



Siena College Quezon City, Inc

INTEGRATED BASIC EDUCATION

APPLICATION FORM

(New Students)

Academic Year 20__-20__

Attach
recent 1x1
Photo

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

Applying for Grade level: _____

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

Junior High School:

Name of School	Address	From Grade	To Grade	School Year

Grade School:

Name of School	Address	From Grade	To Grade	School Year

FAMILY DATA

Father	Mother
Father's Name: (Full Name) _____	Mother's Name: (Full 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.
 - _____ -Current report card which includes, at least the grades in the 2nd and 3rd grading period with an average of 80% or higher, a deportment grade not lower than 80% or its equivalent. If grades are not yet available, applicants may submit Certificate of Enrollment.
 - c. Certificate of Good Moral Character (For Grades 3-10)
 - d. Three (3) pcs. Latest Pictures, 1"x 1" (colored-white background)
 - e. School Recognition from DepEd (For Grades 1 applicants only)

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. Proceed to the Guidance & Testing Center for examination & interview.
Entrance Test Results will be released at the Guidance and Testing Center considering all the requirements submitted.
 - 4.a For Nursery applicants, fill up the Cumulative Record Folder.
 - 4. b For Grade 6 graduates of Siena College Quezon City, Inc. ,(No examination and interview) , and proceed to Step Number 6.

_____ Test Schedule

_____ Guidance Staff

- 5. Proceed to the Integrated Basic Education Department – Area Team Leaders Office for the interview with parent/ guardian on _____.

_____ Date of Enrollment

_____ Admission Committee
Signature over Printed Name

- 6. Proceed to the Registrar's Office and accomplish the registration form legibly.
(Bring all the documents at the Registrar's Office for Enrollment.)

Admissions:

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

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



CUT HERE

Placement Card
Academic Year 20__-20__

Grade & Section _____

Name _____
 _____ (Surname) _____ (First Name) _____ (M.I.)

Address _____ Brgy _____

Tel/CP # _____ Date of Birth _____ Place of birth _____

Father's Name _____ Mother's Name _____

Occupation _____ Occupation _____

Guardian's Name _____ Relationship _____

Note: Please bring and submit this card to your Teacher- Adviser Date of Registration _____
as admission pass on the first day of school . _____