

#### STEP-BY-STEP PROCEDURE

A student can fill out the Online Application by following the general procedures below:

Step 1. Create and access your Online Application Account

Step 2. Fill out the Application Forms.

Step 3. Submit your application and wait for the notification regarding your status via Email.

**Step-by- Step Instructions:** 

\*Make sure that you already have an **ACTIVE** email account that you can use during the creation of your account for the Online Application. \* Please ZOOM in the screenshots to read the annotations.

#### 1. Create your Online Application account.

- **a.** Access the Online Application website at: <u>http://apply.xu.edu.ph</u>
- **b.** Fill out the necessary information and click the Register button.
  - i. The Registration ID is the same with your TEST NUMBER
  - **ii.** Select the correct type of test you have taken.
  - **iii.** Provide an ACTIVE email account.

Xavier Univers	sity Online Application
Create a new account to sub provide a If you already hav	bmit your application. Please make sure you an ACTIVE email account. e an account, you can log in HERE
Registration ID	1234
Last Name	LNAME
Test Type	OLSAT •
Email	xuoatest@gmail.com
Password	•••••
Confirm Password	
-	Register
The Step-by-	Step Procedure is available HERE
<b>REMINDER:</b> If you encounter an hesitate to con	y problems regarding your application, please don't tact or visit the Admissions Office.
Science Center Building, Cor Tel. No.: (08822)72 Emai	rrales Avenue, Cagayan de Oro City, Philippines 23116/(088)8583116 Local 3313, 3217 l: admissions@xu.edu.ph

Xavier University Online Application	
Please login or Create an Account If you forgot your password please reset it HERE We have sent an email to xupatest@gmail.com. Open it up to activate	An activation mail will be sent to your email account that you recently provided
your account, check your SPAM folder if you don't see it in your INBOX. If you encountered any problems receiving your email, you can try creating your account again using an alternate email, we highly suggest you use a GMAIL account. Please contact the Admissions Office if you are still having issues with your application.	
Username Username Use your Registration ID as your Username      Last Name Test Type	
A Password	
The Step-by-Step Procedure is available HERE	
REMINDER: IT you encounter any problems regarding your application, please don't hesitate to contact or visit the Admissions Office. Science Center Building, Corrales Avenue, Cagayan de Oro City, Philippines Tel. No.: (08822)723116/(088)8583116 Local 3313, 3217 Email: admissions@xu.edu.ph	

2. Activate your Online Application Account



Xavier University Online Application
Please login or Create an Account If you forgot your password please reset it HERE
Your account has been activated, you can now log in and start processing $$\times$$ your application.
L Use your Registration ID as your Usemanne L Last Name Test Type Password Login
The Step-by-Step Procedure is available HERE REMINDER: If you encounter any problems regarding your application, please don' hesitate to contact or visit the Admissions Office. Science Center Building, Corrales Avenue, Cagayan de Oro (Cty, Philippines Tel. No.: (08822723116/0895853116 Loss313, 3217 Email: admissions@xu.edu.ph

3. Log in to your activated account and fill out the application forms.

#### a. Home Page

Aavier University Unime #	pplication	L FNAME MNAME LNAME				
MAIN	Home / Dashboard					
🕈 Home						
L Biographical Info	Introduction					
Education Info	Welcome FNAME MNAME LNAME!					
Z Family Info	Welcome to the Xavier University online application. For us to be able to completely process your application, please fill out all information ask forms. Since you are about to join us in the University, we consider it essential to get to know you so we can serve you well.	ked in the online				
Credentials	Disclaimer					
Submit Application	Passing the Xavier University Entrance Examination is only the first step for an application to be considered for acceptance in the University. It guarantee therefore that you will be automatically accepted in the program you are interested to enroll in. Hence, acceptance in a program is s	does not subject to the				
Change Password	Dean's approval based on his/her evaluation.					
	Requirements Status: Not Ready For Submission     Application Status					
	Biographical Information Status: No Application Submitted Note: Make sure ALL required fields are filled out.					
section will let you w what are the mation you will need to ut.	Educational Background Note: Make sure you fill out ALL Levels: PRIMARY, ELEMENTARY and SECONDARY. Once you submitted your application, this					
	Family Background     section will let you track the status of you application.       Note: Make sure you have added at least one family member to this section     section	section will let you track the status of your application.				
	Credentials Note: Please make sure you upload scanned copies of your requirements in this section.					
	The Step-by-Step Procedure is available HERE					
	REMINDER: If you encounter any problems regarding your application, please don't hesitate to contact or visit the Admissions Office. Science Center Building, Corrales Avenue, Cagayan de Oro City, Philippines Tel. No: (0882)723116/088)8583116 Local 3313.3217					

# b. Biographical Information

MAIN	Home / Biographical Information				
A Home		Fill out the necessary Biographical inf	formation		
Biographical Info	Fields marked with <b>**</b> are required.	Please take note of the reminders esp Citizenship and Transferree information	pecially in the on.		
Education Info	III Edit Biographical Informati	on			
Family Info					
Credentials	BASIC INFORMATION				
Submit Application	Registration ID	Full Name	Middle Name *	Date of Birth *	
Change Password	1234	FNAME MNAME LNAME	MNAME	0000-00-00	
	Phone Number *	Email *	Gender *	Language/s Spoken	
		xuoatest@gmail.com	•		
	Marital Status *	Religion *			
	Select an Option 👻	Select an Option 🔻			
	CITIZENSHIP — IF you have DUAL of will vary depending on what citize	itizenship, please pick one out of the two. 1 nship you pick.	Take note that the REQUIRED CREDENTIA	LS in the CREDENTIALS section	
	Citizenship *	Dual Citizenship			
	Select an Option	No			
	PERMANENT ADDRESS				
	Country *	Province	City/Municipality	Street Address *	
	Select an Option	Select an Option	Select an Option		
	CURRENT ADDRESS				
	Country *	Province	City/Municipality	Street Address *	
	Select an Option 👻	Select an Option 🔻	Select an Option 🔻		
	SAVE INFORMATION				
		The Step-by-Step Procedure	e is available HERE		
	RE	MINDER: If you encounter any problems reg hesitate to contact or visit the	garding your application, please don't e Admissions Office.		

## c. Educational Background

Xavier University Online Ap	oplication				L FNAME MNAME LNA
IAIN	Home / Educational Background				
Home					Please carefully read
Biographical Info	• Fields marked with "*" are require	d.			the NOTES section.
Education Info	<ul> <li>If you can't find your school from the</li> <li>If you can't find the City from the of</li> </ul>	the drop down list, please s drop down list for the scho	elect the "Others" option and fill out the ol address, please select the "Others" opt	ion.	l.
Family Info	<ul> <li>If you are a Transferee please add</li> <li>You can only add one entry per act</li> </ul>	a <b>Tertiary</b> academic level. ademic level.			
Credentials					
Submit Application	Educational Background				
Change Password	Academic Level	School	Year Completed	Awards	Actions
	III Add School SCHOOL INFORMATION			Add your adue stissed	background
	Academic Level *	Last Schoo	l Attended *	You can only add one	e school per
	Select an Option	▼ Select ar	Option 🔻	Academic Level.	
	Year Completed *	Degree, H	onors, Awards Received		
	Select an Option	•			
	SCHOOL ADDRESS				
	Country *	Province	City/Municipality	Street Add	ress *
	Select an Option 👻	Select an Option	<ul> <li>Select an Option</li> </ul>	▼	
	SAVE INFORMATION				
	REMI	The Step-by- NDER: If you encounter an hesitate to con cience Center Building, Co Tel. No.: (08822)72 Emal	Step Procedure is available HERE y problems regarding your application, ple tact or visit the Admissions Office. rales Avenue, Cagayan de Oro City, Philip 3116/(088)8583116 Local 3313, 3217 admissions@xu.edu.ph	ease don't pines	

Xavier University Online A	oplication					L FNAME MNAME LNAME -
MAIN	Home / Educational Ba	ackground				
Home						
Biographical Info	Successfully added scho	bol.				×
Education Info	Notes:					
Z Family Info	<ul> <li>Fields marked with</li> <li>If you can't find you</li> </ul>	** are required. If school from the drop down list, pleas	e select the "Others" option and fi	ll out the Others f	field with your school.	
Credentials	<ul> <li>If you can't find the</li> <li>If you are a Transfer</li> </ul>	City from the drop down list for the sc ree please add a Tertiary academic leve	hool address, please select the "Ot el.	hers" option.		
Submit Application	<ul> <li>You can only add or</li> </ul>	ne entry per academic level.				
Change Password						
	Educational Back	kground				Once you add an entry, it will be
	Academic Level	School	Year Completed	Awards	Actions	automatic ally displayed to this
	Primary	Duns Primary School	1987		🕼 Edit 🕺 🛗 Dalata	have the option
					B For m Delete	DELETE the record
	III Add School					
		2N				
	SCHOOL INFORMATIC					
	Academic Level *	Last Sch	ool Attended *			
	Select an Option	• Select	Uncern Awards Descrived	•		
	Select an Option	v Degree,	Honors, Awards Received			
	SCHOOL ADDRESS					
	Country *	Province	City/Municipali	ty	Street Address *	
	Select an Option	▼ Select an Option	<ul> <li>Select an Opt</li> </ul>	ion	•	
	SAVE INFORMATION					
	G					
		The Step-b	y-scep Procedure is available HERE			
		REMINDER: If you encounter a	any problems regarding your applic	ation, please don	't	
		Science Center Building	Corrales Avenue, Cagavan de Oro C	ity. Philippines		
		Tel. No.: (08822)	1723116/(088)8583116 Local 3313,	3217		
		EIT	iene admissions@xu.edu.pll			

# d. Family Background

Aavier University Unline A	opheation								FNAME MINAME LNA
MAIN	Home / Fam	nily Background							
Home									
Biographical Info	<ul> <li>Notes:</li> <li>Fields ma</li> </ul>	arked with <b>**</b> * are	required.				Please carefully NOTES section	read the	
Education Info	<ul> <li>If you car</li> <li>You must</li> </ul>	n't provide the <b>Cit</b> t set one Emerger	y for the current address, please se .cy Contact.	lect the OTHERS opti	n.				
🎖 Family Info	<ul> <li>Click the</li> </ul>	SET button to ass	ign a Family Member as your Emerg	gency Contact.					
Credentials									
Submit Application	L Family E	Background							
Change Password	Name	Relation	Phone Number	Current Address		Emergency Contact	?	Actions	
	Phone Numbe CURRENT A Country * Select an Op SAVE INFORM	er * ADDRESS Ation Itation	Relation * Select an Option  Province  Select an Option	City/     Sela	I Status * tan Option unicipality tan Option	• •	Date Format: yyy Addi at le Family M Street Address *	y-mm-dd aast one lember:	
			The Step-by-S REMINDER: If you encounter any hesitate to cont Science Center Building, Con Tel. No.: (08822)72 Email:	tep Procedure is avail problems regarding y act or visit the Admiss rales Avenue, Cagayar 3116/(088)8583116 Lu admissions@xu.edu,	ble HERE our applicatic ons Office. de Oro City, I al 3313, 321	on, please don't Philippines 7			

And a state of the									
AIN	Home / Family Back	ground							
Home									
Biographical Info	Successfully added far	mily member.					×		
Education Info	Notes:								
Family Info	<ul> <li>Fields marked wit</li> <li>If you can't provid</li> </ul>	h <b>"*"</b> are required le the <b>City</b> for the	l. current address, please	select the OTHERS option.					
Credentials	<ul> <li>You must set one</li> <li>Click the SET butt</li> </ul>	Emergency Conta on to assign a Far	act. mily Member as your Em	ergency Contact.					
Submit Application									
Change Password	L Family Backgro	und					Once you add a		
	Name	Relation	Phone Number	Current Address	Emergency Contact?	Actions	will automatic all displayed on thi		
	TEST TEST TEST	Father	123456	test Philippines	YES	🕅 Edit 🗂 🏛 Delete	also EDIT or De a record. You c		
	7007 7007 7007	Mathew	422				set an Emergen Contact by click		
	TEST TEST TEST	Mother	123	123 Philippines	C Set	🕑 Edit 📋 Delete	the SET button the Emergency		
	III Add Family Men	nber	Middle Name *	Last Name	•	Date of Birth * Date Format: yyyy-mm-dd			
	III Add Family Men         First Name *         Phone Number *	nber	Middle Name * Relation * Select an Option	Last Name Marital St. Select ar	e* atus * 1 Option •	Date of Birth *			
	III Add Family Men         First Name *         Phone Number *         CURRENT ADDRESS	mber	Middle Name *	Last Name Marital St. Varital St. Select ar	e * atus * 1 Option →	Date of Birth * Date Format: yyyy-mm-dd			
	III Add Family Men         First Name *         Phone Number *         CURRENT ADDRESS         Country *	nber	Middle Name *	Last Name Marital St. V Select ar City/Muni	• * atus * • Option   ▼ cipality	Date of Birth * Date Format: yyyy-mm-dd			
	III Add Family Men         First Name *         Phone Number *         CURRENT ADDRESS         Country *         Select an Option	mber	Middle Name *	Last Name Marital St. V Select ar City/Muni	e * atus * a Option → cipality a Option →	Date of Birth * Date Format: yyyy-mm-dd Street Address *			
	III Add Family Men         First Name *         Phone Number *         CURRENT ADDRESS         Country *         Select an Option         SAVE INFORMATION	nber	Middle Name *  Relation * Select an Option  Province Select an Option	Last Name Marital St. V Select ar City/Muni V Select ar	e * atus * n Option * cipality n Option *	Date of Birth * Date Format: yyyy-mm-dd Street Address *			
	III Add Family Men         First Name *         Phone Number *         CURRENT ADDRESS         Country *         Select an Option         SAVE INFORMATION         Image: Color of the select and the	mber	Middle Name *	Last Name Marital St. V Select ar City/Muni V Select ar	e * atus * n Option → cipality hERE	Date of Birth * Date Format: yyyy-mm-dd Street Address *			

## e. Submit Application

Xavier University Online Application			🙎 FNAME MNAME LNAME 🛩
MAIN	Home / Create Application		
A Home			
L Biographical Info	Fields marked with "*" are req	lired.	
Education Info	Create Application		
🕼 Family Info			
O Submit Application		Program *	Select Your Strand
Change Password		Select rour Program	Selection shand
	CREATE APPLICATION		
		<ul> <li>Provide required information and click button to create application</li> </ul>	
		application.	
		The Step-by-Step Procedure is available HERE REMINDER: If you encounter any problems regarding your application, please don't hesitate to contact or visit the Admissions and Aid Office. Cround Floor Lucas Hall Building, Corrales Avenue, Cagayan de Oro City, Philippines Tel. No.: (08822) 853-9800 Local 9836, 9157, 9151 Email: aao@xu.edu.ph	
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Xavier University Online Application						L FNAME MNAME LNAME -
MAIN	Home / Submit Application					
A Home						
L Biographical Info	Application has been added succe	ssfully.				×
Education Info						
C Family Info	E Attestation					
<b>●</b> Submit Application	I hereby agree to abide by all the	e rules and regularities which apply to students of X are complete and correct to the best of my knowled	U-Ateneo and acknowled	dge that my right to i KU-Ateneo is required	emain at XU-Ateneo is subject to n I to abide by the Freedom of Inform	ny observance of them. The nation and Protection of Privacy
Change Password	legislation as it applies to univer	rsities.	yer, occorrectly caner,	to racineo is requiree		and the second se
	I Agree					
	I Understand Understand Understand	Once you are done filling submit your application.	) your requireme	nts, you can no	w	
	Name	Program	SHS Strand	School Year	Status	Actions
	FNAME MNAME LNAME	BACHELOR OF SCIENCE IN NURSING	STEM	2018 - 2019	Ready For Submission	🕼 Edit 🗴 🏛 Delete
	,	The Step-by-Step Procedure REMINDER: If you encounter any problems regarding contact or visit the Admissio Cround Floor Lucas Hall Building, Corrales Aven Tel. No.: (08822) 853-9800 Loc Email: aao@xue	Is available HERE I your application, please ns and Aid Office. ue, Cagayan de Oro City al 9836, 9157, 9151 du.ph	e don't hesitate to r, Philippines	You can edit or delete	e your application details here.
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Xavier University Online Application					1 FN	AME MNAME LNAME 🔻				
MAIN	Home / Submit Application	Home / Submit Application								
A Home	Application has been submitte	ad				×				
L Biographical Info	Application has been submitte	eu.								
Education Info	You have successfully submitt	ed your application.	You may check your E-mail (INBOX or SPAM Folder) every now and then f	or the result of your applica	ition. If you have any further	r questions, please do				
🕑 Family Info	XU Admissions and Aid Office									
Submit Application	Ground Floor Lucas Hall Buildi Tel. No.: (08822) 853-9800 Loc	ing, Corrales Avenue cal 9836, 9157, 9151	, Cagayan de Oro City, Philippines							
Change Password	Email: aao@xu.edu.ph									
	Application Details									
	Name		Program	SHS Strand	School Year	Status				
	FNAME MNAME LNAME		BACHELOR OF SCIENCE IN NURSING	STEM	2018 - 2019	Submitted				
		REMINDER: If you Ground Floo	The Step-by-Step Procedure is available HERE a encounter any problems regarding your application, please don't hesitat contact or visit the Admissions and Aid Office. or Lucas Hall Building, Corrales Avenue, Cagayan de Oro City, Philippines Tel. No.: (08822) 853-9800 Local 9836, 9157, 9151 Email: aao@xu.edu.ph	re to						
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# **Changing Your Password**

Xavier University Online A	pplication	L FNAME MNAME LNAME -
MAIN	Home / Change Password	
🕈 Home		
L Biographical Info	III Change Password	
Education Info	New Password Confirm Password	
🕑 Family Info		
Credentials	Change Password	
Submit Application		
	The Step-by-Step Procedure is available HERE REMINDER: If you encounter any problems regarding your application, please don't hesitate to contact or visit the Admissions Office. Science Center Building, Corrales Avenue, Cagayan de Oro Clty, Philippines Tel. No: (08822)723116/(088)8583116 Local 3313, 3217 Email: admissions@xu.edu.ph	

## **Request Password Reset**

Xavier Unive	ersity Online Application
Plea If you forgo	ase login or Create an Account bt your password please reset it HERE
L Username L Last Name Test Type ▲ Password	Use your Registration ID as your Usemame
The Step REMINDER: If you encounte hesitate to Science Center Buildin Tel. No.: (088)	p-by-Step Procedure is available HERE er any problems regarding your application, please don't o contact or visit the Admissions Office. g, Corrales Avenue, Cagayan de Oro City, Philippines 22)723116/(088)8583116 Local 3313, 3217 Email: admissions@xu.edu.ph

Xavier University Online Applicatio	n
Go back to login page HERE Please provide the necessary details below:	
Use your Registration ID as your Usemame Last Name Test Type Reset Password	Provide the necessary details and an email will be sent to your email account. Follow the instructions given and you will be able to reset your password.
The Step-by-Step Procedure is available HERE REMINDER: If you encounter any problems regarding your application, please do hesitate to contact or visit the Admissions Office. Science Center Building, Corrales Avenue, Cagayan de Oro City, Philippines Tel. No: (08822)723116/(088)8583116 Local 3313, 3217 Email: admissions@xu.edu.ph	n't