

# St. Scholastica's College Manila

Admissions Procedure School Year 2021-2022

The St. Scholastica's College Manila **Entrance Examinations, as well as the admission interviews, will still be waived for School Year 2021-2022 applicants.**

All applications will be done online via [www.ssc.edu.ph](http://www.ssc.edu.ph). Walk-in applications and inquiries are temporarily suspended until further notice.

You may contact the Admissions Office by sending an email to [sscadmit@ssc.edu.ph](mailto:sscadmit@ssc.edu.ph) or calling (02) 8567-7686 locals 8169 and 8163. Office hours are 8:00AM to 5:00PM, Monday to Friday, and 8:00AM to 12:00NN on a Saturday.

**Below are the specific steps for online application per grade level and program. Kindly read and follow the procedure under the level/program you are applying for.**

## **Application for New Students – Pre Kinder and Kinder**

**STEP 1:** Submit a scanned copy of your child's PSA-issued birth certificate and academic records (*for Kinder applicants*) via email to [sscadmit@ssc.edu.ph](mailto: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](http://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.\*\***

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 the following email addresses: [sscadmit@ssc.edu.ph](mailto:sscadmit@ssc.edu.ph) and [businessoffice@ssc.edu.ph](mailto:businessoffice@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, Jenna/Pre-Kinder Program).

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 non-refundable confirmation fee and a list of requirements for submission before the clearance for enrolment is given.

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

**STEP 1:** Submit a scanned copy of **your report cards (previous grade level and latest grades available upon application)** and **PSA-issued birth certificate** via email to [sscadmit@ssc.edu.ph](mailto: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/1<sup>st</sup> Year: DELA CRUZ, Juanita).

**All applicants for Senior High School and College** must submit, together with the above mentioned documents, **an application essay, details of** which may be downloaded from (link).

For Senior High School Applicants:

<http://bit.ly/SSCManilaSHSApplicationEssayGuidelines>

For College Applicants:

<http://bit.ly/SSCManilaCollegeApplicationEssayGuidelines>

**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 initial 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](http://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.\*\***

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**STEP 4:** Email a clear copy of the proof of successful online payment or deposit slip to the following email addresses: [sscadmit@ssc.edu.ph](mailto:sscadmit@ssc.edu.ph) and [businessoffice@ssc.edu.ph](mailto:businessoffice@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/1<sup>ST</sup> 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. You will be receiving a confirmation email when you have successfully submitted your online application.

**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 non-refundable confirmation fee and a list of requirements for submission before the clearance for enrolment is given.

## 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](mailto:sscadmit@ssc.edu.ph) together with a **letter of intent to apply** indicating the music program/degree you are applying for.

For voice audition, please prepare the following repertoire:

- 1 Classical (any of the 4 periods)
- 1 Filipino/OPM
- 1 Broadway

For instrumental audition, please prepare the following:

A three (3)-piece repertoire with a representative from each period (e.g. 1 Classical, 1 Baroque & 1 Romantic or Contemporary)

For ABMPT (Music Production and Technology), you can choose between voice and instrument to demonstrate your musical ability.

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: your report cards (previous grade level grades and latest grades available upon application), and PSA-issued copy of your birth certificate.

**All applicants for Senior High School and College** must submit, together with the above mentioned documents, **an application essay, details of** which may be downloaded from these links:

For Senior High School Applicants:

<http://bit.ly/SSCManilaSHSApplicationEssayGuidelines>

For College Applicants:

<http://bit.ly/SSCManilaCollegeApplicationEssayGuidelines>

**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. This may take a few days.

**STEP 3:** Upon confirmation of your successful audition results, you will be instructed to register online through [www.ssc.edu.ph](http://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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Branch: BDO Taft Vito Cruz Branch

**STEP 4:** Email a clear copy of the proof of successful online payment or deposit slip to the following email addresses: [sscadmit@ssc.edu.ph](mailto:sscadmit@ssc.edu.ph) and [businessoffice@ssc.edu.ph](mailto:businessoffice@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/1<sup>ST</sup> 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. You will be receiving a confirmation email when you have successfully submitted your online application.

**STEP 6:** Upon successful completion of the online registration, your application will be evaluated. This will take a few days. 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 non-refundable confirmation fee and a list of requirements for submission before the clearance for enrolment is given.

## Application for College Transferees

Transfer students who wish to apply to SSC Manila normally should not have completed more than four (4) semesters of collegiate work. The College reserves the right to classify the transferee based on existing curricular requirements.

In most instances, the College credits only the General Education subjects taken not more than 25% of the total number of units of the course applied for.

**STEP 1:** Submit a scanned copy of the following documents to [sscadmit@ssc.edu.ph](mailto:sscadmit@ssc.edu.ph):

- a. Transcript of Records
- b. Course Descriptions
- 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).

**All applicants for College** must submit, together with the above mentioned documents, **an application essay, details of** which may be downloaded from this link:

<http://bit.ly/SSCManilaCollegeApplicationEssayGuidelines>

If you are applying for the **School of Music**, aside from the documents mentioned above, you must submit first **an audition video** (mp4 format) to [sscadmit@ssc.edu.ph](mailto:sscadmit@ssc.edu.ph) together with **a letter of intent to apply** indicating the music program/degree you are applying for.

**For voice audition**, please prepare the following repertoire:

- 1 Classical (any of the 4 periods)
- 1 Filipino/OPM
- 1 Broadway

**For instrumental audition**, please prepare the following:

A three (3)-piece repertoire with a representative from each period (e.g. 1 Classical, 1 Baroque & 1 Romantic or Contemporary)

**For ABMPT (Music Production and Technology),** you can choose between voice and instrument to demonstrate your musical ability.

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).

**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 initial requirements, kindly wait for the confirmation of the status of your application and advice on the number of credited units (if any). For applicants to the School of Music, one must successfully pass her/his auditions before confirmation of eligibility to apply could be determined.

**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](http://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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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. You will be receiving a confirmation email when you have successfully submitted your online application.

**STEP 6:** Upon successful completion of the online registration, your application will be evaluated. This will take a few days. 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 non-refundable confirmation fee and a list of requirements for submission before clearance for enrolment is given.

## Application for Graduate School

**STEP 1:** Submit a scanned copy of the following documents to [sscadmit@ssc.edu.ph](mailto:sscadmit@ssc.edu.ph)

1. Letter of Intent to Apply to your chosen degree program
2. Transcript of Records
3. Curriculum Vitae
4. Course Descriptions (For crediting purposes; only if you are a transferee)

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](http://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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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 the following email addresses: [sscadmit@ssc.edu.ph](mailto:sscadmit@ssc.edu.ph) and [businessoffice@ssc.edu.ph](mailto:businessoffice@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. You will be receiving a confirmation email when you have successfully submitted your online application.

**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 non-refundable confirmation fee and a list of requirements for submission before the clearance for enrolment is given.

**Important Reminders:**

\*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. For further details, please refer to the Admissions Home Tab on this website for admission policies and information related to your level/course/program for further details..

\*\*The registration fee is non-refundable