

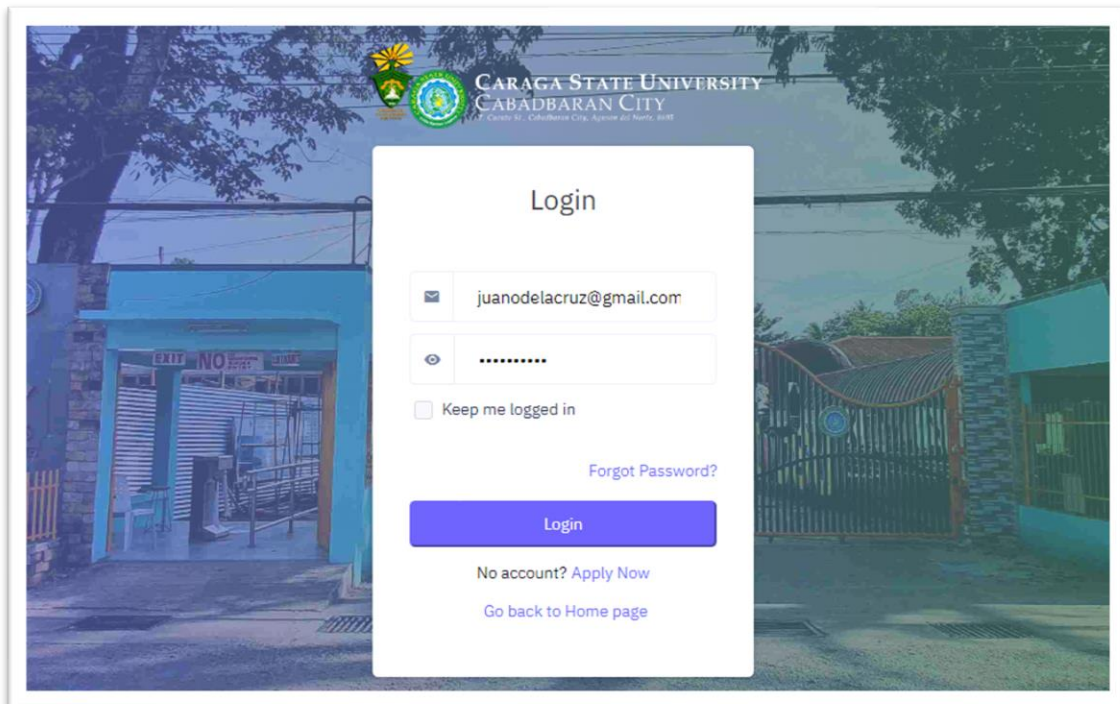
## CREATE AN APPLICATION FOR CSUCC ONLINE ADMISSION

**Step 1.** Visit <https://myadmission.csucc.edu.ph> to get started.

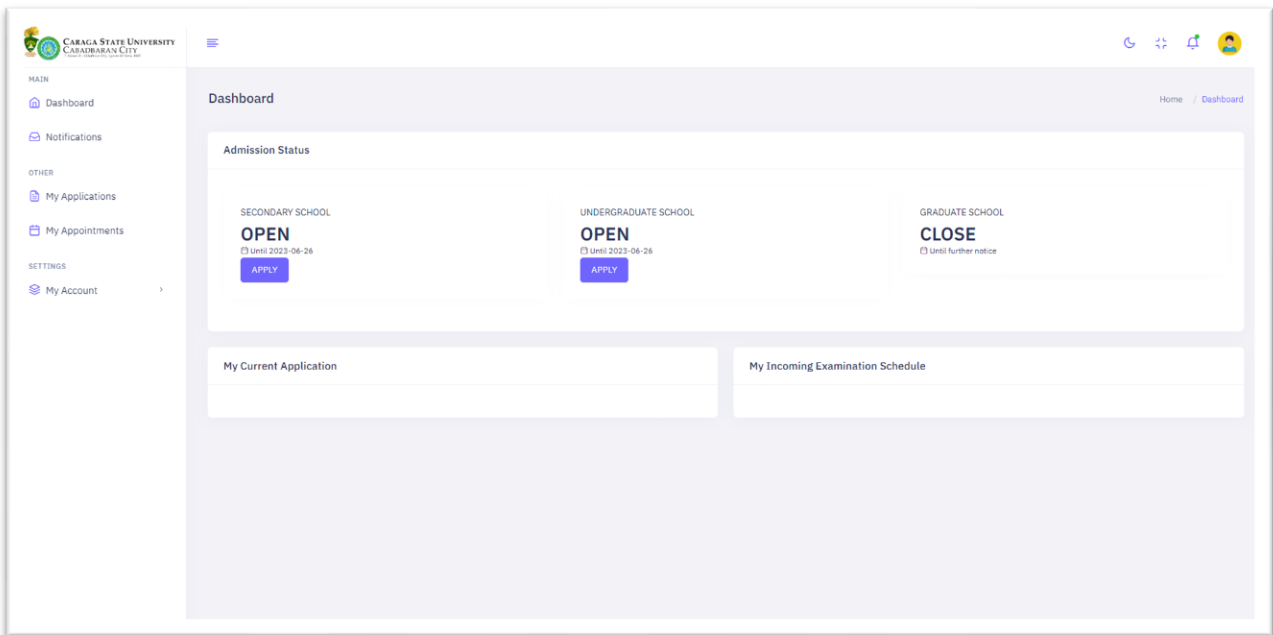
**Step 2.** Click **Login** in the upper right corner of the page.



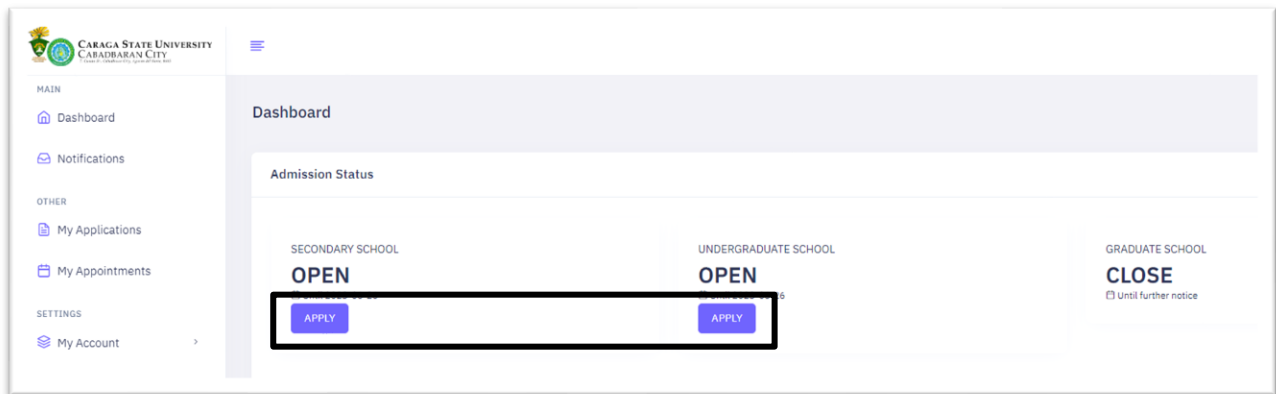
**Step 3.** Log in your account credentials.



After logging in, the first page to appear is your **Dashboard**. Displayed in this page are the admission statuses of different academic tracks offered by CSUCC. You can also see here your current application and your examination schedule for admission.

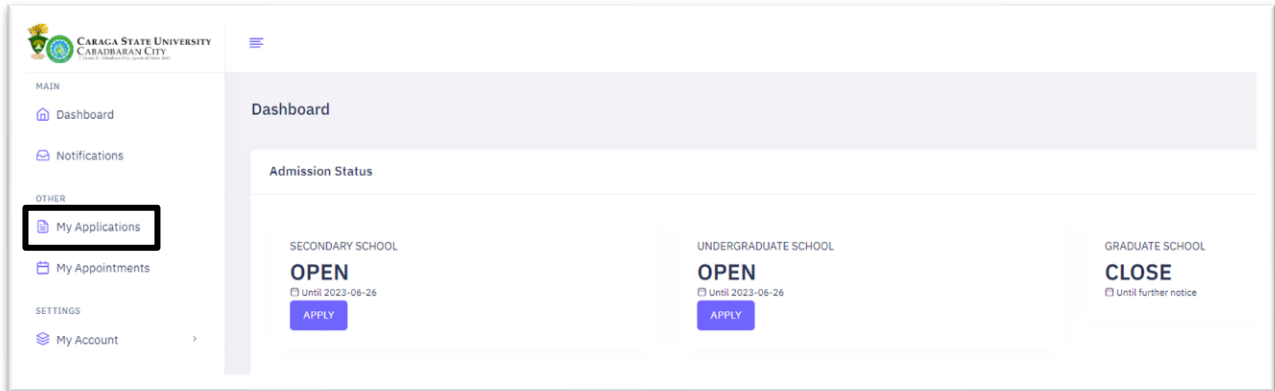


**Option 1.** Click **APPLY** button below the selected academic track

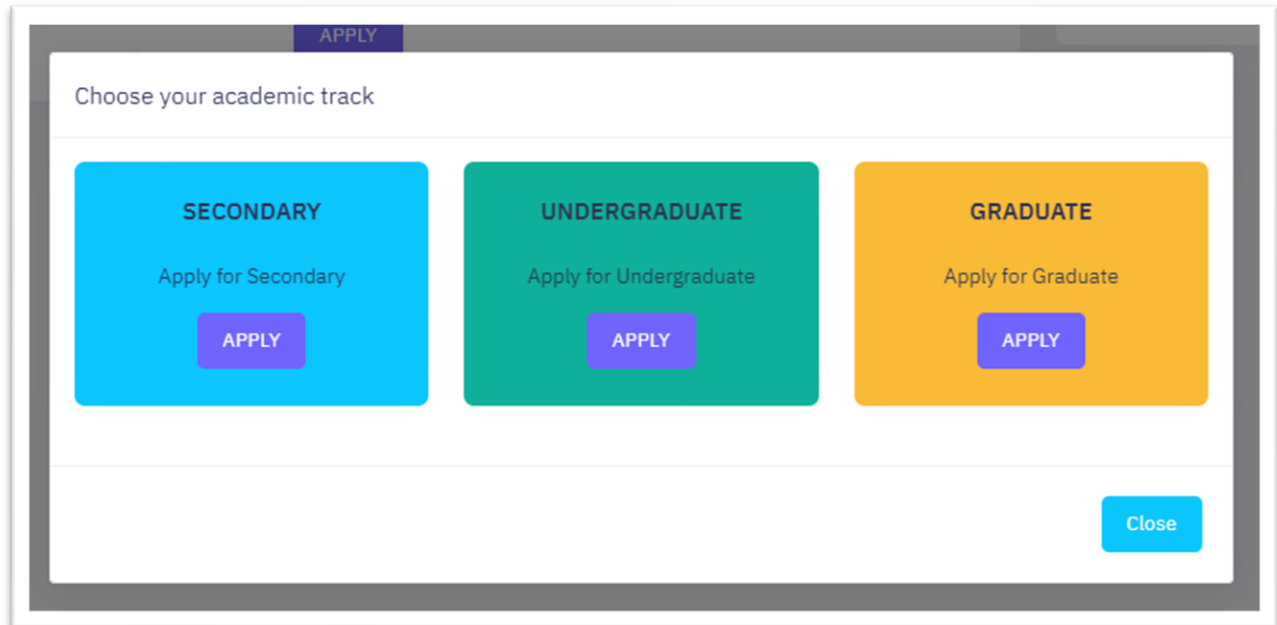
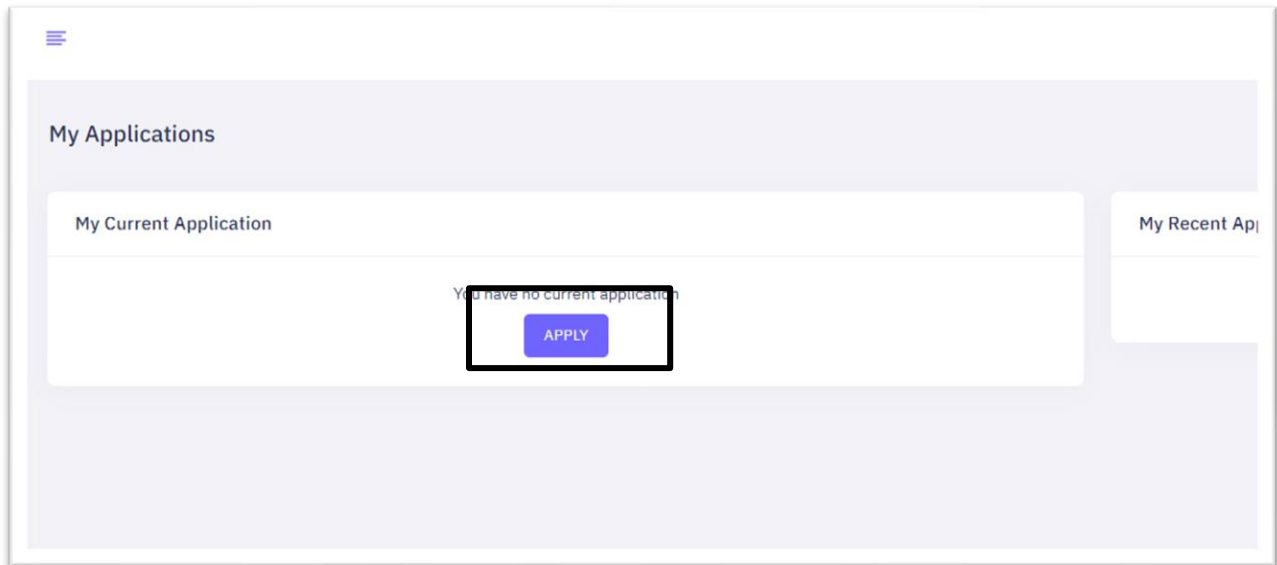


then proceed to **Step 5**.

**Option 2.** Click **My Applications** button in the side menu.



**Step 4.** Click **APPLY** button and select an academic track.



**Step 5.** Complete all the information needed for the application. Click the **FILL OUT** button to fill out the application form.

The screenshot shows the 'Create Application' page with a breadcrumb trail: Home / My Applications / Create Application. A red banner at the top contains the text: '!!! IMPORTANT !!! Please fill out the forms carefully to avoid errors in your future documents.' Below it, a purple banner contains: '!!! NOTE !!! Please fill out all the forms to create a new application.' The main content area is divided into three sections, each with a 'FILL UP' button and an 'Incomplete' status with a red 'X' icon:

- PERSONAL INFORMATION**: This form is used to gather relevant data about the applicant, including contact details, date of birth, etc. Status: Incomplete.
- FAMILY INFORMATION**: This form is used to gather relevant data about the applicant's family, including contact details, occupation, etc. Status: Incomplete.
- SCHOLASTIC INFORMATION**: This form is used to gather relevant data about the applicant's scholastic history, including school names, year graduated, etc. Status: Incomplete.

A check mark and complete remarks will appear once your information has been validated successfully.

This screenshot shows the same 'Create Application' page, but the 'PERSONAL INFORMATION' section is now completed. The 'FILL UP' button has been replaced by an 'UPDATE' button, and the status is 'Complete' with a green checkmark icon. The other two sections, 'FAMILY INFORMATION' and 'SCHOLASTIC INFORMATION', remain 'Incomplete' with 'FILL UP' buttons and red 'X' icons.

- PERSONAL INFORMATION**: This form is used to gather relevant data about the applicant, including contact details, date of birth, etc. Status: Complete.
- FAMILY INFORMATION**: This form is used to gather relevant data about the applicant's family, including contact details, occupation, etc. Status: Incomplete.
- SCHOLASTIC INFORMATION**: This form is used to gather relevant data about the applicant's scholastic history, including school names, year graduated, etc. Status: Incomplete.

**NOTE:** Application forms must be completed before you can create an application for admission.

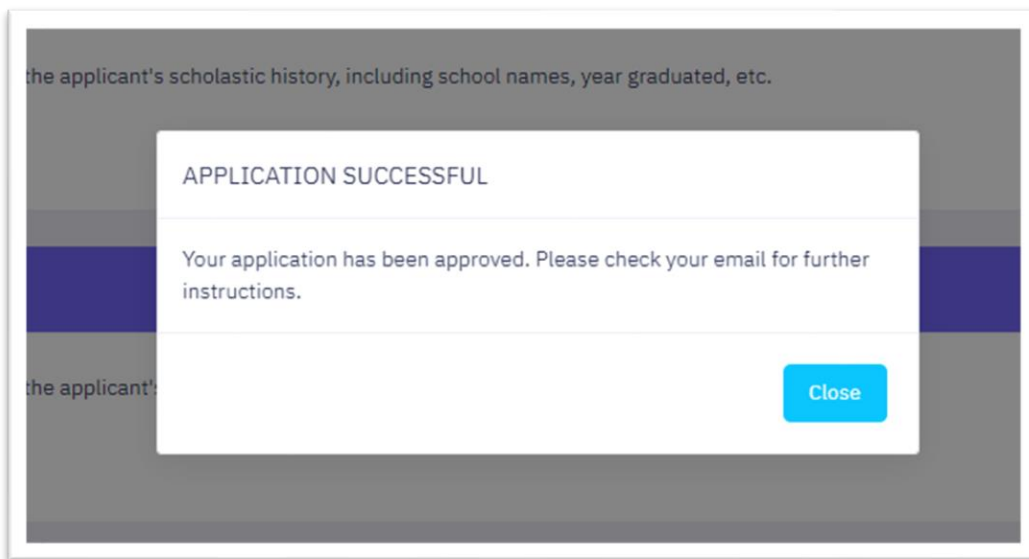
**Step 6.** Once you complete all forms needed for application, check the **I AGREE** checkbox (please read the contents of the consent form). Then click **Create Application** button.

The screenshot shows a web interface with a blue header bar labeled "PROGRAM PRIORITIES". Below the header, there is a text box containing the text: "This form is used to gather relevant data about the applicant's scholastic history, including school names, year graduated, etc." To the right of this text is a blue checkmark icon and the word "Complete". Below the text box is a blue button labeled "UPDATE".

The main content area is titled "Consent Form" and contains the following text: "The Caraga State University Cabadbaran City is committed to protecting your personal information and adheres to compliance with the Data Privacy Act of 2012. By checking the I AGREE checkbox, I verify that I am of legal age or with consent of any of my legal guardian/parent and is going to take the Caraga State University Cabadbaran City Admission Test for High School. By using this form, I am allowing the Caraga State University Cabadbaran City to collect and process my data. I am aware that this personal information will not be passed on nor sold, but rather for verification and identification purposes only. (For further information, you can visit our Policy Statement)". Below this text is a checkbox labeled "I AGREE" which is checked.

At the bottom of the form is a blue button labeled "Create Application".

Wait until an **APPLICATION SUCCESSFUL** prompt appears.



Congratulations! You have now an active application for CSUCC admission. You can proceed now on [booking an examination schedule](#).