / PSA Birth Certificate
7. Copy of Marriage Certificate (for married female applicants)

OAR Records Examiner inspects, validates, and encodes credited subjects to the TUA portal.

STEP 4 Coordinate with the Dean's Office for assessment.

Review generated Assessment Form

STEP 5 Pay Tuition Fee at the Finance Office to be officially enrolled.

**Reminder:** Please pay the required down payment to be officially enrolled. Paying less than the required amount will not process the enrollment

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## For FRESHMEN, FOREIGN STUDENTS (Online Enrollment)

STEP 1 Open <https://mytuaportal.org/lwsis/>

Click **New Students**.

Fill in Admission and Registration form. Click **Submit**.

Check email for login link.

Log in as follows:

Account type: **Applicants**

Email Address: (enter email address provided)

Password: (use password of registered email)

Proceed to **Dashboard** module, provide information and upload required documents to sections.

Upload the following:

For Foreign Students who graduated from a **Philippine school**

1. Form 138 (Report Card)
2. Certificate of Good Moral Character
3. SSP

For Foreign Students who graduated from a **foreign school**

1. Scholastic Records apostilled from place of origin
2. Copy of passport's bio page
3. Student Visa (if available)

Click **Generate Student Number**

STEP 2 Pay the Notice of Acceptance via wire transfer China Bank Dollar Account. Kindly check **Payments** module for instructions.

Submit a copy of the receipt to the Finance Office [kdtapang@tua.edu.ph](mailto:kdtapang@tua.edu.ph), cc the following: [registrar@tua.edu.ph](mailto:registrar@tua.edu.ph), [admissions@tua.edu.ph](mailto:admissions@tua.edu.ph)

After payment, please wait for at least two to three days for Finance clearing and checking.

STEP 3 Proceed to **Enrollment** Module

Click "+" (plus) icon, in green, button

Click **"Save"** to generate registration assessment

Review generated Assessment Form

STEP 3 Pay Tuition Fee

Click **Pay Now**. The student will be redirected to the **dragonpay** options.

Choose from the Payment Mode. Process payment.

After payment, please wait for at least two to three days for Finance clearing and checking.

After which, the student may check his/her portal account to check if he/she is **Officially Enrolled**.

### Reminders:

1. Please pay the required down payment to be officially enrolled. Paying less than the required amount will not process the enrollment.
2. Scanned copies of admission credentials should be attached as part of the online application. However, original copies must be submitted to the OAR Admission Officer on or before the first day of classes. Failure to comply may nullify the admission.

## For FRESHMEN, FOREIGN STUDENTS (Onsite Enrollment)

STEP 1 Fill in the Registration Form at the Office of Admission and Registration (OAR)

To facilitate the process, the student may encode his/her information at

<https://mytuaportal.org/lwsis/>

Submit the following to the Bureau of Immigration Liaison Officer at the OAR

For Foreign Students who graduated from a **Philippine school**

1. Form 138 (Report Card)
2. Certificate of Good Moral Character
3. Copy of passport's bio page
4. SSP

For Foreign Students who graduated from a **foreign school**

1. Scholastic Records apostilled from place of origin
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The Admission Officer will generate your **Student Number** and **Certificate of Admission**

STEP2 Pay the Notice of Acceptance at the Finance Office.

Submit a copy of the receipt to the Bureau of Immigration Liaison Officer at the OAR

STEP3 The Admission Officer will generate your Assessment Form

Pay Tuition Fee at the Finance Office to be officially enrolled.

### Reminders:

1. Please pay the required down payment to be officially enrolled. Paying less than the required amount will not process the enrollment.
2. Coordinate with the BI LO for the processing of Student Visa.

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## For TRANSFEREES, FOREIGN STUDENTS (Online Enrollment)

STEP 1 Open <https://mytuaportal.org/lwsis/>

Click **New Students**.

Fill in Admission and Registration form. Click **Submit**.

Check email for login link.

Log in as follows:

Account type: **Applicants**

Email Address: (enter email address provided)

Password: **tuapassword** (this is the default, kindly change once logged-in)

Proceed to **Dashboard** module, provide information and upload required documents to sections.

Upload the following:

1. Transcript of Records / Scholastic Records
2. Transfer Credential / Honorable Dismissal
3. Certificate of Good Moral Character
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Click **Generate Student Number**

The Dean's Office will evaluate your Transcript of Records.

The Dean's Office will forward the evaluation to the OAR Records Examiner.

OAR Records Examiner inspects, validates, and encodes credited subjects to the TUA portal

Note: Please always check your TUA portal for the completed crediting of subjects.

STEP2 Request for a Notice of Acceptance by emailing [jbvirtudez@tua.edu.ph](mailto:jbvirtudez@tua.edu.ph), cc [admissions@tua.edu.ph](mailto:admissions@tua.edu.ph)

STEP 3 Coordinate with the Dean's Office for assessment.  
Kindly refer here: <http://www.tua.edu.ph/contactus/>  
Review generated Assessment Form

STEP 4 Pay Tuition Fee  
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Click **Pay Now**. The student will be redirected to the **dragonpay** options.  
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