



ASSUMPTION COLLEGE SAN LORENZO  
BASIC EDUCATION DIVISION

# Begin your daughter's **TRANSFORMATIVE EDUCATION** at Assumption College San Lorenzo!

*Application is ONGOING:*

**PRESCHOOL**

**GRADE SCHOOL**

**JUNIOR HIGH SCHOOL**

**SENIOR HIGH SCHOOL**



The BED Admissions Office will continue to accept **ONSITE** and **ONLINE** student applications.  
Our office operates on weekdays: Mondays/ Tuesdays/ Thursdays from 8:00a.m. - 4:00p.m. and Wednesdays/ Fridays from 8:00a.m. - 3:00p.m.  
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**

[Contact Info](#)



## **Pre-enrollment Procedures**

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

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

[1.1. Pre-Kinder, 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 Strand & Grade 11 IB \(Senior High School\)](#)

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

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

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# Pre-enrollment Procedures

## STEP 1: ELIGIBILITY FOR ADMISSION & REQUIREMENTS

### 1.1. PRE-KINDER, KINDER & GRADE 1

#### ELIGIBILITY FOR ADMISSION:

PRE-KINDER	KINDER	GRADE 1
Must be <b>four (4) years old</b> by <b>December 31</b> of the coming Academic Year.	<ul style="list-style-type: none"> <li>Must have <b>COMPLETED</b> Pre-Kinder or Nursery school before the coming academic year.</li> <li>Must be <b>five (5) years old</b> by <b>December 31</b> of the coming Academic Year.</li> </ul>	<ul style="list-style-type: none"> <li>Must have <b>COMPLETED</b> a Department of Education <b>ACCREDITED Kindergarten Program</b> 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>December 31</b> of the coming Academic Year</li> </ul>

The school strictly implements a cut-off age for incoming Pre Kinder, 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/login>

**B. Scanned 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
- 2) Questionnaire for Preschool and Grade 1 Parents
- 3) AC Student Data Privacy Notice and Consent Form

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

- \*Alien Certificate of Registration (ACR)
- \*Passport
- \*Visa/Work Permit of Parents
- \*Photocopy of dual citizenship passport (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: **ADMISSION REQUIREMENTS: Student Applicant's Full Name - Grade Level Applied for**  
(Example: **ADMISSION 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 \(SHS\)](#)

[Back to Top](#)

# Pre-enrollment Procedures

## STEP 1: ELIGIBILITY FOR ADMISSION & REQUIREMENTS

### 1.1. Pre-Kinder, 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/login>

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

(Note: Class Adviser/Guidance Counselor/Principal's Recommendation Forms are to be emailed directly by the current school to BED Admissions Office)

1) Guidance Counselor/Class Adviser's Recommendation Form

3) Questionnaire for Parents

5) Essay for Grade 2 - 6 Parents

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/Work Permit of Parents

\*Passport

\*Photocopy of dual citizenship passport (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 admission test. (for Grade 4 - Grade 11 foreign student/s)

#### 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: GS ADMISSION REQUIREMENTS: Student Applicant's Full Name - Grade Level Applied for

(Example: GS ADMISSION 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)

# Pre-enrollment Procedures

## STEP 1: ELIGIBILITY FOR ADMISSION & REQUIREMENTS

### 1.1. Pre-Kinder, 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/login>

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

*(Note: Class Adviser/Guidance Counselor/Principal's Recommendation Forms are to be emailed directly by the current school to BED Admissions Office)*

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

D. For **FOREIGN STUDENTS** (scanned clear 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 admission test.  
(for Grade 4 - Grade 11 foreign student/s)

#### 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: **JHS ADMISSION REQUIREMENTS: Student Applicant's Full Name - Grade Level Applied for**

(Example: **JHS ADMISSION 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)

# Pre-enrollment Procedures

## STEP 1: ELIGIBILITY FOR ADMISSION & REQUIREMENTS

[1.1. Pre-Kinder, 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 IBDP (International Baccalaureate Diploma Programme)
<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 STRAND & IB:**

Please submit the following:

A. **Duly accomplished ONLINE Application Form** <https://portal.assumption.edu.ph/login>

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/>

*(Note: Class Adviser/Guidance Counselor/Principal's Recommendation Forms are to be emailed directly by the current school to BED Admissions Office)*

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

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

- \*Alien Certificate of Registration (ACR)
- \*Visa/ Working Permit of Parents
- \*Photocopy of Passport
- \*Photocopy of dual citizenship passport (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 admission test. (for Grade 4 - Grade 11 foreign student/s)

### **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: SHS ADMISSION REQUIREMENTS: Student Applicant's Full Name - Grade Level Applied for**

**(Example: SHS ADMISSIONS REQUIREMENTS: SANTOS, MARIA NATALIE S. - Grade 11)**

\*\*\* 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)

[Back to Top](#)



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

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

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

<https://portal.assumption.edu.ph/login>

**\*\*\*please use only one (1) parent's permanent/ active 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 & ENROLLMENT.**

**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 1,000.00** 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**

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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> . Log in using the temporary student ID specified in Step 2.

For timely processing of your daughter's application, you must fully complete the online application form and provide all necessary requirements.

**STEP 5: VERIFICATION OF REQUIREMENTS SUBMITTED**

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[STEP 4: PAYMENT CONFIRMATION](#)

[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 online 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](#)

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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 Diploma (IBDP) Programme Applicants**

After a student passes the regular entrance exam at the BED Admissions Office, their application will be sent to the IBDP Director's office for further evaluation. The SHS IBDP office will then release the final application decision.

**STEP 7: ONSITE/ ONLINE ENROLLMENT**

[contact info](#)



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**STEP 7: ONSITE /ONLINE ENROLLMENT**

**You can 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 (accomplish by the family doctor/ pediatrician)
- Remember your **STUDENT TEMPORARY ID NUMBER**—it's needed for the student portal during enrollment
  - Prerequisite submission instructions will be emailed separately prior to the enrollment date for the next academic year.

The BED Admissions Office will continue to accept ONSITE and ONLINE student applications.  
Our office operates on weekdays: Mondays/ Tuesdays/ Thursdays from 8:00a.m. - 4:00p.m. and Wednesdays/ Fridays from 8:00a.m. - 3:00p.m.  
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**STEP 7: ONSITE/ ONLINE ENROLLMENT**


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

Mobile Numbers: **(Globe#)** +63995-7232646 / **(Smart #)** +63999-4154039 /  (+63) 995-7232646 /  (+63) 995-7232646


Landline: (02) 8817-0757 local 3020/ (02) 8892-6159

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/ ) +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/  +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)