New Era University
Online Admission Procedures
(For NEU Senior High School Graduates)
Step 1: Request for your Temporary ID number thru Email, send it to admissionrequirements@neu.edu.ph with the Subject: NEU IS Graduate: Request for Temporary ID Number

NEU IS Graduate: Request for Temporary ID Number

admissionrequirements@neu.edu.ph

NEU IS Graduate: Request for Temporary ID Number

Good day!
I'm a NEU SHS Graduate, I would like to humbly request for your assistance in creating my Temporary Student Number. Here are my details:

Name: (Last Name, First Name, Middle Name)
Curso Applying:
Gender:
Year Graduated:

Thank you very much and have a great day ahead.
Step 2: Wait for the email coming from admissionrequirements@neu.edu.ph containing your log-in credentials.
Step 3: Log-in to our School Automate

- Go to automate.neu.edu.ph

- Click PARENTS/STUDENTS
Step 4: Log-in to our School Automate

• Use your TEMPORARY ID as your username and enter your password, then click Login Now
Step 5: Print your General Student Personal Information Sheet (GSPIS)

- Click **Personal Info**
- Then click **Edit Personal Info**
- Fill out the form
Step 6: Print your General Student Personal Information Sheet (GSPIS)

- Then click **Print Personal Info**
Step 7: Print your General Student Personal Information Sheet (GSPIS)

- You have the option to Print your GSPIS or to save it as PDF
Step 8: Submit all Admission Requirements to admissionrequirements@neu.edu.ph

Admission Requirements for Freshmen
General Student Personal Information Sheet (GSPIS)
PSA Authenticated Birth Certificate
Senior High School Report Card (F-138)
2x2 picture with white background

Step 9: Once the Admission is Approved, Applicant will be provided an Admission Certificate thru email, with the school automate credentials and can proceed with the Enrollment Process