



Siena College Quezon City, Inc.

COLLEGE DEPARTMENT

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APPLICATION FORM

Academic Year 20__-20__

Please accomplish this form in a legal size paper and submit together with the other required documents at the Registrar's Office.

COLLEGE PROGRAMS :

- Bachelor of Arts in Mass Communication
- Bachelor of Science in Computer Science
- Bachelor of Science in Tourism
- Bachelor of Science in Hotel and Restaurant Management – Ladderized (PAASCU Accredited)
- Bachelor of Science in Business Administration (PAASCU Accredited)

Majors :

- ___ Financial Management
- ___ Marketing Management
- ___ Human Resource Development Management
- ___ Operations Management

- Bachelor of Secondary

Majors :

- ___ Religious Education
- ___ English
- ___ Mathematics
- ___ Biological Science

- Graduate Programs :

- ___ Master of Arts in Religious Education
- ___ Master of Arts in Pastoral Ministry

- Special Programs :

- ___ Teacher Certification

PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle Name: _____
 City Address: _____
 Provincial Address: _____
 Date of Birth: _____ Place of Birth: _____ Nationality: _____
 Religion: _____ Civil Status: _____ Gender: Male Female Age: _____
 Email Address: _____ Telephone Number: _____ Mobile Number: _____

SCHOLASTIC BACKGROUND

Preliminary Records:

Level	Name and Address of School	Year Graduated
Primary (Kinder- Grade 4)		
Intermediate(Grade 5-6)		
Junior High School (Grade 7-10)		
Senior High School (Grade 11-12)		

College Records:

Level	Name and Address of School	Year Graduated
First Year		
Second Year		
Third Year		
Fourth Year		

FAMILY DATA

Father	Mother
Father's Name: (Given, Middle, Surname & Extension Name) _____	Mother's Name: (Given, Middle, Surname & Extension Name) _____
Tel. & Mobile Number: _____	Tel. & Mobile Number: _____
Educational Attainment: _____	Educational Attainment: _____
Occupation: _____	Occupation: _____
Email address _____	Email address _____

If applicant living with Guardian:

Name of Guardian: _____ Relationship _____
 Tel. & Mobile Number: _____ City Address: _____
 Do you have siblings who are currently enrolled in Siena College Quezon City, Inc.? ___ Yes ___ No
 Name: _____ Grade _____

I hereby attest to the completeness and accuracy of all the information supplied in this form. I understand that withholding of information or giving false information will make me ineligible for admission, or may jeopardize my continued stay after admission has been granted.

 APPLICANT'S SIGNATURE ABOVE PRINTED NAME

 DATE

Application Requirements and Procedure for New Students:

1. Completely fill-out the Application Form.
2. Submit the following credentials together with the Application Form at the Registrar’s Office.
 - a. Clear photocopy of the following:
 - _____ -NSO Birth Certificate
 - _____ -Baptismal Certificate (If Roman Catholic)
 - _____ -Alien Certificate of Registration (ACR) for foreign applicants.
 - b. Proof of Candidacy for Completion.
 - _____ -Original copy of Form 138 (Report Card)
 - _____ - Transcript of Records (for transferees)
 - _____ - Honorable Dismissal / Transfer Credential (for transferees)
 - c. Certificate of Good Moral Character
 - d. Three (3) pcs. Latest Pictures, 1”x 1” (colored-white background)
 - e. Photocopy of NCAE result (If Applicable).

Assessed & Received by:

Checked & Received by:

Registrar’s Office
Signature over Printed Name

Guidance & Testing Center
Signature over Printed Name

3. Pay the non-refundable admission fee of Three Hundred and Fifty Pesos (Php350.00) at the Accounting Office.

_____ Date

_____ Receipt No.

_____ Teller

4. a. Proceed to the Guidance & Testing Center for the schedule of examination & interview. Take the Entrance Test as scheduled. Entrance Test Results will be released at the Guidance and Testing Center considering all the requirements submitted.

_____ Test Schedule

_____ Guidance Staff

b. No Entrance Examination for Siena Alumni, proceed to Step # 5.

5. Proceed to the Guidance & Testing Center :

This is to certify that the applicant has filled in all the necessary information of the Cumulative Record Folder.

_____ Guidance Staff

6. Proceed to Clinic for Physical Examination before the Interview.

_____ Date

_____ Attending Physician

7. Submit the Physical Exam results at the Guidance Center and present the records to the Coordinator for the interview.

On the basis of the result of the interview, the applicant is qualified to enroll for the Academic Year_____.

_____ Date

_____ Admission Committee

8. Go back to the Guidance & Testing Center before bringing all the documents at the Registrar’s Office for Enrollment.

Remarks: _____

_____ Guidance Staff

_____ Registrar’s Staff

Welcome to Siena College Quezon City, Inc.!

Admissions:

Truck line: 415-12-80/ 414-1155 to 59
www.scqc.edu.ph

Loc. Number: 103 Registrar * 207 Principal’s Office
112 Guidance