





## San Beda College Alabang

08 Don Manolo Blvd., Alabang Hills Village, Muntinlupa City

Telephone Nos: 236-7222/236-7200/236-7210

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

### ENROLLMENT GUIDELINES

#### GRADUATE SCHOOL

#### ENROLLMENT PROCEDURES

##### INCOMING FRESHMEN

1. The Office of the Registrar will send an electronic mail on the procedures for online registration and uploading of documents.
2. Prepare a **scanned copy** of the following documents for uploading:
  - a. Notice of Admission Status (NAS)
  - b. **Original Transcript of Records with Special Order Number** and remarks "**For Further Studies**" or "**Copy valid for San Beda College Alabang, Graduate School**".
    - ❖ If the school does not issue **Transcript of Records with the said remarks**, upload **Certificate of Eligibility to Transfer/Transfer Credential/Honorable Dismissal** (not required for SBCA graduates)

*Note: Submission of the digital copy of the Original Certificate of Eligibility to Transfer/Honorable Dismissal will be necessary to facilitate online enrollment. Since the General Community Quarantine (GCQ) is still under implementation in NCR, there will be no face-to-face communication and transaction for the safety of students. The Original Certificate of Eligibility to Transfer/Honorable Dismissal will be sent to San Beda College Alabang through courier with the following details:*

##### OFFICE OF THE REGISTRAR

San Beda College Alabang

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3. Upon registration, the Accounting Office will send an electronic mail to the student stating the details of the assessment of fees, payment, and validation of payment of fees.

*Note: Scanned copy of the Official Receipt will be sent via electronic mail three working days after validation of fees.*

4. Once validated, an electronic Certificate of Registration (COR) will be sent through the student's registered email address.
5. The Graduate School will issue an advisory to all officially enrolled students on important dates and reminders for AY 2020 – 2021 prior to the official opening of classes.
6. The Office of the Registrar will send an electronic mail prior to the end of the First Semester of the Academic Year for processing of the identification card.

##### TRANSFEREES

1. The Office of the Registrar will send an electronic mail on the procedures for online registration, uploading of documents, and advising of subjects.
2. Prepare a **scanned copy** of the following documents for uploading:
  - a) Notice of Admission Status (NAS)
  - b) **Original Certificate of Eligibility to Transfer/Honorable Dismissal**

*Note: Follow the details on the transmittal of documents indicated in the Procedure for Incoming Freshmen*

3. The Student will confirm receipt of advised subjects from the Graduate School via electronic mail.
4. Once confirmed and registered, follow steps 3 – 6 of the procedures for New Students.

##### OLD STUDENTS

1. The student will receive an electronic mail from the Graduate School of the subjects to be enrolled for the school term.
2. The Student will confirm receipt of advised subjects from the Graduate School via electronic mail.
3. Once confirmed and registered, follow steps 3 – 5 of the procedures for New Students.

#### ENROLLMENT DATES

##### ACADEMIC YEAR

2020-2021

##### FIRST SEMESTER

##### INCOMING FRESHMEN

##### TRANSFEREES

##### OLD STUDENTS

July 11 – July 15, 2020

#### OPENING OF CLASSES

July 18, 2020

