



ADMISSIONS APPLICATION CHECKLIST

For All Applicants: (Please be advised that only complete sets of documents will be received)

- _____ Completed application form
- _____ Two (2) recent 2"x2" ID photos taken within the last month
- _____ Copy of certified birth certificate or Filipino Identification Certificate (for Filipinos)
- _____ Original copy of baptismal certificate (for Catholic applicants)
- _____ Most recent family photo (not more than 1 year old)
- _____ Immunization Record
- _____ Copy of Parents' Marriage Contract (if applicable)
- _____ Special Needs Report no more than 6 months old (if applicable)
- _____ Affidavit of Legal Guardianship (if applicable)

For Preschool and Kinder applicants only:

- _____ Parent Questionnaire

For Grade 1 and up applicants only:

- _____ Most recent current level report card
- _____ Complete previous grade level report card
- _____ Two (2) Recommendation Forms from previous school's Principal, Guidance Counselor or Teacher in sealed envelopes

For foreigners/dual citizens:

(Authenticated English translation must be provided for documents written in another language)

- _____ Copy of updated passport pages showing bio-page, valid visa and length of stay
- _____ Copy of Alien Certificate of Recognition/I-Card

Foreign students with 9A (tourist/balikbayan) visas should secure a special study permit. The Registrar's Office will assist in obtaining one after enrollment and classes have started. Foreign Students are exempted from securing special study permits are native-born children and those of 9E (diplomats), 9G/SIRV/SRRV/SSWV (investors) and 13G (permanent residents) valid visa holders.

For students previously enrolled in a school outside of the Philippines:

- _____ F-137/Transcript of records for evaluation purposes, from Kindergarten up to the most recent level of schooling, with official English translation.

TO BE FILLED OUT BY SCHOOL PERSONNEL ONLY

Checked by: _____ Date Received: _____

Printed Name and Signature

Month/Day/Year