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APPLICATION ONGOING!

School Year 2023 - 2024

INQUIRE NOW



Preschool / Grade School / Junior HS / Senior HS

The BED Admissions Office will continue to accept ONSITE and ONLINE student applications.

Our office operates on weekdays: Mondays to Thursdays from 8:00am - 5:00pm and Fridays from 8:00am - 4:00pm except during national holidays and cancellation of work due to inclement weather.

Pre-enrollment Procedures

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

[STEP 1: ELIGIBILITY FOR ADMISSION & REQUIREMENTS](#)

STEP 2: ONLINE PRE-REGISTRATION FORM

STEP 3: APPLICATION & TESTING FEE PAYMENT

STEP 4: PAYMENT CONFIRMATION

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STEP 6: RELEASE OF ACCEPTANCE LETTER & RESERVATION PAYMENT

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Pre-enrollment Procedures

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

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[1.1. Preschool & Grade 1](#)

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Pre-enrollment Procedures

STEP 1: ELIGIBILITY FOR ADMISSION & REQUIREMENTS

1.1. Preschool & Grade 1

Eligibility for Admission:

PRE-KINDER

Must be four (4) years old by **October 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 **October 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 **October 31** of the coming academic year

ADMISSION REQUIREMENTS FOR PRESCHOOL AND GRADE 1

Please submit the following:

A. Duly accomplished ONLINE Application Form

B. Scanned original copies of the following documents:

*PSA Birth Certificate

*Digital photo (passport size / white background)

*Baptismal Certificate

*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)

*Visa/Work Permit of Parents

*Passport

*Photocopy of dual citizenship passports (for dual citizenship)

***Kindly send **all** scanned requirements to: 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 1**)

*** **The following requirements must be submitted in printed copies upon application: Original PSA Birth Certificate (including 2 photocopies) and AC Student Privacy Notice & Consent Form (with signature of parents/guardian)**

[1.2. Grades 2 to 6](#)

[1.3. Junior High School](#)

[1.4. Senior High School](#)

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Pre-enrollment Procedures

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 FOR GRADE 2 TO GRADE 6

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)

Note: Report Cards with equivalency for those with letter grades

C. Downloadable forms

(Please note that the Class Adviser/Guidance Counselor/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](#))

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)

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 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

*** **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**)

*** The following requirements must be submitted in printed copies upon application: Original PSA Birth Certificate (including 2 photocopies) and AC Student Privacy Notice & Consent Form (with signature of parents/guardian)

1.3. Junior High School

1.4. Senior High School

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Pre-enrollment Procedures

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:

A. Duly accomplished ONLINE Application Form

B. Scanned original copies of the following documents :

*PSA Birth Certificate

*Digital photo (passport size / white background)

*Baptismal Certificate

*Progress Report Card (current and previous school years)

Note: Report Cards with equivalency for those with letter grades

C. Downloadable forms

(Please note that the Class Adviser/ Guidance Counselor / 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)

*Visa/Working Permit of Parents

*Passport

*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 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

*** 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**)

*** The following requirements must be submitted in printed copies upon application: Original PSA Birth Certificate (including 2 photocopies) and AC Student Privacy Notice & Consent Form (with signature of parents/ guardian)

1.4. Senior High School

Pre-enrollment Procedures

STEP 1: ELIGIBILITY FOR ADMISSION & REQUIREMENTS

1.1. Preschool & Grade 1

1.2. Grades 2 to 6

1.3. Junior High School

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

ADMISSION REQUIREMENTS:

Please submit the following:

A. Duly accomplished ONLINE Application Form

B. Scanned original copies of the following documents :

*PSA Birth Certificate

*Digital photo (passport size / white background)

*Baptismal Certificate

*Progress Report Card (current and previous school years)

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C. Downloadable forms

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*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:** Submit **CERTIFIED TRUE COPY** of the following documents:

*Alien Certificate of Registration (ACR)

*Visa/ Working Permit of Parents

*Photocopy of Passport

*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.

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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

*** **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**)

*** The following requirements must be submitted in printed copies upon application: Original PSA Birth Certificate (including 2 photocopies) and AC Student Privacy Notice & Consent Form (with signature of parents/ guardian)

STEP 2: ONLINE PRE-REGISTRATION FORM

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STEP 1: ELIGIBILITY FOR ADMISSION & REQUIREMENTS

STEP 2: ONLINE PRE-REGISTRATION FORM

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

<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

STEP 5: VERIFICATION OF REQUIREMENTS SUBMITTED

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STEP 2: ONLINE PRE-REGISTRATION FORM

STEP 3: APPLICATION & TESTING FEE PAYMENT

Pay the *non-refundable/ non-transferable* application and testing fee of Ph 800.00 through the following payment channels:

******The Finance Office will acknowledge in email once payment is received.

*******Please take a screenshot of the successful “proof of payment”.

Payment Options:

	Assumption College, INC. Account number: 1811-0007-16
	Assumption College, INC. Account number: 101720009530
	Assumption College, INC. Account number: 642-3-64207754-7
	Transfer to Assumption College, INC. BPI Account number: 1811-0007-16

STEP 4: PAYMENT CONFIRMATION

STEP 5: VERIFICATION OF REQUIREMENTS SUBMITTED

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Once you receive the payment confirmation email, you may access the portal <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 Application Form** in the student portal in order to avoid delays in the processing of your daughter's application

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

[STEP 6: RELEASE OF ACCEPTANCE LETTER & RESERVATION PAYMENT](#)

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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 PAYMENT](#)

[STEP 7: ONLINE ENROLLMENT](#)



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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.
- 7.3 F137 (Transcript of Records)
- 7.4 Student Health Record

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

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STEP 7: ONLINE ENROLLMENT

For other admission-related concerns, kindly contact us:

Mobile Numbers: +63995-7232646 (Globe) / +63999-4154039 (Smart)

Email address: acmakatibedadmissions@assumption.edu.ph

You may also contact the following offices for other concerns:

Registrar's Office: +63956-2617985 / acmakatibedrecords@assumption.edu.ph

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

Milleret Bookstore: +63917-7071891/0919-8998031 / bookstore@assumption.edu.ph

AC Help Desk: acbedhelpdesk@assumption.edu.ph

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