

DE LA SALLE-COLLEGE OF SAINT BENILDE

Center for Admissions

Application Information and Procedure for 1st Term AY 2021-2022 Intake
(First Year College, International Student, Deaf, and Blessed Arnould Study
Assistance Program [BASAP] 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. Once admitted to the applied program, the submission of the original documents (hardcopy) 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 including BASAP, DEAF and 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 BASAP and Deaf Applicant?

- Transferee student who wish to transfer to DLS-CSB after enrolling in other colleges or universities.
- 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. (applies to BASAP applicants only)

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 stamped 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.

Deadline of Online Application: **June 15, 2021**

Release of Application Results Online: **July 15, 2021**

Classes for the 1st Trimester AY 2021-2022 is on **September 6, 2021**

APPLICATION REQUIREMENTS

Requirements for First Year College, International, Deaf, and BASAP 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>. The recommendation links should be forwarded to the raters to accomplish the form. In the absence of the recommendation forms, submit a 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; Forward the link to the School Registrar to accomplish the form.
- F. Grade 12 senior high school report card (applies to high school graduates ONLY);
- G. Certification with the school seal from the registrar stating that the F-137 was not forwarded to any school here or abroad. (applies to high school graduates ONLY);
- H. Written explanation of what you did after graduation up to the present duly signed by the applicant and parent;
- I. High School Transcript of Records (TOR) officially translated in English and duly authenticated or apostille stamped 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. Photocopy of Certificate of Employment with compensation (applies to BASAP applicants ONLY);
- L. Proof of admission payment (bank deposit slip). Be sure to include the name of the applicant for proper identification.

Requirements for Transferee BASAP and Deaf 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. Unofficial Transcript of Records;
- D. Philippine Statistics Authority (PSA) Birth Certificate;
- E. Certificate of Good Moral Character;
- F. Photocopy of certificate of employment with compensation (applies to BASAP applicants ONLY);
- G. Transfer Credential or Honorable Dismissal (required ONLY for confirmation of accepted applicants);
- H. 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)**. For Deaf and BASAP applicants **Php200.00**

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: **2021AppFee**
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

results will be on

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 to **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 **July 15, 2021**. For **BASAP**, results will be on **June 30, 2021**. For **Deaf**, results will be on **July 16, 2021**.

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. For scholarship inquiries, email **scholarships@benilde.edu.ph**

APPLICATION TIMELINE

For First Year College and International Applicants

Application Period	October 15 to January 15, 2021 (Batch 1) January 18 to March 31, 2021 (Batch 2) April 5 to June 15, 2021 (Batch 3)
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)	March 31, 2021 (Batch 1) April 15, 2021 (Batch 2) July 15, 2021 (Batch 3)
Start of Classes	September 6, 2021

For Deaf (payee ONLY) and BASAP Applicants

Application Period	October 15 to January 15, 2021 (Batch 1) January 18 to March 31, 2021 (Batch 2) April 5 to June 15, 2021 (Batch 3)
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)	BASAP: June 30, 2021 DEAF : July 16, 2021
Start of Classes	September 6, 2021