

Frequently Asked Questions

Until when is the Application for Admission, Entrance Examination, and Enrollment for the First Semester AY 2020-2021?

- For incoming Grade 7, Grade 11 and College Freshman, the online applications for admission, entrance examination and enrollment for the First Semester AY 2020-2021 are ongoing until August 2020. All applicants are highly encouraged to enroll early.
- For old or continuing students, the online enrollment for the First Semester AY 2020-2021 will start on July 6, 2020, Monday. Please follow the procedures posted on our website.

How do I accomplish my Online Application?

- Using Chrome or Firefox browser, visit this site: <https://bit.ly/38jgSKI>, click Apply. Fill-out the Applicant Access Module completely and click Submit. Take note of your username or applicant ID number and password.

How do I get my applicant number?

- Your applicant number is the same with your username which appears on your screen after submitting your duly filled-out AIMS Applicant Access Module.

What will I do if I cannot recall my applicant number?

- Send a private message to the Official Facebook Page of LPU Cavite @LPUCavite

What will I do if I encounter any technical problem while doing my online transactions using your system?

- Email us at admission_cvt@lpu.edu.ph or registrar_cvt@lpu.edu.ph for queries and clarifications concerning admission and enrolment and lpuc_accounting@lpu.edu.ph for payment concerns and servicedesk.ict@lpu.edu.ph for technical assistance.
- Send a private message to the Official Facebook Page of LPU Cavite @LPUCavite

What will I do if I cannot save the information encoded in the AIMS Applicant Access Module?

- You just need to restart your encoding. An indicator that you have created an account successfully is that the system will provide you a username and password. Take note of your system generated applicant number, username and password. Since LPU Cavite is currently off-limits due to the community quarantine, proceed immediately to the next step and do not wait for an email.

What should I do after accomplishing the AIMS Applicant Access Module?

1. For online entrance exam application, submit the following requirements to the Admissions Office through email at admission_cvt@lpu.edu.ph and wait for a confirmation.

General requirements

- For Junior High Applicants -Scanned copy of Grade 6 grades
- For Senior High Applicants - Scanned copy of Grade 10 grades
- For Undergraduate applicants- Scanned copy Grade 12 grades/ Transcript of Records (TOR)/ Certification of grades (for transferee)
- **Note:** If grades are not yet available, please provide a CLEAR scanned copy or picture of your School ID instead. (DO NOT COVER YOUR ID PHOTO)

How much is the entrance exam fee?

- The entrance fee is **free of charge**.

How do I access and take the Online Entrance Examination?

- Click the link below to know the procedures. Just follow the steps and you will never go wrong.

<https://cavite.lpu.edu.ph/index.php/en/online-entrance-examination>

How do I get the results of the online entrance examination?

- The Guidance and Testing Center will send to your email address the result of your entrance examination.

How do I accomplish online enrollment?

- Click the link below to know the procedures. Just follow the steps and you will never go wrong.

<https://cavite.lpu.edu.ph/index.php/en/online-enrollment>

How can I enroll online?

- Click the link below to know the procedures. Just follow the steps and you will never go wrong.

<https://cavite.lpu.edu.ph/index.php/en/online-enrollment>

How do I pay my down payment?

- To see the procedures for online banking and other payment options, please visit this site:
<https://bit.ly/LPUFees>

Where can I find the procedures and the list of the payment partners of LPU Cavite for my down payment or tuition fees?

- To see the procedures for online banking and other payment options, please visit this site: <https://cavite.lpu.edu.ph/index.php/en/offsite-payment-channels>

What if I am having difficulty paying through banks, can I pay directly at the university cashier?

- Yes. Please take note that all transactions will be accommodated following the university safety protocols. Payments may be done from Monday to Wednesday, 8 am-4pm only. To set an appointment, please call the **Accounting Department** at (+6346) 481 – 1431 to 34.
- Please be advised that your calls will only be answered during business hours, i.e. 8am to 4pm from **Mondays to Wednesdays**.

How do I know the confirmation of my enrollment after payment?

- The confirmation of your enrollment along with your Student Number will be sent to your email by the University Registrar.

How do I change my program after Enlistment/Registration and payment?

- You may coordinate your request for change of program to the Registrar's office
- If the new program is not included in the exam result of the student, please contact the Admissions office and Guidance and Testing Center.

What will happen to my previous down payment after changing my program?

- It will be carried over to your enrollment in the new program.

Note: If you have further questions, you may send your message to any of the following:

Admission

- (+6346) 481 - 1400
- Globe: 0917-382-6989

Accounting Department

- (+6346) 481 – 1431 to 34

Student Records Management Department / Registrar

- (+6346) 481 - 1429 to 30

International School

- (+6346) 481 – 1414

Student Affairs Office (strictly text only)

- Smart: 0951-867-4543
- Globe: 0956-664-7566

All inquiries will be answered from Mondays to Wednesdays, 8:00 am to 4:00 pm.