

DE LA SALLE-COLLEGE OF SAINT BENILDE

First Year College, International Applicants, Transferees,
Second Degree, Working Students, Graduate Programs
For 2nd Trimester AY 2020-2021 Intake

Degree Program Confirmation Guidelines

Center for Admissions is temporarily collecting scanned copies of documents for confirmation 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 entrance of the DLS-CSB Center for Admissions. As of this time, we do not encourage the physical presence of applicants inside the school premises.

Who can proceed with the Confirmation?

Only the **accepted and conditionally accepted** applicants may proceed with the confirmation process.

What is CONFIRMATION? Is it the same as ENROLLMENT?

Confirmation is the process of securing a slot into the program. It involves submission of documents and payment of the non-refundable reservation fee of **PhP 5,000.00** that is credited to the tuition later on. After the confirmation, the applicant can proceed with the enrolment. No Confirmation, No Enrollment.

STEP 1. Pay the confirmation fee online and scan the requirements.

- You may confirm your slot by sending through email **admissions@benilde.edu.ph** with a subject heading “**Confirmation Requirements Submission**” of the following requirements on or before **December 18, 2020**. Reservation of slots is on a **first-come first-served basis**. Non-submission of the requirements listed below may mean forfeiture of your slot. The confirmation fee of **PhP 5,000.00** is non-refundable.

1. **Duly Signed Statement of Responsibilities** (downloadable)
2. **Notarized Non-Fraternity Contract Form** (downloadable)
3. **Photocopy of Quantitative Hepatitis Titer Results** (anti-HBs, HBsAg, anti-HAV IgG, anti-HAV IgM) – this test applies only to BS-HRIM and BS-IHM applicants
4. **Proof of the confirmation payment** (bank deposit or payment slip)

- Upon receipt of your documents and payment slip, we will send via email the details of the online enrollment and pre-enrollment requirements.

- Note:
- For numbers 2 and 3, submission of these documents is a **MUST** prior to enrollment.
 - Please be reminded that Quantitative Hepatitis Titer is a requirement in order to be accepted to the program. In case you cannot progress based on the results, we will give you the additional guidelines for the change of program.
 - You can submit via courier the hardcopy of the documents to

De La Salle-College of Saint Benilde
Center for Admissions
2544 Taft Avenue Malate, Manila 1004

You can pay the confirmation fee of **PhP5,000.00** online through the following:

1. Account Number : **00458-024-3334**
Account Name : **De La Salle-College of Saint Benilde**
Name and branch : **BDO - Vito Cruz**
Payment Reference : **2020Confirmation**
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**

BDO ONLINE BANKING

BDO account holders can pay via Internet banking using the **BDO Mobile App** (downloadable at **App Store** and **Play Store**) or thru Web Browser link <https://online.bdo.com.ph/sso/login>. Details as follows

Destination Account Name : **COLLEGE OF SAINT BENILDE INC**
Destination Account Number : **004580243334**
Reference : **2020ConfmFee / (indicate Student Name)**

METROBANK ONLINE BILLS PAYMENT

Metrobank account holders can pay via Internet banking using the **Metrobank Mobile App** which is downloadable at **App Store** and **Play Store**. Details as follows:

Bill Name : **COLLEGE OF SAINT BENILDE**
Subscriber Number : **2020ConfirmationFee**
Bill Reference Number : **Student Name (Last Name, First Name, Middle Initial)**

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**

STEP 2. Check your email for the pre-enrollment requirements after five working days upon submission of the confirmation requirements.

STEP 3. Scan your pre-enrollment requirements and send via email not later than December 22, 2020.

1. For First Year College & International Applicants

- Grade 12 Senior High School Report Card/s (1st & 2nd Semesters / 1st to 3rd Trimesters) indicating that you are eligible for College admission and duly signed by the principal or school head.
- 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 international applicants and Filipinos who graduated or studied in schools overseas).

2. For Transferee, Second Degree, Working Students, International Applicants & Masters

- Honorable Dismissal or Transfer Credential
- 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 international applicants and Filipinos who studied in schools overseas).

3. Philippine Statistics Authority (PSA) Birth Certificate

4. Duly Signed Data Privacy Form (School Copy)

Note: *All international applicants will be notified via email of the additional documents required for the enrollment.*

STEP 4. You will receive a separate email on how to proceed in completing your enrollment. Your online enrollment will be from January 5 to 8, 2021.