



**APPLICATION  
ONGOING!**  
School Year 2022 – 2023

[Inquire Now](#)



To ensure the safety of our applicants and employees during the pandemic, Assumption College will continue to accept applications online. The Admissions Office operates remotely on weekdays (Monday to Friday) from 8:00am - 5:00pm except during national holidays and cancellation of work due to inclement weather.

**Click each step below to guide you through the application process:**

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# STEP 1: ELIGIBILITY FOR ADMISSION & REQUIREMENTS

## 1.1. Preschool & Grade 1

### Eligibility for Admission:

#### PRE-KINDER

- Must have attended at least six (6) months of play school before the coming academic year.
- Must be four (4) years old by August 31 of the coming academic year.

#### KINDER

- Must have completed Pre-Kinder or Nursery school before the coming academic year.
- Must be five (5) years old by August 31 of the coming academic year.

#### GRADE 1

- Must have completed a Department of Education ACCREDITED Kindergarten Program and must have been issued a Kindergarten Certificate of Completion with the Student's Learner Reference Number (LRN)
- Must be six (6) years old by August 31 of the coming academic year

#### Admission Requirements for Preschool and Gr. 1

Please submit the following:

- A. Duly accomplished ONLINE Application Form
- B. Scanned original copies of the following documents:
  - PSA Birth Certificate
  - Baptismal Certificate
  - Digital photo (passport size / white background)
  - Progress Report Card/ Certificate of Attendance / Narrative Assessment Report
- C. Downloadable forms
  - Essay for Preschool and Grade 1 Parents ([pdf file](#), [doc file](#))
  - Questionnaire for Preschool and Grade 1 Parents ([pdf file](#), [doc file](#))
  - AC Student Data Privacy Notice and Consent Form ([pdf file](#))
- D. For FOREIGN STUDENTS (scanned copies)
  - Alien Certificate of Registration (ACR)
  - Passport
  - Visa/Work Permit of Parents
  - Photocopy of dual citizenship passports (for dual citizenship)

- Kindly send all scanned requirements to: [acmakatibeadmissions@assumption.edu.ph](mailto:acmakatibeadmissions@assumption.edu.ph)
- Format in sending requirements through email:

Email subject: ADMISSIONS REQUIREMENTS:

Student Applicant's Full Name - Grade Level Applied for  
(Example: ADMISSIONS REQUIREMENTS: SANTOS, MARIA NATALIE S. - Grade 1)

## 1.2.Grades 2 to 6

## 1.3.Junior High School

## 1.4.Senior High School

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# STEP 1: ELIGIBILITY FOR ADMISSION & REQUIREMENTS

## 1.1. Preschool & Grade 1

## 1.2. Grades 2 to 6

### **Eligibility for Admission:**

- **NO GRADE BELOW 80%** in all subjects of the PREVIOUS and CURRENT school years
- A CONDUCT grade not lower than SATISFACTORY of the PREVIOUS and CURRENT school years
- Has COMPLETED the level prior to the level being applied

### **Admission Requirements:**

Please submit the following:

- Duly accomplished ONLINE Application Form
- Scanned original copies of the following documents :
  - PSA Birth Certificate
  - Baptismal Certificate
  - Digital photo (passport size / white background)
  - Progress Report Card (current and previous school years)
- Downloadable forms  
(Please note that the Guidance Counselor/Class Adviser/ Principal's Recommendation Forms are to be emailed directly by the current school to the Admissions Office)
  - Guidance Counselor/Class Adviser's Recommendation Form ([pdf file](#), [doc file](#))
  - Principal's Recommendation Form ([pdf file](#), [doc file](#))
  - Questionnaire for Parents ([pdf file](#), [doc file](#))
  - AC Student Data Privacy Notice and Consent Form ([pdf file](#))
- For FOREIGN STUDENTS (scanned copies)
  - Alien Certificate of Registration (ACR)
  - Passport
  - Visa/Work Permit of Parents
  - Photocopy of dual citizenship passports (for dual citizenship)
- ADDITIONAL REQUIREMENTS FOR ALL FOREIGN STUDENTS / TRANSFEREES FROM ABROAD
  - PREVIOUS & PRESENT Scholastic Records must be apostilled by the Department of Foreign Affairs (DFA), Office of Consular Affairs-Authentication Division in the country which has jurisdiction over the issuing school.
  - Scholastic Records are subject to validation of the Department of Education, Makati Division Office.
  - Needs to undergo Filipino Assessment to be scheduled by Basic Education Division (BED) Admissions Office after taking the admissions test (for Grade 4-Grade 6)

### **FOR HOMESCHOOLED STUDENTS (ALL LEVELS)**

Proceed to the Department of Education Makati, (DepEd-Makati) for the required Philippine Educational Placement Test (PEPT).

- Kindly send all scanned requirements to: [acmakatibedadmissions@assumption.edu.ph](mailto:acmakatibedadmissions@assumption.edu.ph)
- Format in sending requirements through email:  
Email subject: ADMISSIONS REQUIREMENTS: Student Applicant's Full Name - Grade Level Applied for  
(Example: ADMISSIONS REQUIREMENTS: SANTOS, MARIA NATALIE S. - Grade 3)

## 1.3. Junior High School

## 1.4. Senior High School

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# **STEP 1: ELIGIBILITY FOR ADMISSION & REQUIREMENTS**

## 1.1. Preschool & Grade 1

## 1.2. Grades 2 to 6

## **1.3. Junior High School**

### **Eligibility for Admission (GRADE 7 TO GRADE 10):**

- **NO GRADE BELOW 80%** in all subjects of the PREVIOUS and CURRENT school years
- A CONDUCT grade not lower than SATISFACTORY of the PREVIOUS and CURRENT school years
- Has COMPLETED the level prior to the level being applied

### **Admission Requirements:**

Please submit the following:

- Duly accomplished ONLINE Application Form
- Scanned original copies of the following documents :
  - PSA Birth Certificate
  - Baptismal Certificate
  - Digital photo ( passport size / white background )
  - Progress Report Card ( current and previous school years )
- Downloadable forms  
(Please note that the Guidance Counselor/ Class Adviser/ Principal's Recommendation Forms are to be emailed directly by the current school to the Admissions Office )
  - Guidance Counselor/Class Adviser's Recommendation Form ([pdf file](#), [doc file](#))
  - Principal's Recommendation Form ([pdf file](#), [doc file](#))
  - Questionnaire for Parents ([pdf file](#), [doc file](#))
  - Questionnaire for Student Applicants ([pdf file](#), [doc file](#))
  - AC Student Data Privacy Notice and Consent Form ([pdf file](#))
- FOR FOREIGN STUDENTS / Scanned copies
  - Alien Certificate of Registration (ACR)
  - Passport
  - Visa/Working Permit of Parents
  - Photocopy of dual citizenship passports (for dual citizenship)
- ADDITIONAL REQUIREMENTS FOR ALL FOREIGN STUDENTS / TRANSFEREES FROM ABROAD
  - PREVIOUS & PRESENT Scholastic Records must be apostilled by the Department of Foreign Affairs (DFA), Office of Consular Affairs-Authentication Division in the country which has jurisdiction over the issuing school.
  - Scholastic Records are subject to validation of the Department of Education, Makati Division Office.
  - Needs to undergo Filipino Assessment to be scheduled by Basic Education Division (BED) Admissions Office after taking the admissions test (for Grade 4-Grade 6)

### **FOR HOMESCHOOLED STUDENTS (ALL LEVELS)**

Proceed to the Department of Education Makati, (DepEd-Makati) for the required Philippine Educational Placement Test (PEPT).

- Kindly send all scanned requirements to: [acmakatibedadmissions@assumption.edu.ph](mailto:acmakatibedadmissions@assumption.edu.ph)
- Format in sending requirements through email:  
Email subject: ADMISSIONS REQUIREMENTS: Student Applicant's Full Name -  
Grade Level Applied for  
(Example: ADMISSIONS REQUIREMENTS: SANTOS, MARIA NATALIE S. - Grade 8)

## **1.4. Senior High School**

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## **STEP 1: ELIGIBILITY FOR ADMISSION & REQUIREMENTS**

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### **1.4. Senior High School**

#### **Eligibility for Admission (GRADE 11):**

- **NO GRADE BELOW 80%** in all subjects of the PREVIOUS and CURRENT school years
- For **STEM Strand** Applicants: NO Grade Below 85% in SCIENCE and MATH
- A CONDUCT grade not lower than SATISFACTORY of the PREVIOUS and CURRENT school years
- Has COMPLETED the level prior to the level being applied

#### **Admissions Requirements:**

Please submit the following:

A. Duly accomplished ONLINE Application Form

B. Scanned original copies of the following documents :

- PSA Birth Certificate
- Baptismal Certificate
- Digital photo ( passport size / white background )
- Progress Report Card ( current and previous school years )

C. Downloadable forms

(Please note that the Guidance Counselor/ Class Adviser/ Principal's Recommendation Forms are to be emailed directly by the current school to the Admissions Office )

- Guidance Counselor/Class Adviser's Recommendation Form ([pdf file](#), [doc file](#))
- Principal's Recommendation Form ([pdf file](#), [doc file](#))
- Questionnaire for Parents ([pdf file](#), [doc file](#))
- Questionnaire for Student Applicants ([pdf file](#), [doc file](#))
- AC Student Data Privacy Notice and Consent Form ([pdf file](#))

D. FOR FOREIGN STUDENTS / Scanned copies

- Alien Certificate of Registration (ACR)
- Passport
- Visa/Working Permit of Parents
- Photocopy of dual citizenship passports (for dual citizenship)

E. ADDITIONAL REQUIREMENTS FOR ALL FOREIGN STUDENTS / TRANSFEREES FROM ABROAD

- PREVIOUS & PRESENT Scholastic Records must be apostilled by the Department of Foreign Affairs (DFA), Office of Consular Affairs-Authentication Division in the country which has jurisdiction over the issuing school.
- Scholastic Records are subject to validation of the Department of Education, Makati Division Office.
- Needs to undergo Filipino Assessment to be scheduled by Basic Education Division (BED) Admissions Office after taking the admissions test (for Grade 4-Grade 11)

## **STEP 2: ONLINE PRE-REGISTRATION FORM**

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## **STEP 2: ONLINE PRE-REGISTRATION FORM**

2.1. Fill out and complete the pre-registration form:

[\*\*https://portal.assumption.edu.ph/admissions\*\*](https://portal.assumption.edu.ph/admissions)

please use only one (1) parent's permanent email address

2.2. After you have pre-registered, you will receive an email that includes the student's temporary ID number and payment reference number.

This ID number will be used to access the portal throughout the application process.

[STEP 3: APPLICATION & TESTING FEE PAYMENT](#)

[STEP 4: PAYMENT CONFIRMATION](#)

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## **STEP 3: APPLICATION & TESTING FEE PAYMENT**

Pay the non-refundable, non-transferable application and testing fee of Php 800.00 through the following payment channels:

	<b>BANK OF THE PHILIPPINE ISLANDS</b>	<b>Assumption College, INC.</b> <b>Account number: 1811-0007-16</b>
*****		
	<b>UnionBank</b>	<b>Assumption College, INC.</b> <b>Account number: 101720009530</b>
*****		
	<b>Metrobank</b> You're in good hands	<b>Assumption College, INC.</b> <b>Account number: 642-3-64207754-7</b>
*****		
		<b>Transfer to Assumption College, INC.</b> <b>BPI Account number: 1811-0007-16</b>

**Please take a screenshot of the proof of successful payment  
and send it to [finance@assumption.edu.ph](mailto:finance@assumption.edu.ph)**

The Finance Office will send an acknowledgment email once  
payment is received.

**[STEP 4: PAYMENT CONFIRMATION](#)**

**[STEP 5: VERIFICATION OF REQUIREMENTS SUBMITTED](#)**

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## **STEP 4: PAYMENT CONFIRMATION**

Once you receive the payment confirmation email, you may access the portal [\*\*https://portal.assumption.edu.ph/login\*\*](https://portal.assumption.edu.ph/login) using the student's temporary ID number (as stated in Step 2).

Make sure that you COMPLETE and SUBMIT the online form in the portal in order to avoid delays in the processing of your daughter's application.

[STEP 5: VERIFICATION OF REQUIREMENTS SUBMITTED](#)

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## **STEP 5: VERIFICATION OF REQUIREMENTS SUBMITTED**

After the documents are verified, the Admissions Office will send the assessment schedule to the email that you provided in the portal.

Kindly check your email and confirm your schedule as soon as possible.

[STEP 6: RELEASE OF ACCEPTANCE LETTER & RESERVATION  
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**STEP 6: RELEASE OF ACCEPTANCE LETTER &  
RESERVATION PAYMENT**

Upon receiving the acceptance letter, you will be asked to pay the reservation fee to secure your daughter's slot for the next academic year.

[STEP 7: ONLINE ENROLLMENT](#)



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## STEP 7: ONLINE ENROLLMENT

You may only proceed with online enrollment upon submission of these prerequisite documents to Assumption College, San Lorenzo.

7.1. One (1) hard copy and two (2) photocopies of PSA birth certificate

7.2. One (1) hard copy and two (2) photocopies of the final report card signed by the school head/ Principal from the previous school.

Instructions on how to send these documents will be emailed separately.

[Downloadable and Fillable forms SY 2022-2023](#)



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**For other admission-related concerns, kindly contact us:**

Mobile Numbers: 0995-7232646 (Globe) / 0999-4154039 (Smart)

Email address: [acmakatibedadmissions@assumption.edu.ph](mailto:acmakatibedadmissions@assumption.edu.ph)

**You may also contact the following offices for other concerns:**

**Registrar's Office:** 0956-2617985 / [acmakatibedrecords@assumption.edu.ph](mailto:acmakatibedrecords@assumption.edu.ph)

**Finance Office:** (02) 8817-4856 / [finance@assumption.edu.ph](mailto:finance@assumption.edu.ph)

**Milleret Bookstore:** 0917-7071891/0919-8998031 / [bookstore@assumption.edu.ph](mailto:bookstore@assumption.edu.ph)

**AC Help Desk:** [acbedhelpdesk@assumption.edu.ph](mailto:acbedhelpdesk@assumption.edu.ph)

**[Downloadable & Fillable Forms SY 2022-2023](#)**

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## Downloadable & Fillable Forms SY 2022-2023

### Downloadable forms: PS and Grade 1 Applicants

1. Essay for Preschool and Grade 1 Parents ([pdf file](#), [doc file](#))
2. Questionnaire for Preschool and Grade 1 Parents ([pdf file](#), [doc file](#))
3. AC Student Privacy Notice 2021 ([pdf file](#))

### Downloadable forms: Grade 2 to Grade 6 Applicants

1. Class Adviser/Guidance Counselor's Recommendation ([pdf file](#), [doc file](#))
2. Principal's Recommendation Form ([pdf file](#), [doc file](#))
3. Questionnaire for Parents ([pdf file](#), [doc file](#))
4. AC Student Privacy Notice 2021 ([pdf file](#))

### Downloadable forms: Grade 7 to Grade 10 Applicants

1. Class Adviser/Guidance Counselor's Recommendation ([pdf file](#), [doc file](#))
2. Principal's Recommendation Form ([pdf file](#), [doc file](#))
3. Questionnaire for Parents ([pdf file](#), [doc file](#))
4. Questionnaire for Student Applicant ([pdf file](#), [doc file](#))
5. AC Student Privacy Notice 2021 ([pdf file](#))

### Downloadable forms: Grade 11 Applicants

1. Class Adviser/Guidance Counselor's Recommendation ([pdf file](#), [doc file](#))
2. Principal's Recommendation Form ([pdf file](#), [doc file](#))
3. Questionnaire for Parents ([pdf file](#), [doc file](#))
4. Questionnaire for Student Applicant ([pdf file](#), [doc file](#))
5. AC Student Privacy Notice 2021 ([pdf file](#))