



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

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.

SCHOOL OF LAW 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. The following requirements must be submitted at Window 3 of the Registrar's Office on the specified enrollment date:
 - a. **Notice of Admission Status (NAS)**
 - b. Original NSO-certified Birth Certificate; and, if married (female), original NSO – certified Marriage Contract.
 - c. Original Copy of the Official Transcript of Records with Special Order Number and remarks "For Further Studies" or "Copy valid for San Beda College Alabang". Transfer credentials may be submitted in lieu of TOR.
 - d. Certified True Copy of Special Order Number (S.O) from the Registrar of the last school attended unless exempted.
 - e. For working students, certificate of employment indicating working hours.
2. Get Pre-Registration form and affix signature on the conforme portion.
3. Proceed to CBFO Office and fill out the CBFO form.
4. Proceed to the Cashier's Office for the payment and validation of required fees.
5. Present Official Receipts and secure the Certificate of Registration from Window 3 of the Registrar's Office.
6. Proceed to Room 11N, St. Benedict Hall and present Certificate of Registration for the ID picture taking and claim the printed ID on the designated date.

WELCOME TO THE HOME OF THE RED LIONS!

