

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** □

## **ADMISSION PROCEDURE AND GUIDELINES**

**Integrated Basic Education Department**

### ***General Admission Policies***

1. Student applicants who are interested to study at San Beda College Alabang are required to undergo the admission screening process which provides the Board of Admissions with data to determine acceptability of the students.

2. The Board of Admissions evaluate student applicants based on the

□□ following;

a. Results of Entrance Examination given by the SBCA Admissions and Testing Center.

b. Grades and Department. No final grade lower than 80% in any subject; No failing grade in any grading period. A department grade of at least B (satisfactory) or its numerical equivalent.

c. Student Academic and Discipline Appraisal (recommendation) from either class adviser, guidance counselor, former teacher, discipline officer and/or any person of authority of the institution where the student last attended.

d. Performance at interview, if interviewed.

e. Clearance “fit to enroll” obtained from the SBCA Medical Services Department (Clinic).

**3.** Applicants from schools abroad, under a Home School Program, completers of previous academic years, passers of Philippine Educational Placement Test (PEPT) and Alternative Learning System (ALS) or Non-formal Education Accreditation and Equivalency (NFE A&E) must inform the Student Admissions and Testing Center for additional instructions in the admission process.

**4.** The admission application is on a FIRST-COME, FIRST-SERVE basis.

**Junior High School (7<sup>h</sup> to 10<sup>th</sup> Graders)**

I. Eligibility for Application

- Those who are expected to complete the current grade level at the end of academic year are eligible to apply for the next grade level.
- He/she must have good grades and deportment.

II. Middle Grade School Admission Procedure

1. Submit properly filled out application form and other required admission documents at the Admissions and Testing Center, for verification and initial evaluation. (Admission forms and checklist of admission requirements can be viewed and downloaded at San Beda College Alabang website at [www.sanbeda-alabang.edu.ph](http://www.sanbeda-alabang.edu.ph))

**2.** Pay the non-refundable admission and testing fee of PhP600.00 at the Cashier window, Finance Department. Cashier's office hours are from 8:00 AM to 4:30 PM, weekdays and 8:00 AM to 11:30 AM, every Saturday.

**3.** Present the official receipt to the Admission Staff in-charge of your application for the issuance of entrance examination schedule and permit.

**Note:** Please check important reminders indicated in the examination permit.

**4.** Take San Beda College Alabang Admission Test on the scheduled date, time, and venue as printed on the Test Permit. All applicants must present the examination permit on the date of examination.

**Note:** Test rescheduling will be allowed only once. An applicant may take the entrance test for the level applied for only once.

5. Present the examination permit to claim the **Notice of Admission Status (NAS)** which will be released at the Admissions and Testing Center after 7 working days from the admission test date.

**Note:** Applicants requested for interview by the Board of Admissions shall be notified by the admission staff for the interview schedule. However, an invitation to be interviewed does not automatically guarantee acceptance.

**6. All qualified and accepted students** will be endorsed to the SBCA clinic for medical examination. Prepare the required medical documents before proceeding to the SBCA clinic for medical check-up: (1) *Immunization certificate and 2 doses of chickenpox (varicella) vaccine. Indicate the date vaccines when were given and*  
(2)

**For students ages 10 years old and above**

*: chest x-ray result and film taken from external reputable hospitals/Laboratories*

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Clinic hours are from 8:00AM to 4:30PM, weekdays and 8:00AM to 11:30, every Saturday.

7. If “fit to enroll”, proceed to the Admissions and Testing Center for the issuance of reservation guidelines and pre-enrollment procedures. Please prepare enrollment requirements as indicated in the enrollment guidelines issued by the Registrar’s Office.

Should you require further information, please call us at 236-7222; 236-7200, loc. 1080 or 2310 or at 809-7047 or send an email to [admissions@sanbeda-alabang.edu.ph](mailto:admissions@sanbeda-alabang.edu.ph)

*“That in all things God may be glorified”*