

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

W

Admissions & Testing center

That in all

things God may be glorified

ADMISSION PROCEDURE AND GUIDELINES

Graduate Studies Department

Master of Arts in Psychology

1.) Admission fee: P1, 200.00 (non-refundable and to be paid at the Cashier, Finance Department) 2.) Documents to be submitted upon application: 2.1 Duly accomplished application form

2.2

() Letter of Recommendation obtained from any of the ff: Dean, Professors, Instructor or Guidance Counselor from the previous school attended.

An employed applicant

may secure a letter of recommendation from his/her current employer, immediate head or supervisor. (Use SBCA Recommendation Form - GSADA)

2.3

() Certificate of Good Moral Character (GMC) obtained from former/current school.

If employed,

GMC may be obtained from respective company's Human Resource Department or its equivalent.

2.4

() Certified true copy of Transcript of Records for evaluation

If transcript of records is not available yet, submit the following:

- Certified true copy of grades for evaluation
- Certificate of Eligibility to Transfer/Transfer Credentials/ Honorable Dismissal (Photocopy)

(Not required for SBCA graduates)

- Certificate of candidacy for graduation (Photocopy)

2.5 () Two (2) recent 2"x 2" pictures in color w/ white background with applicant's name written at the back.

2.6 () Photocopy of birth certificate issued by the Philippine Statistics Authority (formerly National Statistics Office)

N

ote: For married female applicants, original copy of the PSA Marriage Contract.

2.7

() Photocopy of baptismal certificate (if Catholic) or Signed Non-Catholic waiver (for non-Catholic)

2.8

() Course description of all subjects taken in College (for non-psychology graduates)

2.9

() San Beda College Alabang Envelope

San Beda College Alabang Envelope

(With name of applicant in PRINT at the upper left-hand corner)

Ex. DELA CRUZ, JUAN JR. P.

The Admissions and Testing Center reserves the right to decline applications that have not met the criteria set by the Board of Admissions. Incomplete documents will not be endorsed to the Board of Admission for further evaluation

Note:

1.)

Applicant may be required to submit other documents not mentioned above on a case to case basis upon evaluation of admission application.

2.)

All documents submitted shall not be returned and shall become property of the school.

3.)

IF QUALIFIED

(
passed the admission criteria set for the program
)

,
the following requirements are to be submitted to the Registrar's Office upon confirmation of enrollment:

- Certificate of Eligibility to Transfer/Transfer Credentials or Honorable Dismissal (Not required for SBCA graduates) issued by the Registrar's Office of the last school attended.

- In the absence of Certificate of Eligibility to Transfer/Transfer Credentials or Honorable Dismissal, Original Copy of the Official Transcript of Records with Special Order Number and with remarks **“For Further Studies”** or **“Copy valid for San Beda College Alabang Graduate School”**

- Certificate of Graduation/Diploma/Certificate of Completion
- Original Copy of the PSA Birth Certificate.

- **If working student**, Certificate of employment indicating working hours

For inquiries, visit or call: **ADMISSIONS AND TESTING CENTER** St. Benedict Hall Tel. No.: 236-7222 loc. 1080; Telefax 809-7047

or write to:

The Admissions and Testing Center

San Beda College Alabang P.O. Box 402 Ayala Alabang