

DE LA SALLE-COLLEGE OF SAINT BENILDE

Center for Admissions

Application Information and Procedure for 2nd Term AY 2020-2021 Intake
(First Year College, International Student, Transferee,
Working Student and Second Degree Applicants)

The Center for Admissions is temporarily collecting scanned copies of documents for application due to the COVID-19 pandemic and government protocols on health and safety. Submission of hardcopy of the documents can be done via courier or by placing it at the dropbox located at the main entrance of the DLS-CSB Taft Campus. As of this time, we do not encourage the physical presence of applicants inside the school premises.

Who can apply as an incoming First Year College Applicant including International Applicant?

- Grade 12 Senior High School student and graduate are eligible to proceed to college who have not enrolled in tertiary education in the Philippines or abroad.
- Filipino student who passed the Philippine Educational Placement Test (PEPT) and/or Bureau Alternative Learning System (BALS or ALS) Test.
- Non-Filipino and dual citizen first year college applicants including:
 - International student who graduated in Philippine high schools
 - Permanent resident with Alien Certificate of Registration
 - Dual citizen who declares Filipino citizenship

Who can apply as Transferee, International Transferee Student, Working Student and Second Degree?

- Transferee include Filipino students who wish to transfer to DLS-CSB after enrolling in other colleges or universities.
- Second Degree are college graduate who wish to pursue another bachelor's degree at DLS-CSB.
- Working Student refer to those who are at least 19 years old and are engaged in part-time or full-time work in a company or family business. Applicants may apply for the night program under the Career Development Program (CDP).
- Non-Filipino and dual citizen transferee and second degree applicants including:
 - International student who studied colleges or universities in the Philippines
 - Permanent resident with Alien Certificate of Registration
 - Dual citizen who declares Filipino citizenship

Non-Filipino Applicants

- At the time of application, the applicant must have a valid passport with corresponding tourist visa.
- DLS-CSB will provide assistance in the processing of student visas to those who are accepted into Benilde.
- Documents submitted to the Center for Admissions from outside of the Philippines must be authenticated or apostille stamp by the Philippine Foreign Service Post. Documents in non-English language must have a corresponding English translation.
- Accepted Non-Filipino students are required to pay International Student Fee and Bond during the first enrollment in DLS-CSB. The amount is equivalent to one term in DLS-CSB.

The Benilde Entrance Exam (BEE) is now waived. In compliance with the government protocols on health and safety of the applicants, there will be no more entrance exam. As an alternative to the BEE, the Center for Admissions will assess the submission of complete admission requirements and review of previous grades/transcript of records. Incomplete submission of requirements will not be processed. An applicant may also be subjected to online interview when necessary.

Release of Application Results Online: **November 6 and December 4, 2020.**

Classes for the 2nd Trimester AY 2020-2021 is in **January 2021.**

APPLICATION REQUIREMENTS

Requirements for First Year College and International Applicants:

- A. Accomplished Application Form Online, please click <https://apps1.benilde.edu.ph/apply>
- B. Applicant's Consent Verification and Authorization, please click to register <http://bit.ly/b-app-consent>
- C. Philippine Statistics Authority (PSA) Birth Certificate;
- D. Benilde Recommendation Form from the Counselor/Adviser, please click <http://bit.ly/b-reco-counselor> and Principal/Discipline Head, please click <http://bit.ly/b-reco-principal> or Certificate of Good Moral Character;
- E. Benilde Secondary Scholastic Record Form, please click <http://bit.ly/b-stud-scholastic> and grade 11 senior high school report card certified by the school registrar;
- F. Grade 12 senior high school report card (applies to high school graduates ONLY);
- G. Certification with the school seal from the Registrar that the F-137 was not forwarded to any school here or abroad. (applies to high school graduates ONLY);
- H. Written letter duly signed by parent/s and applicant stating that should it later come to DLS-CSB's attention that the applicant has previously enrolled in a tertiary institution, the applicant if accepted and enrolled at DLS-CSB at this time will be dismissed (applies to high school graduates ONLY);
- I. High School Transcript of Records (TOR) officially translated in English and duly authenticated or apostille stamp by the Philippine Foreign Service Post (PFSP) of the school's country of origin. (applies to non-Filipino and Filipino applicants who graduated or studied in schools overseas.);
- J. Passport & Birth Certificate/Family Register (applies to non-Filipino applicants);
- K. Proof of admission payment (Bank deposit slip). Be sure to include the name of the applicant for proper identification.

Requirements for Transferee, International Transferee Student, Working Student and Second Degree Applicants:

- A. Accomplished Pre-Application Questionnaire Form, please click <https://apps1.benilde.edu.ph/Apply/docs/Transferee%20PreApplication%20Questionnaire%20Form.pdf>;
- B. Accomplished Application Form Online, please click <https://apps1.benilde.edu.ph/apply>
- C. Unofficial Transcript of Records;
- D. Philippine Statistics Authority (PSA) Birth Certificate;
- E. Certificate of Good Moral Character;
- F. Application letter stating the reason(s) for taking a second degree program (applies to Second Degree Applicants ONLY);
- G. Photocopy of certificate of employment (applies to Working Students ONLY);
- H. Transcript of Records (TOR) officially translated in English and duly authenticated or apostille stamp by the Philippine Foreign Service Post (PFSP) of the school's country of origin. (applies to non-Filipino and Filipino applicants who studied in schools overseas.);
- I. Transfer Credential or Honorable Dismissal (required ONLY for confirmation of accepted applicants);
- J. Passport & Certificate/Family Register (applies to non-Filipino applicants);
- K. Proof of admission payment (bank deposit slip). Be sure to include the name of the applicant for proper identification.

APPLICATION PROCEDURES

STEP 1: Go to the [Benilde Admissions Application Page \(http://apps1.benilde.edu.ph/Apply/\)](http://apps1.benilde.edu.ph/Apply/) to create an account and accomplish the online application form.

STEP 2: Pay the admission processing fee online: **PhP600.00 (for Filipino citizen)** and **PhP2,500.00 (for Non-Filipino citizen)**.

You can pay the admission processing fee in any branch of the following banks:

1. Account Number: **00458-024-3334**
Account Name: **De La Salle-College of Saint Benilde**
Name and branch: **BDO - Vito Cruz**
Payment reference: **2020AppFee**
2. Account Number: **120196868-1**
Account Name: **De La Salle-College of Saint Benilde**
Name and branch: **UCPB - Vito Cruz**
3. Account number: **045030001808**
Account Name: **De La Salle-College of Saint Benilde**
Name and branch: **Unionbank - Taft Avenue**

Aside from the over the counter (OTP) bank payments, below is the additional payment facility:
GCASH MOBILE APP BANK TRANSFER

Online Bank Transfers via **GCASH Mobile** Application, details as follows:

Bank Partner: **BDO**
Account Name: **COLLEGE OF SAINT BENILDE INC**
Account Number: **0045-8024-3334**

Take a clear photo of the transaction slip and send it through email with the following information:

- Date
- Amount
- Account number of DLS-CSB
- Student name

STEP 3: Scan the accomplished Online Application Form with signature, PSA birth certificate, validated passport for foreign applicants ONLY, proof of payment, and other requirements applicable and send via email **undergraduate.application@benilde.edu.ph** with a subject heading “**Application Requirements Submission**”. Avoid sending multiple emails, just send 1 email containing all of the requirements.

STEP 4: You will be notified of your application status result via email or website on or before **December 4, 2020**.

IMPORTANT REMINDERS

1. Transact directly with DLS-CSB Center for Admissions regarding application and admission matters.
2. The DLS-CSB Center for Admissions is open from **Mondays to Fridays, 8:00AM to 12:00NN** and **1:00PM to 5:00PM**. We are closed on weekends and during holidays, and in case when the National or Local Government declares no classes in Manila. Email **visitadmissions@benilde.edu.ph** to secure an appointment before proceeding to Benilde.
3. Crediting of subjects for transferees and second degree applicants, if applicable, will be determined prior to enrollment of accepted applicants subject to the crediting policy of the college. DLS-CSB follows the new General Education subjects required by CHED as a requirement for all of our degree programs for all new students including transferee and 2nd Degree applicants. In most cases, only P.E. and NSTP may be credited.
4. By accomplishing the online application and submitting to the Center for Admissions, the applicant adheres to the commitment of DLS-CSB to protect the privacy of the personal information of applicants as required by the Data Privacy Act of 2012.
5. The paid admission processing fee is non-refundable.
6. Submission of incomplete requirements will not be processed.
7. Application beyond the deadline will not be considered.
8. Falsification, misrepresentation, or withholding of information will automatically nullify application and enrollment in DLS-CSB.
9. No scholarship grants offered for the second term. For scholarship inquiries, email **scholarships@benilde.edu.ph**

APPLICATION TIMELINE

For First Year College Applicants

Application Period	October 1 to October 30, 2020 (Batch 1)
	November 3 to November 28, 2020 (Batch 2)
Testing Date	The Benildean Entrance Exam (BEE) is waived. The College will employ other alternative assessment procedures such as document review and/or interviews if needed.
Release of Results (online)	November 6, 2020 (Batch 1)
	December 4, 2020 (Batch 2)
Start of Classes	January 2021

For Transferees and Second Degree Applicants

Application Period	October 1 to October 30, 2020 (Batch 1)
	November 3 to November 28, 2020 (Batch 2)
Testing Date	The Benildean Entrance Exam (BEE) is waived. The College will employ other alternative assessment procedures such as document review and/or interviews if needed.
Release of Results (online)	November 6, 2020 (Batch 1)
	December 4, 2020 (Batch 2)
Start of Classes	January 2021

For Transferee / First-Year International Applicants

Application Period	October 1 to October 30, 2020 (Batch 1)
	November 3 to November 28, 2020 (Batch 2)
Testing Date	The Benildean Entrance Exam (BEE) is waived. The College will employ other alternative assessment procedures such as document review and/or interviews if needed.
Release of Results (online)	November 6, 2020 (Batch 1)
	December 4, 2020 (Batch 2)
Start of Classes	January 2021

Center for Admissions

Application Information and Procedure for 2nd Term AY 2020-2021 Intake Graduate Program

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STEP 1: Complete the Application Forms

Download, complete and submit the following application forms and requirements. See our [Programs page](#) for more information about the Graduate Programs.

- [Benilde Admissions Application Form \(hyperlink\)](#)
- Original copy of Transcript of Records for Evaluation or Further Studies purposes (for applicants who completed degrees in the Philippines) or officially translated in English and duly authenticated or apostille stamp by the Philippine Foreign Service Post of the school's country of origin.
- Two (2) [Benilde Graduate Recommendation Forms \(hyperlink\)](#)
- Three (3) copies of recent identical 2x2 pictures
- Certificate of Good Moral Character from previous school or current employer (Valid at least 6 months from date of issuance)
- Transfer Credential/Honorable Dismissal (for applicants who completed degrees in the Philippines) or Certificate of Graduation (for applicants who completed degrees abroad, indicate degree title and date of graduation)
- Original copy of the National Statistics Office birth certificate Passport & Birth Certificate/Family Register (For international applicants)
- Updated Curriculum Vitae

STEP 2: Submit Application Forms

Visit the Benilde Center for Admissions to submit your requirements. A representative may do this step for you. Email visitadmissions@benilde.edu.ph to secure an appointment before proceeding to Benilde.

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STEP 3: Pay admission processing

Pay the admission processing fee online: **PhP600.00 (for Filipino citizen)** and **PhP2,500.00 (for Non-Filipino citizen)**.

You can pay the admission processing fee in any branch of the following banks:

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Bank Partner: **BDO**
Account Name: **COLLEGE OF SAINT BENILDE INC**
Account Number: **0045-8024-3334**

Take a clear photo of the transaction slip and send it through email with the following information:

- Date
- Amount
- Account number of DLS-CSB
- Student name

Send via email graduate.application@benilde.edu.ph with a subject heading “**Graduate Program Application Requirements Submission**”.

STEP 4: Complete Application Interview

The program chairperson shall contact you on your application interview.

STEP 5: View Application Results

Results will be released on or before **December 4, 2020** through email.

IMPORTANT REMINDERS

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2. The DLS-CSB Center for Admissions is open from **Mondays to Fridays, 8:00AM to 12:00NN and 1:00PM to 5:00PM**. We are closed on weekends and during holidays, and in case when the National or Local Government declares no classes in Manila. Email visitadmissions@benilde.edu.ph to secure an appointment before proceeding to Benilde.
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