



ENROLLMENT PROCEDURE FOR NEW STUDENTS

- Secure/download the Student Information Form from the Business Office/Website.
- Complete and submit the S.I. Form and pay the 500 pesos assessment fee.
- Testing for all students is done daily from Monday to Friday, 8:00 am to 2:00 pm. Results will be discussed by the teacher after the assessment. (Estimate test time is 2 hours depending on the student level)
- Accepted students are required to pay the reservation fee of P5,000 which is deductible from the enrollment fees. It is non-refundable/non-transferable.

Documentary Requirements

- Original copy of latest Report Card (Form 138). If written in another language, an English Translation should be attached.
- GMRC Form or letter of recommendation from the former school principal/guidance counselor.
- Copy of birth certificate
- Copy of baptismal certificate
- Medicate certificate and accomplish the CFS Health Record.
- 2 copies 2X2 picture
- 2 copies 1x1 picture for fetcher

**Foreign applicants should submit the ff. additional requirements:*

- 1. Copy of passport, Alien Certificate of Registration or Immigrant Certificate of Residence
- 2. Special Study Permit. Exempted from this requirement are children of parents with any of the following visa categories:
 1. Permanent Foreign Residents Aliens with valid working visa
 2. Personnel from duly accredited International Organizations residing in the Philippines (ADB, UNDP)
 3. Special Resident Retiree's Visa (SRRV)
 4. Foreign Diplomatic Personnel