



REGISTRAR'S AND ADMISSIONS OFFICE CHECKLIST OF APPLICATION AND ENROLLMENT REQUIREMENTS PER LEVEL Academic Year 2019 – 2020

NAME of STUDENT-APPLICANT: _____

LEVEL APPLYING FOR: _____

To avoid delay in the processing of your application/enrollment, please be advised of the following:

1. Bring original documents for verification.
2. All documents required for submission must be arranged in the order as listed in the Checklist of Application and Enrollment
3. All submitted documents in compliance with the entrance examination requirements shall become property of De La Salle Zobel, and are not to be returned to the applicant.

REQUIREMENTS		Nursery	Kinder + GS			Junior HS		Senior HS	
A1	APPLICATION REQUIREMENTS for FILIPINO Students (A1)	Pre-K	K	G1	G2-G6	G7	G8-G10	G11	G12
1	Two (2) recent 2 x 2 photos	√	√	√	√	√	√	√	√
2	Original copy of Philippine Statistics Authority Birth Certificate (formerly <i>National Statistics Office</i>)	√	√	√	√	√	√	√	√
3	Photocopy of Report Cards with Learner Reference Number (LRN) from, at least, the last three school years (if applicable) up to the present level or Certified True Copy of the Student's Permanent Record (Form 137) marked "for evaluation purposes only"	x	√	√	√	√	√	√	√
4	Course Description of all subjects taken of all levels attended in high school (for <i>Grades 8 – 12 applicants only</i>)	x	x	x	x	x	√	√	√
5	Certified True Copy of Grade School Diploma with LRN (for <i>Grades 8 – 10 applicants only</i>)	x	x	x	x	x	√	x	x
6	Certified True Copy of Junior High School Certificate of Completion with LRN (for <i>Grade 12 applicants only</i>)	x	x	x	x	x	x	x	√
7	Recommendation Form (for <i>Kinder to high school applicants only</i>)	x	√	√	√	√	√	√	√
8	Certification of Good Moral Character (for <i>high school applicants only</i>)	x	x	x	x	√	√	√	√
9	Certification of Enrollment in the Learner Information System with LRN (for <i>underage Grade 1 applicants only</i>);	x	x	*	x	x	x	x	x
10	Photocopy of National Career Assessment Examination Result (for <i>Grades 11 & 12 applicants only</i>)	x	x	x	x	x	x	√	√
11	Photocopy of Philippine Passport information page (for <i>applicants transferring from a school overseas</i>)	*	*	*	*	*	*	*	*
12	Photocopy of Baptismal Certificate (for <i>Catholics only</i>)	*	*	*	*	*	*	*	*
13	AAVA Certificate (for <i>AAV residents only</i>)	*	*	*	*	*	*	*	*
14	Proof if parent is an alumnus/alumna of any De La Salle school	*	*	*	*	*	*	*	*
A2	ADDITIONAL REQUIREMENTS for FOREIGN Students (A2)	Pre-K	K	G1	G2-G6	G7	G8-G10	G11	G12
1	Photocopy of Birth Certificate from the Office of the Civil Registry of the respective country of birth, translated into English, or Embassy Certificate of birth details	√	√	√	√	√	√	√	√
2	Photocopy of Alien Certificate of Registration I – card issued by the Bureau of Immigration	√	√	√	√	√	√	√	√
3	Photocopy of Passport Information and current visa page	√	√	√	√	√	√	√	√
4	Photocopy of Identification Certificate as Filipino Citizen issued by the Bureau of Immigration (for <i>applicants with dual citizenship</i>)	*	*	*	*	*	*	*	*
5	Final Report Cards from Kinder up to the most recent level of schooling	x	√	√	√	√	√	√	√
A3	SPECIAL REQUIREMENTS for Grade 1 to Grade 12 applicants coming from a school overseas (A3)	Pre-K	K	G1	G2-G6	G7	G8-G10	G11	G12
1	Photocopy of Authentication Certificate (from the <i>Phil Embassy</i>)	x	x	*	*	*	*	*	*
2	Photocopy of Certificate of Evaluation (from <i>DepEd</i>)	x	x	*	*	*	*	*	*
E	ENROLLMENT REQUIREMENTS (E)	Pre-K	K	G1	G2-G6	G7	G8-G10	G11	G12
1	Original Final Report Card of the current level signed by the School Head/Registrar	x	√	√	√	√	√	√	√
2	Original Copies of the Authentication Certification and attachments and Certificate of Evaluation (if <i>student is transferring from a school overseas</i>)	x	x	*	*	*	*	*	*
3	Certified True Copy of the following, if applicable: a. Grade 1 transferee – Kindergarten Certificate of Completion with LRN b. Grade 7 transferee – Grade School Diploma with LRN c. Grade 11 transferee – Junior High School Certificate of Completion with LRN	x	x	√	x	√	x	√	x

LEGEND: √- required; X- not required/applicable; *- required only if applicable

TO THE REGISTRAR'S AND ADMISSIONS OFFICE:

I promise to bring the requirements indicated above on or before the testing day, _____. However, should I fail to submit ALL these requirements, I understand that my child's entrance examination result will not be released.

CONFORME:

Signature over Printed Name of Parent/Guardian

Date

Telephone and Mobile Numbers

E-mail Address