



San Beda College Alabang

Don Manolo Blvd., Alabang Hills Village

Alabang, Muntinlupa City

Tel. No.:8809-7047; 8236-7222 loc. 1080

Website: www.sanbeda-alabang.edu.ph

STUDENT ADMISSIONS & TESTING CENTER

That in all things God may be glorified

ADMISSIONS POLICY and PROCEDURE

School of Law

General Admissions Policy

1. Student applicants who are interested to study at San Beda College Alabang are required to undergo the admission screening process which provides the Board of Admissions with data to determine the acceptability of the students.
2. The Board of Admissions evaluates student applicants based on the following criteria:
 - a. Grades and Department
 - b. Admission test result
 - c. Student Academic and Discipline Appraisal form (recommendation) obtained from any of the following: Dean, Professor, Guidance Counselor, Discipline Officer, and/or any person of authority of the institution where the student last attended.
 - d. Performance at interview, if interviewed
3. The admission application is on a FIRST-COME, FIRST-SERVED basis.

School of Law (Freshmen, Transferees, and Refreshers)

I. Eligibility for Application

For Freshmen

1. Only applicants with a college degree or those who are expected to complete college at the end of the academic year are eligible to apply.
2. Must have good grades and department.

For Transferee – a transferring student can only be admitted to the School of Law if after evaluation, he/she:

1. Must have good grades and department.
2. Has not been involved in any disciplinary case.
3. Will have a minimum residency at SBCA of at least 1 year upon admission.

For Refresher - the Applicant should already have completed Law or Juris Doctor program.

II. Admission Procedure

ONLINE APPLICATION PROCEDURE

School of Law

*Applicants for **Refresher** from another school or university will be processed as transferee.

1. Interested applicants should REGISTER for Online Application.
Link: <https://ienroll.sanbeda-alabang.edu.ph/SERP/Applicant/SBA.Register.aspx>
2. A temporary account with a password and a **link** to the Online Application Form will be automatically emailed to the applicant
3. Use the temporary account and password to LOG-IN.
 - a. Fill out all information requested

- b. Upload the following requirements in the same online application form (must be prepared before to filling out the form): (*Graduate of **San Beda College Alabang School of Law** applying for **Refresher** may upload blank document/s*).
Use the format: **LastnameDocumentProgramAppliedfor**
example: **DelaCruzTORLAW** *(no space and no special character)

b.1. Certified True Copy of Grades or Transcript of Records for evaluation.

- If TOR is *not available yet*, freshman applicants may also provide the **Certificate of candidacy for graduation**

b.2. Student Academic and Discipline Appraisal (SADA) form for SOL (SBCA Recommendation form)

Download here: <https://tinyurl.com/SBCASADAppraisal-GRAD-LAW-SCH>

Kindly send a copy to the applicant's employer, dean, professor, or guidance counselor, and instruct them to email a **signed** copy to admissions@sanbeda-alabang.edu.ph (digital signatures are accepted). Recommendation forms are required upon application.

b.3. Certificate of Good Moral Character

b.4. Copy of PSA Birth certificate

b.5. 2x2 picture with red background

b.6. Copy of Baptismal Certificate

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

Download here <https://tinyurl.com/Non-CatholicAgreementForm>

b.7. Letter of Intent to Transfer addressed to the Dean of the School of Law, Atty. Ulpiano Sarmiento III (for Transferees only)

4. Expect an email from the admissions staff within 4 working days for feedback regarding the application and the details for the admission fee.
5. Applicants should pay the non-refundable admission fee of PhP1,200.00.
 - * If paid online, upload the proof of payment on the online payment form of the Finance Department for validation.
 - * If paid onsite, the official receipt issued by the Finance Department should be presented to the Admissions Office.
6. The *proof of payment* will be forwarded to the Finance Department for validation.
7. Applicants with complete requirements will be scheduled for an **Entrance Examination**.
8. A **Notice of Admissions Status (NAS)** will be emailed after 10 working days.
9. QUALIFIED applicants (based on the admissions criteria) will be endorsed to the clinic for **Medical Examination**.
10. The **Pre-Enrollment Guidelines** (*Medical Requirement*) together with the **NAS** will be emailed to QUALIFIED applicants.
11. Applicants who passed the medical examination (FIT-TO-ENROLL) will be endorsed to the Registrar's Office for enrollment. The **schedule and guidelines for enrollment** will be announced and emailed by the Registrar's office.

Notes

1. Applicants must have pursued and satisfactorily completed a bachelor's degree in an authorized and recognized college or university and have earned: 18 units of English, 18 units of Social Science, and 6 units of Mathematics. (Applicants who passed the admissions screening but lack the required number of units may conditionally be admitted but must satisfy these requirements before admission to the next level).
2. **IF QUALIFIED** (*passed the admission criteria set for the program*), the following requirements are to be submitted to the Registrar's Office upon confirmation of enrollment:
 - Certificate of Eligibility to Transfer/Transfer Credentials or Honorable Dismissal (not required for SBCA graduates) issued by the Registrar's Office of the last school attended.
 - In the absence of the above document, an Original Copy of the Official Transcript of Records with Special Order Number and with remarks "*For Further Studies*" or "*Copy valid for San Beda College Alabang School of Law*"

- Original Copy of the PSA Marriage Contract (for married female applicants only)
 - Signed “Undertaking not to join any unrecognized organization.”
 - Signed “Philsat Undertaking”
 - *If working student*, Certificate of employment indicating working hours.
 - Certified true copy of Special-Order Number (S.O) from the Registrar of last school attended (Exempted to submit S.O: graduates of state universities and colleges / universities that are included in the roster of private higher education institutions with autonomy or deregulated status).
 - Signed “Agreement for Admission to the Law Course”. The form will be provided by the Office of the Registrar during pre-enrollment.
3. It is the responsibility of the student-applicant to ensure that the submitted documents are true and correct.
 4. The name manifested in the Birth Certificate should also be the name to manifest in all other documents.
 5. 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.
 6. Applicant may be required to submit other documents not mentioned above on a case-to-case basis, upon evaluation of admission application.
 7. Failure to submit required documents may result in forfeiture of application and/or non-registration to the academic program/level.
 8. Only the applicant who qualifies with the admission criteria will be endorsed to the clinic for medical examination.
 9. The enrollment schedule and guidelines will be posted through San Beda College Alabang website, and social media pages and emailed to the applicants who are *fit to enroll*.