



# San Beda College Alabang

Don Manolo Blvd., Alabang Hills Village

Alabang, Muntinlupa City

Tel. No.: 809-7047; 236-7222 loc. 1080

Website: [www.sanbeda-alabang.edu.ph](http://www.sanbeda-alabang.edu.ph)

**ADMISSIONS & TESTING CENTER**

*That in all things God may be glorified*

## Admission Application and Pre-Enrollment Guidelines

**San Beda College Alabang** seeks to educate young men and women who display strong motivation for learning, potential for innovation in the workplace and community, and commitment to make the difference in the lives of others achieved through Service and Leadership.

### INTEGRATED BASIC EDUCATION DEPARTMENT

#### STEP 1. ADMISSION APPLICATION

- Secure application form and refer to the checklist of admission requirements provided by the Admission Staff.
- Submit properly filled up application form and required admission documents prior to testing date.
- Pay the non-refundable application and testing fee of P500.00 (Filipino Citizens) or \$50 (Foreign applicants) at the cashier after passing the initial admission application screening by the Admissions and Testing Center.
- Present the official receipt to the Admission Staff in-charge of your application and secure examination permit.
- Take San Beda College Alabang Admission Test on the scheduled date. All applicants must present the examination permit on the date of examination. *(Please check important reminders indicated in the examination permit).*
- Present examination permit to claim **Notice of Admission Status (NAS)** on the specified date of release.

**Note:** All qualified students will be endorsed to the SBCA clinic for medical examination.

#### STEP 2. MEDICAL EXAMINATION

- Check the **medical endorsement slip** and **medical examination schedule** enclosed in an envelope with the Notice of Admission Status (NAS).
- Prepare the required medical documents before proceeding to the SBCA clinic for medical check-up.
  - Immunization certificate; *2doses of chickenpox (varicella) vaccine*. Indicate the date vaccines were given.
  - *For students ages 10 years old and above:* chest x-ray result and film taken from external reputable hospitals/Laboratories.
- Report to the SBCA clinic for medical examination. →
- Present required documents to the SBCA Clinic staff.
  - Notice of Admission Status (NAS)
  - Medical Endorsement
  - Immunization Certificate
  - Chest X-ray result and film (for 10 years old and above)
- Secure medical clearance or “fit to enroll” certificate from the SBCA Clinic.

#### St. Maur Clinic Hours

##### Monday to Friday

AM Schedule 9:00am – 11:30am

PM Schedule 2:00pm – 4:30pm

##### Saturday AM Schedule only

9:00am – 11:30am

#### STEP 3. ADMISSIONS AND TESTING CENTER

- Proceed to Admissions and Testing Center and present medical clearance to the Admission Staff for the issuance of enrollment schedule and procedure.

#### STEP 4. ENROLLMENT

1. Present the Notice of Admission Status with the following documents to the Registrar’s Office (window 1 for Primary and Middle Grade and Window 2 for High School)
  - Original report card duly signed by the Principal/Registrar of the School.
  - Birth Certificate
  - Baptismal Certificate
  - Special Study Permit (Foreign Applicants).

*If not yet submitted*
2. Get registration form and the parent affix his/her signature on the conforme portion of the registration form.
3. Proceed to the Cashier's Office for payment of required fees  
*Note: A non-refundable foreign non-resident fee of \$1500 is required for all new foreign students upon enrollment.*
4. Cashier validates the enrollment after payment of the required fees.
5. If the enrollee payed in check, enrollee has to wait 4 banking days after payment before enrollment can be validated.
6. Present Registration and official receipt to the staff at the Registrar’s Office for the ID picture taking.
7. Validated ID will be distributed by the Class Adviser during the opening of classes.

**WELCOME TO THE HOME OF THE RED LIONS!**

