



DE LA SALLE-COLLEGE OF SAINT BENILDE

Admission Online Application Frequently Asked Question “FAQ”

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Document History

Name	Remarks	Date
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USERS: Applicant

1. Which website do I start with?

To access Admission Online Application, you have to open a web browser with this URL:
<http://www.benilde.edu.ph/apply>.

2. Is there a required browser to access this website?

No.

3. What do users need to be able to access the website online?

To access website online, users should have a valid email address to create an account.

4. I forgot my password. What do I do?

You may reset your password through the Admission Online Application login page.

5. Can I access this online system at home or outside CSB using other internet service provider (ISP)?

Yes.

6. When can I access Admission Online Application?

Please visit the login page and open the Online Application General Information under FAQ.

7. I tried to apply, but an error occurred? What do I do?

You may contact Admissions Center: admissions@benilde.edu.ph or contact (+63) 230-5100 local 1801 to 1803

8. I need assistance, whom can I contact?

You may contact Admissions Center: admissions@benilde.edu.ph or contact (+63) 230-5100 local 1801 to 1803

9. What is the size of the bond paper I need to use for the application form?

Letter size: 8.5in x 11in

10. I already clicked the Submit & Print button, can I still edit my application form?

You can no longer edit your application; changes will be made at the Admission Center upon submission of the hard copy.

11. I already selected a picture but it does not appear on the screen.

Click Save button, once clicked the picture should appear.

12. What if the attached picture still does not appear on the screen after clicking Save button?

Be sure that the file type of the 2x2 ID picture is **.jpeg**, if not, select a picture that complies the file type then click "Save" button. Once the Save button is clicked the picture should appear.



13. I am currently encoding my data in the application form when suddenly there is a power failure, is my work automatically saved?

It is highly recommended to click "Save" button occasionally so that the encoded data will be save. You may just continue your work when the power goes back.

14. Can foreign students apply with the online application?

Non-Filipino student applicants are welcome to use the web-based online application. Be sure to read and complete the requirements.

15. Can I ask somebody to apply for me?

Yes, you may ask somebody to apply on your behalf as long as you validate the data entries in the application form before printing it and signing it.

16. How do I print my application form?

After clicking the Submit and Print button, a confirmation message will appear. Simply click the OK button to proceed then click "Print Application Form" button located in the uppermost portion of the screen.

17. Can I still submit the printed application form and requirements on the last day of application period but beyond the cut-off time?

Sorry, but you may want to wait for possible extension or apply again on the next application period. Please regularly visit the Benilde's website to check for announcements.

18. What will happen to my online application if I am not able to submit the printed form and requirements before the application period closes?

For those who applied but did not proceed with the enrollment and for those who did not qualify, your personal information will be retained by the college for one school year. After which, all records will be permanently disposed of.

19. Can I submit my application form with incomplete requirements?

No, you must submit all the application requirements during the set application period to the Admissions Center.

20. How would I know the status of my application to Benilde?

Please visit www.benilde.edu.ph or you may contact Admissions Center: admissions@benilde.edu.ph or contact (+63) 230-5100 local 1801 to 1803