



1. OBJECTIVES

- 1.1 To assess and evaluate student applications if they meet the minimum requirements set forth by the program
- 1.2 To ensure that entrance standards required for the programs are adhered to.
- 1.3 To determine the level expectations of applicants

2. POLICY STATEMENTS

1.A. APPLICATION REQUIREMENTS for the Certificate and Diploma Programs in Filmmaking and Performing Arts

1. A written essay that describes or expresses the applicant's
 - a. Commitment to serious study
 - b. Affirmative attitude towards a career in filmmaking/acting that promotes internationality
 - c. Enthusiasm for teamwork
 - d. Productive plan of study
2. A copy of the official transcript of records from the institution of the highest educational attainment.
3. A copy of the applicant's comprehensive curriculum vitae with character references.
4. Applicants should also pay the USD 40 (local) / USD 60 (international) application fee.
5. All applicants are expected to read, write and understand the English language fluently. The IAFT requires that applicants whose native language is not English present an English Test Report. All scores must NOT be more than two years old. The minimum scores required for admission in the filmmaking programs are the following:
TOEFL (Test of English as a Foreign Language) — 550
IELTS (International English Language Testing System) — 5.5 and no subtest less than 5
6. Applicants must have graduated from High School or its equivalent.

1.B. APPLICATION REQUIREMENTS for the Crazy Filmmakers Program Certificate and Diploma

1. Application letter stating the student's intentions in joining the program and the desire to learn filmmaking
2. Curriculum Vitae
3. Copy of work/training/program certificates attended related to filmmaking.
4. Applicants must at least be 18 years of age, have some experience in production or show enough background on the basics of filmmaking.



INTERNATIONAL
ACADEMY OF
FILM AND TELEVISION

Application for Admission: Certificate and Diploma Programs Short Workshops

*Applicants must be proficient in English. Applicants from non-English speaking countries must submit an internationally recognized standardized English test report

Other materials such as psychological test report or an NBI clearance may be required from the student as recommended by the Admissions Office.

1.C APPLICATION REQUIREMENTS for short workshops

1. Completed application for admission form
2. Completed TESDA Manpower Profile
3. Approval from Immediate Superior and endorsement from Human Resource Dept. for BF-E/BF-P/IAFT employees.

BF-E/IAFT/BF-P Employee/Interns/Consultants Guidelines

1. Employees who wish to take courses or programs under IAFT must determine the relevance of the course to the job requirements.
2. All employees taking courses under the IAFT will be treated like any other student and are required to follow all the student policies and regulations as stipulated in the student handbook like attendance, grading, etc.
3. Employees not endorsed by Human Resource Dept. will not be allowed to take the program.

Other Guidelines:

1. Admission Slips

Admission slips for each course are given to students before the start of the Term. These are stamped at the Cashier's Office upon payment of pertinent tuition and other fees and are submitted to the mentor on the first official day of class as proof of the student's eligibility for the course.

2. Wait List

When a class reaches its maximum enrollment but there are still additional interested students, a wait-list is formed. These applicants are only admitted if a vacancy occurs; they are given first preference for the next Terms. A notification letter includes the applicants' wait-list number and other important instructions. The wait-list is built on a first-come, first-served basis.

3. Rejected

If an applicant has not met the pre-requisites of the IAFT, the applicant cannot be wait-listed. Unsuccessful applicants will be notified by post or E-mail.



4. Validation

A student who seeks enrollment at the IAFT and who already has earned the appropriate credits for a course can request for validation of credentials. If granted, this evaluation process allows the student to proceed to a more advanced course.

5. Maintenance and Disposition of Admissions Records

All records submitted to the Admissions Office become part of the students' official file and is a property of the IAFT.

3.0 Process

3.1 Admission Process for Certificate and Diploma Programs

1. Complete and submit an Admission Application Form. A copy of the form can be requested, which will be sent either by E-mail (register@filmschool.ph) or FAX (+62-32-340-8597). An online application form is also available at <http://www.filmschool.ph>.
2. Confirmation of an applicant's status via phone or E-mail.
3. Submission of all required documents.
4. Notification to the applicant on his/her interview schedule via E-mail or phone call.
5. Notification or a call from the Registrar and Admissions Office on the status of his/her application. Original copies on the status of the application are sent to the applicant's postal address.
6. The Registrar and Admissions Office, in behalf of the IAFT, make an Offer of Admission. The applicant must then notify the Admissions Office if he or she wishes to decline or change the effective date of the offer. Follow-up will be made to those notified.
7. Enrollment

3.2 Admission Process for Short Workshops

1. Student secures and completes application for admission form and TESDA manpower profile form
2. Student pays the corresponding workshop fee
3. Student claims ID, class schedule, workshop outline and admission slips duly signed by Treasury.



3.3 Admission Process for IAFT/BF-E/BF-P employees

1. BF-E/IAFT employee submits a letter of request to immediate superior and department head for courses/programs he/she would wish to take in IAFT.
2. Immediate superior and department head notifies employees on the status of request. Immediate superior must verify the schedule of classes and length of program from IAFT Registrar and Admissions Office
3. Approved requests must be forwarded to Human Resource Department and Registrar and Admissions Office
4. Employee must coordinate with Human Resource Training Supervisor and IAFT's admission associate or records associate for the admission requirements.
5. Human Resource Dept. Training Supervisor endorses employee for enrollment.
6. Enrollment

4.0 FORMS

FORMS	APPROVAL	ACTIVITY	DISTRIBUTION OF FORMS
Application for Admission	Registrar and Admissions Office	- Student completes the form - Registrar and Admissions Office checks the form	-Registrar and Admissions; Student; Treasury
Application Requirements	Registrar and Admissions Office	- Collected from students and are kept on file	
Acceptance Letter	Registrar and Admissions Office		
Assessment of fees	Registrar and Admissions Office	- Registrar and Admissions Office issues	Registrar and Admissions, Student and Treasury