

San Beda College Alabang 8 Don Manolo Avenue, Alabang Hills Village Muntinlupa City Tel. Nos. (02) 8236-7222 loc. 1080, 1470

### ADMISSIONS AND TESTING CENTER.

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## PROCEDURE FOR ONLINE APPLICATION OF NEW STUDENTS FOR AY 2020 – 2021 INTEGRATED BASIC EDUCATION (PREK-10)

In light of recent events, as San Beda College Alabang embraces the new normal, the admission process is now physically contactless, online, and EXAM-FREE!

Applicants for Academic Year 2020 - 2021 are no longer required to pass the Admission Test. However, their application will still be evaluated based on the requirements they must submit. For the list of requirements, please visit [www.sanbeda-alabang.edu.ph](http://www.sanbeda-alabang.edu.ph). Go to [www.sanbeda-alabang.edu.ph](http://www.sanbeda-alabang.edu.ph) > Admissions > IBED Primary/Middle Grade School Applicants > Admission Requirements

### ONLINE APPLICATION PROCEDURE

#### OPTION A (Preferred)

1. Interested applicants should visit <https://tinyurl.com/SBCANewApplicants>

- a. Fill out all information requested
- b. Upload the following requirements requested in the same form (must be prepared prior to filling out the form):
  - i. **Latest report card with Learner Reference Number (LRN)**
    - If the applicant has attended day care/ play school/ learning center prior to applying to San Beda College Alabang, please submit a copy of their progress report/ grades (Nursery & Kinder applicants)
    - If the applicant has not attended a school prior to applying to SBCA, there is no need to upload any document (Nursery & Kinder applicants)

#### ii. **Recommendation form OR 3 character references**

- The recommendation form is available online at [www.sanbeda-alabang.edu.ph](http://www.sanbeda-alabang.edu.ph). Kindly send a copy to the applicant's former teacher, guidance counselor, or principal and instruct them to send a signed copy to [admissions@sanbeda-alabang.edu.ph](mailto:admissions@sanbeda-alabang.edu.ph) (digital signatures are accepted). Recommendation forms are required upon application.
- In case that the applicant's teacher, guidance counselor, or principal is unavailable to accomplish the recommendation form, please provide three character references with their contact information instead. At least three (3) of the following: guidance counselor, subject teacher, adviser, club moderator, principal, and any non-relative contact.

#### iii. **Copy of PSA Birth certificate**

Please take note of the age requirement by August: Nursery – 4 years old

Kinder – 5 years old      Grade 1 – 6 years old

#### iv. **2x2 picture with white background**

#### v. **Baptismal Certificate**

- For non-Catholic applicants, submit a duly accomplished

### **Waiver for Non-Catholics form**

2. Wait for the Admission Staff to acknowledge the application. The admission fee payment details will also be sent to the email address provided in the online form 3. Applicants should pay the non-refundable admission fee (Php 350 PreK-10 applicants) 4. Send the proof of payment (i.e. official receipt, transaction receipt, online transfer success) via email to admissions@sanbeda-alabang.edu.pha. Use the subject format:

### **Application\_Surname\_Grade/Level Applied for**

(e.g. Application\_Cruz\_Nursery) 5. After verification of payment and review of submitted documents, you will receive a

### **Notice of Admission Status (NAS)**

6. Once NAS is received, another email shall be sent regarding  
*ENROLLMENT PROCEDURE*

## **OPTION B**

Option B is for applicants having difficulties submitting the requirements using the online survey form.

1. Interested applicants should visit

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

for the list of requirements and procedure 2. Submit the following requirements to admissions@sanbeda-alabang.edu.ph. Use the subject format:

### **Application\_Surname\_Grade/Level Applied for**

(e.g. Application\_Cruz\_Nursery) a.

### **Duly Accomplished Application form**

Note: DO NOT print the application form, it must be filled out and signed using Adobe Acrobat Reader (download here: <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>)

- Open the downloaded application form in Adobe Acrobat Reader
- Click tools > Fill & Sign
- Fill in the ALL the information requested (leave OR # blank)
- No signature required, simply type the name of the applicant and the parent/guardian, if necessary

### **b. Latest report card (LRN)**

- If the applicant has attended day care/ play school/ learning center prior to applying to San Beda College Alabang, please submit a copy of their progress report/ grades (Nursery & Kinder applicants)
- If the applicant has not attended a school prior to applying to SBCA, there is no need to upload any document (Nursery & Kinder applicants)

### **c. Recommendation form OR 3 character references**

• The recommendation form is available online at [www.sanbeda-alabang.edu.ph](http://www.sanbeda-alabang.edu.ph). Kindly send a copy to the applicant's former teacher, guidance counselor, or principal and instruct them to send a signed copy to admissions@sanbeda-alabang.edu.ph (digital signatures are accepted). Recommendation forms are required upon application.

• In case that the applicant's teacher, guidance counselor, or principal is unavailable to accomplish the recommendation form, please provide three character references with their contact information instead. At least three (3) of the following: guidance counselor, subject teacher, adviser, club moderator, principal, and any non-relative contact.

**d. Copy of PSA Birth certificate**

Please take note of the age requirement by August:

Nursery – 4 years old

Kinder – 5 years old

Grade 1 – 6 years old

**e. 2x2 picture with white background**

**f. Baptismal Certificate**

- For non-Catholic applicants, submit a duly accomplished **Waiver for Non-Catholics form**

3. Wait for the Admission Staff to acknowledge the application. The admission fee payment details will also be sent to the email address provided in the online form.

4. Applicants should pay the non-refundable admission fee 5. Send the proof of payment (i.e. official receipt, transaction receipt, online transfer success) by replying to the acknowledgement email

6. After verification of payment and review of submitted documents, you will receive a **Notice of Admission Status (NAS)**

7. Once NAS is received, another email will be sent regarding *ENROLLMENT PROCEDURE*

**Table of Fees**

Department	Level	Admission Fee
Primary Grade School	Nursery	P 350
Kinder	P 350	
Grade 1	P 350	
Grade 2	P 350	
Grade 3	P 350	
Middle Grade School	Grade 4	P 350
Grade 5	P 350	
Grade 6	P 350	
Junior High School	Grade 7	P 350
Grade 8	P 350	
Grade 9	P 350	
Grade 10	P 350	
Foreign Students	All Levels	\$50

**Notes:**

1. It is the responsibility of the student-applicant to ensure that the submitted documents are true and correct

2. SBCA reserves the right to decline applicants that have not met the criteria set by the Board of Admissions. Incomplete documents will not be endorsed to the Board of Admissions for further evaluation.

3. Applicant may be required to submit other documents not mentioned above on a case to case basis upon evaluation of admission application

4. Failure to submit required documents may result to forfeiture of application AND/OR failure to be promoted to next level

5. Enrollment schedules and procedure will be posted through [www.sanbeda-alabang.edu.ph](http://www.sanbeda-alabang.edu.ph) and other social media

pages so make sure to check the website.