



## San Beda College Alabang

Don Manolo Blvd., Alabang Hills Village

Alabang, Muntinlupa City

Tel. No.: 809-7047; 236-7222 loc. 1080

Website: [www.sanbeda-alabang.edu.ph](http://www.sanbeda-alabang.edu.ph)

**ADMISSIONS & TESTING CENTER**

*That in all things God may be glorified*

### Admission Application and Pre-Enrollment Guidelines

**San Beda College Alabang** seeks to educate young men and women who display strong motivation for learning, potential for innovation in the workplace and community, and commitment to make the difference in the lives of others achieved through Service and Leadership.

#### MBA FRESHMEN

##### STEP 1. ADMISSION APPLICATION

- Secure application form and refer to the checklist of admission requirements provided by the Admission Staff.
- Submit properly filled up application form and required admission documents prior to testing date.
- Pay the non-refundable application and testing fee of 1,200 at the Cashier after passing the initial admission application screening by the Admissions and Testing Center.
- Present the official receipt to the Admission Staff in-charge of your application and secure examination permit.
- Take the San Beda College Alabang Admission Test on the scheduled date. All applicants must present the examination permit on the date of examination. *(please check important reminders indicated in the examination permit).*
- Present examination permit to claim **Notice of Admission Status (NAS)** on the specified date of release.  
**Note:** *All qualified students will be endorsed to the SBCA clinic for medical examination.*

##### STEP 2. MEDICAL EXAMINATION

- Check the **medical endorsement, payment advise slip** and **medical examination schedule** enclosed in an envelope with the **Notice of Admission Status (NAS)**.
- Pay the Medical Fee Indicated in the payment advice slip at the Cashier.
- Report to the SBCA Clinic for medical examination and present the following documents to the medical staff.
  - Notice of Admission Status (NAS)
  - Medical Endorsement
  - Chest X-ray result and film  
*(must be taken from external reputable hospitals or laboratories prior to medical schedule).***Note:** *Only 40 applicants per schedule will be accommodated.*
- Return on the designated date of release of Medical clearance.

##### STEP 3. ADMISSIONS AND TESTING CENTER

- Proceed to the Admissions and Testing Center on the designated date of release of medical clearance for the issuance of enrollment schedule and procedure.

##### STEP 4. ENROLLMENT

1. Present the Notice of Admission Status with the following documents to the Registrar's Office, Window 4
  - Original copy of the Official Transcript of Records with Special Order number and with remarks "For Further Studies or "Copy for San Beda College Alabang School of Graduate Studies". If the School does not issue Transcript of Records with the said remarks submit Certificate of Eligibility to Transfer/Transfer Credentials/Honorable Dismissal.
  - If married, original copy of the NSO certified marriage contract (for female applicants only)
2. Get pre-registration form and affix signature on the conforme portion.
3. Proceed to the CBFO Office and fill out the CBFO form.
4. Proceed to the Cashier's Office, St. Benedict Hall for payment and validation of required fees.
5. Present official receipts and secure Certificate of Registration from Registrar's Office, Window 4, St. Benedict Hall.
6. Present official receipt to the staff at the Registrar's Office for ID picture taking and claim printed ID on the designated date.

**WELCOME TO THE HOME OF THE RED LIONS!**

