



CLEARANCE FORM FOR COMPREHENSIVE EXAMINATION

FULLNAME: _____
 DEGREE PROGRAM: _____
 STUDENT ID NUMBER: _____
 EMAIL ADDRESS: _____
 CONTACT NUMBER: _____

DATE: _____
 MAJOR: _____
 SECTION / VENUE: _____
 PROFESSOR NAME: _____

DEPARTMENT	<i>for Student use</i>	<i>for Student use</i>	<i>for Student use</i>	<i>for PIC use only</i>	<i>for PIC use only</i>	<i>for PIC use only</i>
	Put checkmark ✓ if complied	Put checkmark ✓ if complied	Put checkmark ✓ if complied	Put checkmark ✓ if complied	Put checkmark ✓ if complied	Put checkmark ✓ if complied
<u>Admission Department</u>	*Transcript / Records from previous school <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*Application form for Admission with Picture <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Degree Program</u>	Bachelor	Master's	Doctoral	Bachelor	Master's	Doctoral
<u>Registrar Division</u> <i>(Grades)</i> <i>Put checkmark ✓ if grades are released by Professor/s.</i>	1 st term _____ 2 nd term _____ 3 rd term _____ 4 th term _____ 5 th term _____ 6 th term _____ 7 th term _____ 8 th term _____	1 st term _____ 2 nd term _____ 3 rd term _____ 4 th term _____	1 st term _____ 2 nd term _____ 3 rd term _____ 4 th term _____ 5 th term _____	1 st term _____ 2 nd term _____ 3 rd term _____ 4 th term _____ 5 th term _____ 6 th term _____ 7 th term _____ 8 th term _____	1 st term _____ 2 nd term _____ 3 rd term _____ 4 th term _____ 5 th term _____ 6 th term _____ 7 th term _____ 8 th term _____	1 st term _____ 2 nd term _____ 3 rd term _____ 4 th term _____ 5 th term _____ 6 th term _____ 7 th term _____ 8 th term _____
<u>Payment Division</u> <i>Put checkmark ✓ if Tuition fees / Payments are fully paid.</i>	1 st term _____ 2 nd term _____ 3 rd term _____ 4 th term _____ 5 th term _____ 6 th term _____ 7 th term _____ 8 th term _____	1 st term _____ 2 nd term _____ 3 rd term _____ 4 th term _____ CE fee: _____	1 st term _____ 2 nd term _____ 3 rd term _____ 4 th term _____ 5 th term _____ CE fee: _____	1 st term _____ 2 nd term _____ 3 rd term _____ 4 th term _____ 5 th term _____ 6 th term _____ 7 th term _____ 8 th term _____	1 st term _____ 2 nd term _____ 3 rd term _____ 4 th term _____ 5 th term _____ CE fee: _____ 6 th term _____ 7 th term _____ 8 th term _____	1 st term _____ 2 nd term _____ 3 rd term _____ 4 th term _____ 5 th term _____ CE fee: _____ 6 th term _____ 7 th term _____ 8 th term _____

****Please attach all supporting documents such as Proof of Payments, Enrollment Form with picture, and previous school Transcript (if not submitted yet)**

After completion of this form, please email to ceform@pic.edu.ph

for PIC personnel use only.

Accounting Staff: _____ Comprehensive Examination in-charge: _____
 Signature over Printed Name Signature over Printed Name

Records/Grades in charge: _____
 Signature over Printed Name

Admission / Requirements in charge: _____ Director: _____
 Signature over Printed Name Signature over Printed Name

Date: _____



PACIFIC INTERCONTINENTAL COLLEGE

www.pic.edu.ph
Email: pic1@pic.edu.ph
TelNo: (632) 872-0773
TelFax: (632) 478-7710
Mobile No: (+63) 917 570 5039

B-30 L-20 Silver cor. Marble Road
Pilar Village, Las Piñas City
Metro Manila
PHILIPPINES 1750

TRANSNATIONAL EDUCATION PROVIDER

Application Form for Comprehensive Exam

Student Personal Information			
First Name:		Student Number:	
Middle Name:		Section / Venue:	
Last Name:		Mobile Phone:	
Email Address:		Telephone Number (if any):	
Degree Program & Major:		Professor's Name:	
Home Address:			
Foreign Country Address (if applicable):			
Employer/Company's Name and Address:			

Date (DD/MM/YY): _____

Student Name and Signature: _____

(Signature over Printed Name)

NOTES:

- Students shall submit the application form via email at ceform@pic.edu.ph
- Bring this hard copy of application form to the PIC office during comprehensive examination schedule.



Comprehensive Examination Guidelines

Graduate studies students need to complete academic requirements before applying and taking the Comprehensive Examination. In order to go through "thesis or dissertation writing", students must pass the exam.

Objective:

A comprehensive exam tests student's mastery of breadth and depth in a range of student areas related to their major, including their ability to synthesize broad concepts and detailed information.

When to take:

Students normally take a comprehensive examination at the end of their 4th term for a master's degree or at the end of their 5th term for a doctoral degree.

Requirements to apply:

1. Application Form for comprehensive examination.
2. a. Proof of payment from 1st term to 4th term tuition fee as well as "**Compre fee**" for Master's Degree
b. Proof of payment from 1st term to 5th term tuition fee as well as "**Compre fee**" for Doctorate Degree
c. Proof of payment from 1st term to 8th term tuition fee as well as "**Compre fee**" for Bachelor's Degree

Kindly pay in Pacific InterContinental College bank accounts Las Piñas Branch only.

Deadline of submission:

The application form for the comprehensive exam will be submitted at the end of the second month of the 4th term for a Master's or 5th term for a Doctorate degree.

Other procedures:

1. Professors, students' representative of each section or student shall gather all application forms, summarize the list and submit the scanned copies to PIC email at ceform@pic.edu.ph. Hardcopies of the forms could also be sent in the PIC Office.
2. The PIC office has to evaluate the scholastics and accounting records of the students. After the evaluation, PIC will be announcing qualified students to take the *Compre Exam* on the approved Date Scheduled via PIC website, Facebook post, email confirmation or SMS text message.
Rescheduling will be done if necessary for any discrepancies.
3. During the scheduled date of examination, students shall bring **confirmation form** with picture to PIC Main Bldg. in Las Pinas City or in any other approved venue.
4. After the examination, the Professors in-charge have to check the *compre exam* and must give the **results** to the PIC office within fourteen (14) days. If failed, students must follow the same procedures to retake the exam.