

www.assumption.edu.ph



# APPLICATION ONGOING!

School Year 2025-2026

**INQUIRE NOW**



AC ABL e



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 - 4:00pm and Fridays from 8:00am - 2:30pm  
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

STEP 5: VERIFICATION OF REQUIREMENTS SUBMITTED

STEP 6: RELEASE OF ACCEPTANCE LETTER & RESERVATION PAYMENT

STEP 7: ONSITE/ ONLINE ENROLLMENT

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## **Pre-enrollment Procedures**

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

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

[1.1. Prekinder, Kinder & Grade 1](#)

[1.2. Grade 2 to Grade 6](#)

[1.3. Grade 7 to Grade 10 \(Junior High School\)](#)

[1.4. Grade 11 Regular & Grade 11 IB \(Senior High School\)](#)

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

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# Pre-enrollment Procedures

## STEP 1: ELIGIBILITY FOR ADMISSION & REQUIREMENTS

### 1.1. Prekinder, Kinder & Grade 1

#### ELIGIBILITY FOR ADMISSION:

PREKINDER	KINDER	GRADE 1
Must be <b>four (4) years old</b> by <b>October 31</b> of the coming academic year.	<ul style="list-style-type: none"><li>• Must have completed Prekinder or Nursery school before the coming academic year.</li><li>• Must be <b>five (5) years old</b> by <b>October 31</b> of the coming academic year.</li></ul>	<ul style="list-style-type: none"><li>• Must have completed a Department of Education ACCREDITED Kindergarten Program and must have been issued a Kindergarten Certificate of Completion with the <b>Student's Learner Reference Number (LRN)</b></li><li>• Must be <b>six (6) years old</b> by <b>October 31</b> of the coming academic year</li></ul>

The school strictly implements a cut-off age for incoming Prekinder, Kinder and Grade 1 applicants in line with DepEd Order no. 020, s 2018,.

#### ADMISSION REQUIREMENTS FOR PRESCHOOL AND GRADE 1

Please submit the following:

**A. Duly accomplished ONLINE Application Form** [https://portal.assumption.edu.ph/register\\_now](https://portal.assumption.edu.ph/register_now)

**B. Scanned a clear 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** <https://www.assumption.edu.ph/ac-forms-download/>

1) Essay for Preschool and Grade 1 Parents

3) AC Student Data Privacy Notice and Consent Form

2) Questionnaire for Preschool and Grade 1 Parents

**D. For FOREIGN STUDENTS (scanned clear copies)**

\*Alien Certificate of Registration (ACR)

\*Visa/Work Permit of Parents

\*Passport

\*Photocopy of dual citizenship passports (for dual citizenship)

\*\*\*Kindly send the **COMPLETE 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 1**)

\*\*\* **The following requirements must be submitted in hard 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 Grade 6](#)

[1.3. Grade 7 to Grade 10 \(JHS\)](#)

[1.4. Grade 11 \(SHS\)](#)

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# Pre-enrollment Procedures

## STEP 1: ELIGIBILITY FOR ADMISSION & REQUIREMENTS

### 1.1. Prekinder, Kinder & Grade 1

### 1.2. Grade 2 to Grade 6

#### ELIGIBILITY FOR ADMISSION (GRADE 2 to GRADE 6):

- 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** [https://portal.assumption.edu.ph/register\\_now](https://portal.assumption.edu.ph/register_now)

B. **Scanned clear 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** <https://www.assumption.edu.ph/ac-forms-download/>

(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)

- 1) Guidance Counselor/Class Adviser's Recommendation Form
- 2) Principal's Recommendation Form
- 3) Essay for Grade 2 - 6 Parents
- 4) Questionnaire for Parents
- 5) AC Student Data Privacy Notice and Consent Form

D. **For FOREIGN STUDENTS (scanned clear copies)**

- \*Alien Certificate of Registration (ACR)
- \*Visa/Work 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 the **COMPLETE 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**)

\*\*\* **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. Grade 7 to Grade 10 (Junior High School)

### 1.4. Grade 11 (Senior High School)

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# Pre-enrollment Procedures

## STEP 1: ELIGIBILITY FOR ADMISSION & REQUIREMENTS

### 1.1. Prekinder, Kinder & Grade 1

### 1.2. Grades 2 to 6

### 1.3. Grade 7 – Grade 10 (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 FOR GRADE 7 to GRADE 10:

Please submit the following:

A. **Duly accomplished ONLINE Application Form** [https://portal.assumption.edu.ph/register\\_now](https://portal.assumption.edu.ph/register_now)

B. **Scanned clear 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** <https://www.assumption.edu.ph/ac-forms-download/>

(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)

- |   |  |  |
|---|--|--|
| 1) Guidance Counselor/Class Adviser's Recommendation Form | 3) Questionnaire for Parents                       | 5) Questionnaire for Student Applicant |
| 2) Principal's Recommendation Form                        | 4) AC Student Data Privacy Notice and Consent Form |  |

D. For **FOREIGN STUDENTS** (scanned clear 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 the **COMPLETE 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**)

\*\*\* 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. Grade 11 (Senior High School)

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# Pre-enrollment Procedures

## STEP 1: ELIGIBILITY FOR ADMISSION & REQUIREMENTS

### [1.1. Prekinder, Kinder & Grade 1](#)

### [1.2. Grades 2 to Grade 6](#)

### [1.3. Grade 7 to Grade 10 \(Junior High School\)](#)

### [1.4. Grade 11 Regular Strand & Grade 11 IB \(Senior High School\)](#)

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

Grade 11 – Regular Strand (ABM, A&D, HUMSS and STEM)	Grade 11 IB (International Baccalaureate)
<ul style="list-style-type: none"> <li>• <b>NO GRADE BELOW 80%</b> in all subjects of the PREVIOUS and CURRENT school years</li> <li>• <b>FOR STEM STRAND APPLICANTS:</b> NO Grade Below 85% in SCIENCE and MATH</li> <li>• A CONDUCT grade not lower than SATISFACTORY of the PREVIOUS and CURRENT school years</li> <li>• Has COMPLETED the level prior to the level being applied</li> </ul>	<ul style="list-style-type: none"> <li>• <b>NO Grade Below 85%</b> in ALL subjects</li> <li>• A CONDUCT grade not lower than SATISFACTORY of the PREVIOUS and CURRENT school years</li> <li>• Has COMPLETED the level prior to the level being applied</li> </ul>

### ADMISSION REQUIREMENTS FOR GRADE 11 REGULAR & IB:

Please submit the following:

A. **Duly accomplished ONLINE Application Form** [https://portal.assumption.edu.ph/register\\_now](https://portal.assumption.edu.ph/register_now)

B. **Scanned clear 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** <https://www.assumption.edu.ph/ac-forms-download/>

(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)

1) Guidance Counselor/Class Adviser's Recommendation Form    3) Questionnaire for Parents    5. Questionnaire for Student Applicant

2) Principal's Recommendation Form

4) AC Student Data Privacy Notice and Consent Form

D. For **FOREIGN STUDENTS** (scanned clear copies)

\*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**

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\*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 7-Grade 10)

**FOR HOMESCHOOLED STUDENTS (ALL LEVELS)**

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

\*\*\* Kindly send the **COMPLETE 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**)

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

2.1. Fill out and complete the **ONLINE PRE-REGISTRATION FORM**:

[https://portal.assumption.edu.ph/register\\_now](https://portal.assumption.edu.ph/register_now)

**\*\*\*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 TEMPORARY 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 Ph 800.00 through the following payment channels:

	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

\*\*\*Email the proof of payment/ deposit slip to [finance@assumption.edu.ph](mailto:finance@assumption.edu.ph). Indicate the name of the student applicant/s and the level she is applying for. Kindly follow the format below in sending the payment details: **Ex: Application & Testing Fee Payment: Cruz, Juana\_Grade 1**

**STEP 4: PAYMENT CONFIRMATION**

**STEP 5: VERIFICATION OF REQUIREMENTS SUBMITTED**

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

**STEP 7: ONLINE ENROLLMENT**

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[STEP 4: PAYMENT CONFIRMATION](#)

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

Make sure that you submit the **COMPLETE REQUIREMENTS** and **ACCOMPLISH** the **ONLINE APPLICATION FORM** 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](#)

[STEP 7: ONLINE ENROLLMENT](#)



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

After the **COMPLETE DOCUMENTS/ REQUIREMENTS** are verified, the Admissions Office will send the assessment schedule to the parents' registered email that is provided in the Student Portal.

\*\*\*Kindly check your email regularly and confirm your daughter's schedule as soon as possible.

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

[STEP 7: ONSITE/ ONLINE ENROLLMENT](#)



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**\*\* For PRESCHOOL to GRADE 11 (REGULAR Strand) Applicants**

Upon receipt of the Acceptance Letter, the **RESERVATION FEE** payment is **REQUIRED** to secure your daughter's slot for the next academic year.

**\*\* For GRADE 11 International Baccalaureate (IB) Diploma Program (DP) Applicants**

Upon passing the regular entrance exam in the BED Admissions Office, the student's application will be forwarded to IBDP Director's office for further evaluation. The final result of the application will be released by the SHS IBDP office.

[STEP 7: ONSITE/ ONLINE ENROLLMENT](#)

[contact info](#)



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**STEP 7: ONSITE /ONLINE ENROLLMENT**

**You may only proceed with ONSITE/ONLINE ENROLLMENT upon submission of the COMPLETE PREREQUISITE documents to Assumption College, San Lorenzo.**

- 7.1. One (1) hard copy and two (2) photocopies of the Original PSA Birth Certificate
- 7.2. One (1) hard copy and two (2) photocopies of the Final Report Card with school dry seal and duly signed by the School Head/ Principal from the previous school **(for Kinder to Grade 11 applicants only)**
- 7.3. Assumption College Student Health Record

- Take note of the student's temporary ID number as it will be required to access the student portal during the enrollment.
- Instructions on how to send the prerequisites will be emailed separately prior to the enrollment schedule of the next academic year.

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

Our office operates on weekdays: Mondays to Thursdays from 8:00am - 4:00pm and Fridays from 8:00am - 2:30pm  
except during National Holidays and cancellation of work due to inclement weather.

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**STEP 7: ONLINE ENROLLMENT**

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

Mobile Numbers: **(Globe/ Viber)** +63995-7232646 / **(Smart)** +63999-4154039/ Landline: 02- 8812-0757 local 3020/ 02-88926159

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

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

**Registrar's Office:** (Globe/ Viber) +63956-2617985 / Landline: 02-8817-0757 loc. 3031/ [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:** (Globe) +63917-7071891/ (Viber) +63936-9946879/ (Smart) +63919-8998031 / [bookstore@assumption.edu.ph](mailto:bookstore@assumption.edu.ph)

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

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