



Admission Application and 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.

COLLEGE OF ARTS AND SCIENCES

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 P500.00 (Filipino Citizens) or \$50 (Foreign applicants) 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)
 - Official Receipt
 - 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.

St. Maur Clinic Hours
Monday to Friday
AM Schedule 9:00am – 11:30am
PM Schedule 2:00pm – 4:30pm

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 Transfer Credential
 - Birth Certificate
 - Baptismal Certificate
 - Special Study Permit/Student Visa (Foreign Applicants)

If not yet submitted
2. Get registration form and sign.
3. Proceed to the Cashier's Office for payment of required fees.
Note: A non-refundable foreign fee of \$1500 is required for all new foreign students upon enrollment.
4. Cashier validates the enrollment after payment of the required fees.
5. If the enrollee payed in check, enrollee has to wait 4 banking days after payment before enrollment can be validated.
6. Present official receipt to the staff at the Registrar's Office and get Certificate of Registration (COR) for the ID picture taking. Secure claim stub.
7. Validated ID will be distributed on a designated date by the Prefect of Student Affairs Office.

WELCOME TO THE HOME OF THE RED LIONS!

