

St. Scholastica's College Manila

Admissions Procedure during the Enhanced Community Quarantine (ECQ) Period

The St. Scholastica's College Manila **Entrance Examinations will be waived for School Year 2020-2021 applicants during the ECQ Period.** Those with **SAT (for College Applicants) or valid school-administered achievement test results (for Basic Education Applicants)** are encouraged to submit them as an additional source of relevant information for admissions evaluation.

All applicants who will be registering within the ECQ period are welcome to avail of this expedited process, the details of which are found below:

Application for New Students -- Grade 1 to 11 and First Year College

STEP 1: Submit a scanned copy of your recent report card, PSA Birth Certificate, and SAT* results (only if available) via email to sscadmit@ssc.edu.ph. Kindly indicate in the subject line of your email the following – APPLICATION for (Grade/Degree/Level): LAST NAME, First Name (e.g. APPLICATION for College/BS Accountancy/1st Year: DELA CRUZ, Juanita).

***When opting to submit the SAT, make sure that the test results have been taken within six months to one year before your date of application. If SAT results are not available, results of an achievement test administered by your school within the last six months may also be used, provided that they are accompanied by an official certification from your school.**

Although optional, submission of the above-mentioned exam results will provide an additional source of relevant information for admissions evaluation.

Applicants for the Fine Arts and Interior Design Program must also submit a sample work together with the above mentioned documents.

The guidelines for this sample work are as follows:

Fine Arts and Interior Design Talent Test Instructions

FINE ARTS

Objective:

To assess the student applicant's potential to pursue a degree in arts and design by exhibiting the ability to compose, a keen eye for detail, and skills in illustrating the required scenario.

Instructions:

Get three objects from your kitchen.

Arrange these objects as one composition.
Draw this still life composition on a clean sheet of paper using any dry material (pencil, pen, colored pencil, oil pastel, etc.).

INTERIOR DESIGN

Objective:

To assess the student applicant's potential to pursue a degree in arts and design by exhibiting problem solving skills and the ability to illustrate a design concept

Instructions:

Observe your living room design.

Using a clean sheet of paper and any dry material (pencil, colored pencil, oil pastel, etc.), draw a perspective of your living room but replace one chair/sofa with your own design that fits your living room design.

STEP 2: After submission of the documents, kindly wait for a confirmation of your eligibility to apply for the level/program you are seeking admission to. This will be sent by the SSC Manila Admissions Office together with the instructions for online registration.

STEP 3: Once you have been given confirmation of your eligibility to apply, you will be instructed to register online through www.ssc.edu.ph. Complete the process until *payment of fees*. With the waiving of the entrance exams, instead of paying the full amount of Php 500.00, you only need to pay the registration fee of Php 200.00.

Payment may be done online through BDO Online Banking facility using the following details:

Account Name: ST. SCHOLASTICA'S COLLEGE
Account Number: 004580000210
Branch: BDO Taft Vito Cruz Branch

STEP 4: Email a clear copy of the proof of successful online payment or deposit slip to sscadmit@ssc.edu.ph. Kindly indicate in the subject line of your email the following – PROOF OF PAYMENT FOR ADMISSIONS APPLICATION: LAST NAME, First Name, Grade/Level/Program (e.g. PROOF OF PAYMENT FOR ADMISSIONS APPLICATION: DELA CRUZ, Juanita/1ST Year College/BS Accountancy).

In the body of the email, kindly provide the reference number of the online payment transaction indicated in your proof of payment. Also, make sure that the image submitted clearly displays the said reference number for the transaction.

STEP 5: Once payment has been confirmed, a link will be sent to your registered email (the one used during the initial online registration) so you can proceed to completing the application process. When you reach *selection of exam schedule*, kindly choose **June 24 as your default exam date***. After this online step, you will be given notice that your application has been successfully submitted.

STEP 6: Once your application has been approved, a Letter of Acceptance** will be sent to you via email. Together with this letter are detailed instructions on payment of the confirmation fee and a list of requirements for submission before the clearance for enrolment is given.

**Kindly take note that full Admission to the grade/course/level will be given after the submission and evaluation of your other requirements. SSC Manila reserves the right to refuse admission based on the standards set by the School.

Application for New Students – Pre Kinder and Kinder

STEP 1: Submit a scanned copy of your child's PSA Birth Certificate and academic records (*for Kinder applicants*) via email to sscadmit@ssc.edu.ph. Kindly indicate in the subject line of your email the following – APPLICATION for (Pre-School Level): LAST NAME, First Name (e.g. APPLICATION for Pre-Kinder: DELA CRUZ, Jenna).

STEP 2: After submission of the documents, kindly wait for a confirmation of your eligibility to apply for the Preschool level your child is seeking admission to. This will be sent by the SSC Manila Admissions Office together with the instructions for online registration.

STEP 3: Once you have been given confirmation of your child's eligibility to apply, you will be instructed to register online through www.ssc.edu.ph. Complete the process until *payment of fees*. Instead of paying the full amount of Php 500.00, you only need to pay the reservation fee of Php 200.00.

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Account Number: 004580000210
Branch: BDO Taft Vito Cruz Branch

STEP 4: Email a clear copy of the proof of successful online payment or deposit slip to sscadmit@ssc.edu.ph. Kindly indicate in the subject line of your email the following – PROOF OF PAYMENT FOR ADMISSIONS APPLICATION: LAST NAME, First Name, Grade/Level/Program (e.g. PROOF OF PAYMENT FOR ADMISSIONS APPLICATION: DELA CRUZ, Juanita/1ST Year College/BS Accountancy).

In the body of the email, kindly provide the reference number of the online payment transaction indicated in your proof of payment. Also, make sure that the image submitted clearly displays the said reference number for the transaction.

STEP 5: Upon receipt of the proof of payment, **your child's application will be evaluated by the Grade School Admissions Committee.**

STEP 6: Once your application has been approved, a Letter of Acceptance* will be sent to you via email. Together with this letter are detailed instructions on payment of the confirmation fee and a list of requirements for submission before the clearance for enrolment is given.

*Kindly take note that full Admission to the grade/course/level will be given after the submission and evaluation of the other requirements. SSC Manila reserves the right to refuse admission based on the standards set by the School.

Application for New Students -- Music Performance Track (Senior High School) and School of Music (College)

STEP 1: Submit an audition video (mp4 format) to sscadmit@ssc.edu.ph together with a letter of intent to apply indicating the music program/degree you are applying for.

For your audition repertoire, please prepare 1 piece for each of the following (for a total of 3 audition pieces):

1. Classical (any genre)
2. Filipino/OPM
3. Pop/Broadway

Your audition pieces must highlight your current skill related to the program you are auditioning for (e.g. if applying for Piano, performance of a piano piece, etc.).

Be sure to write in the subject line of your email the following – AUDITION PIECES for (Music Degree Program Applying for): LAST NAME, First Name, Year Level (e.g. AUDITION PIECES for BM in Music Performance – Piano Performance: DELA CRUZ, Juanita, First Year).

Aside from the audition video, you also need to submit other initial requirements, namely: a scanned copy of your SAT* or achievement test results* (only if available), your recent grades, and PSA Birth Certificate.

*When opting to submit the SAT, make sure that the test results **have been taken within six months to one year before your date of application**. If SAT results are not available, results of an **achievement test administered by your school within the last six months may also be used, provided that they are accompanied by an official certification from your school**.

Although optional, submission of the above-mentioned exam results will provide an additional source of relevant information for admissions evaluation.

STEP 2: After submission of the audition video, letter of intent to apply, and other initial documents, kindly wait for the confirmation of the status of your audition results.

STEP 3: Upon confirmation of your successful audition results, you will be instructed to register online through www.ssc.edu.ph. Complete the process until *payment of fees*. With the *waiving of the entrance exams*, instead of paying the full amount of Php500.00, you only need to pay the registration fee of Php 200.00.

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Account Number: 004580000210
Branch: BDO Taft Vito Cruz Branch

STEP 4: Email a clear copy of the proof of successful online payment or deposit slip to sscadmit@ssc.edu.ph. Kindly indicate in the subject line of your email the following – PROOF OF PAYMENT FOR ADMISSIONSAPPLICATION: LAST NAME, First Name, Grade/Level/Program (e.g. PROOF OF PAYMENT FOR ADMISSIONS APPLICATION: DELA CRUZ, Juanita/1ST Year College/ BM in Music Performance – Piano Performance).

In the body of the email, kindly provide the reference number of the online payment transaction indicated in your proof of payment. Also, make sure that the image submitted clearly displays the said reference number for the transaction.

STEP 5: Once payment has been confirmed, a link will be sent to your registered email (the one used during the initial online registration) so you can proceed to completing the application process. When you reach *selection of exam schedule*, **kindly choose June 24 as your default exam date.** After this online step, you will receive a notice that your application has been successfully submitted.

STEP 6: Once your application has been approved, a Letter of Acceptance** will be sent to you via email. Together with this letter are detailed instructions on payment of confirmation fee and a list of requirements for submission before the clearance for enrolment is given.

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Application for College Transferees

STEP 1: Submit a scanned copy of the following documents to sscadmit@ssc.edu.ph:

- a. Transcript of Records
- b. Course Description
- c. Honorable Dismissal

Kindly indicate in the subject line of your email the following – APPLICATION AS COLLEGE TRANSFEREE (Degree Program/Level): LAST NAME, First Name (e.g. APPLICATION AS COLLEGE TRANSFEREE BS Psychology/2nd Year: DELA CRUZ, Juanita).

STEP 2: After submission of the initial requirements, kindly wait for the confirmation of the status of your application and advice on the number of credited units (if any).

STEP 3: Once you have been given confirmation of your eligibility to apply, you will be instructed to register online through www.ssc.edu.ph. Complete the process until *payment of fees*. Instead of paying the full amount of Php 500.00, you only need to pay the registration fee of Php 200.00.

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STEP 4: Email a clear copy of the proof of successful online payment or deposit slip to sscadmit@ssc.edu.ph. Kindly indicate in the subject line of your email the following – PROOF OF PAYMENT FOR ADMISSIONS APPLICATION: LAST NAME, First Name, Grade/Level/Program (e.g. PROOF OF PAYMENT FOR ADMISSIONS APPLICATION: DELA CRUZ, Juanita/2nd Year College/BS Accountancy).

In the body of the email, kindly provide the reference number of the online payment transaction indicated in your proof of payment. Also, make sure that the image submitted clearly displays the said reference number for the transaction.

STEP 5: Once payment has been confirmed, a link will be sent to your registered email (the one used during the initial online registration) so you can proceed to completing the application process. When you reach *selection of exam schedule*, **kindly choose June 24 as your default exam date**. After this online step, you will receive a notice that your application has been successfully submitted

STEP 6: Once your application has been approved, a Letter of Acceptance** will be sent to you via email. Together with this letter are detailed instructions on payment of confirmation fee and a list of requirements for submission before clearance for enrolment is given.

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Application for Graduate School

STEP 1: Submit a scanned copy of the following documents to sscadmit@ssc.edu.ph

1. Letter of Intent to Apply to your chosen degree program
2. Transcript of Records
3. Curriculum Vitae

Kindly indicate in the subject line of your email the following – APPLICATION for GRADUATE SCHOOL-(Degree Program): LAST NAME, First Name (e.g. APPLICATION for GRADUATE SCHOOL-MA Counseling: DELA CRUZ, Juanita).

STEP 2: After submission of the initial requirements, kindly wait for the confirmation of the status of your application and advice on the number of credited units (if any).

STEP 3: Once you have received confirmation of your eligibility to apply, you will be instructed to register online through www.ssc.edu.ph. Complete the process until *payment of fees*. Instead of paying the full amount of Php 500.00, you only need to pay the registration fee of Php 200.00.

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STEP 4: Email a clear copy of the proof of successful online payment or deposit slip to sscadmit@ssc.edu.ph. Kindly indicate in the subject line of your email the following – PROOF OF PAYMENT FOR ADMISSIONSAPPLICATION: LAST NAME, First Name, Grade/Level/Program (e.g. PROOF OF PAYMENT FOR ADMISSIONS APPLICATION: DELA CRUZ, Juanita/Graduate School/MA Counseling).

In the body of the email, kindly provide the reference number of the online payment transaction indicated in your proof of payment. Also, make sure that the image submitted clearly displays the said reference number for the transaction.

STEP 5: Once payment has been confirmed, a link will be sent to your registered email (the one used during the initial online registration) so you can proceed to completing the application process. When you reach *selection of exam schedule*, kindly **choose June 24 as your default exam date**. After this online step, you will receive a notice that your application has been successfully submitted.

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