

💡 Need to re-upload documents?

If you receive an email showing “**Lacking Documents**,” follow our guide to re-upload your requirements and keep your application complete and on track. ✅

Note: Make sure your files are correct and complete—incomplete submissions may delay your application.

Step 1



EASTERN VISAYAS STATE UNIVERSITY
COLLEGE ADMISSION APPLICATION
A.Y. 2026-2027 (1st SEMESTER)

Guide on Re-uploading Documents for Applicants with “Lacking Documents” Status

I. Lacking Document



Note: Check the *Lacking Document Reason/s* to know which documents you need to submit or correct when re-uploading them in your Admission Portal.

 EVSU Admission and Testing Office

 admission.testing@evsu.edu.ph

Step 2



EASTERN VISAYAS STATE UNIVERSITY COLLEGE ADMISSION APPLICATION A.Y. 2026-2027 (1st SEMESTER)

Guide on Re-uploading Documents for Applicants with "Lacking Documents" Status

II. LOGGING IN TO ADMISSION PORTAL & CHECKING ADMISSION STATUS

Admission Portal link: apps.evsu.edu.ph/admissions/confirmation_login

Input Information to log-in your Admission Status

Click Here to Upload your Documents

Note: Application ID always starts with Letter not number, ex: O-22-1-01375-0301
Birthday follows the format YYYY-MM-DD, ex: 1992-07-06

Step 3



EASTERN VISAYAS STATE UNIVERSITY COLLEGE ADMISSION APPLICATION A.Y. 2026-2027 (1st SEMESTER)

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III. UPLOAD ID PHOTO & FORMAT ID IMAGE

Click Resize & follow the format 400x400 pixel

Note: To edit your image just use MS paint on your Windows PC

Step 4



EASTERN VISAYAS STATE UNIVERSITY COLLEGE ADMISSION APPLICATION A.Y. 2026-2027 (1st SEMESTER)

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IV. UPLOAD G11/G12/TOR

Grade 12 Card / TOR

Front

Example: Grade 12 (Front Page) or TOR (page 1)

Back

Example: Grade 12 (Back Page) or TOR (page 2)

Grade 11 Card / TOR

Front

Example: Grade 11 (Front Page) or Grade 12 (Front Page) or TOR (page 3)

Back

Example: Grade 11 (Back Page) or Grade 12 (Back Page) or TOR (page 4 or re-upload page 1 if no page 4)

Note: Upload only your required documents based on your Student Category.

Step 5



EASTERN VISAYAS STATE UNIVERSITY COLLEGE ADMISSION APPLICATION A.Y. 2026-2027 (1st SEMESTER)

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V. UPLOAD GOOD MORAL & VALID IDENTIFICATION

UPLOAD GOOD MORAL

Sample Good Moral Certificate (Valid for Six Months for Currently Enrolled Students)

UPLOAD SCHOOL ID

Front

School ID or any valid identification (e.g., PhilSys ID or National ID/ PSA Birth Certificate/ PhilHealth ID/ Police or NBI Clearance) (Front Page)

Back

School ID or any valid identification (e.g., PhilSys ID or National ID/ PSA Birth Certificate/ PhilHealth ID/ Police or NBI Clearance) (Back Page)

Note: Upload only your required documents based on your Student Category.

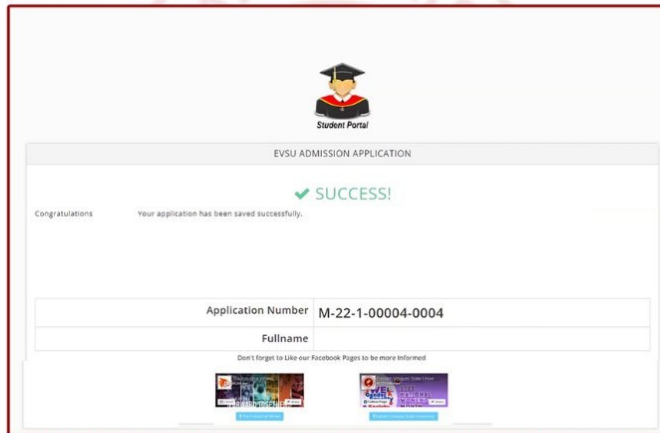
Step 6



**EASTERN VISAYAS STATE UNIVERSITY
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A.Y. 2026-2027 (1st SEMESTER)**

Guide on Re-uploading Documents for Applicants with “Lacking Documents” Status

VI. DOCUMENT RE-UPLOAD SUCCESS



Note: After successful submission, your application will undergo document verification and evaluation again.