

ONLINE APPLICATION FOR GRADE 11, SCHOOL YEAR 2021-2022 ATENEO DE MANILA SENIOR HIGH SCHOOL

Procedure for Applicants from Private Schools

This document contains detailed step-by-step instructions to guide the applicant through the online application process. Please download /print all the instructions then refer to the instructions per step as you go through that particular step.

STEP 1: Create an account in the online system and generate a payment reference number.

👉 When creating an account, use the applicant's active personal email address. Ateneo will use this email address to send official communication to the applicant throughout the application process and afterwards. Don't use a dummy email address or somebody else's. Note down the email address you used to open the account and the password you will set. You will use this to log into the system several times including the time you view the application decision. Don't create more than one account per applicant. This will lead to confusion in the future.

Create an Account

(1) Access the login page
<https://ateneo.edu suite.asia/login>
(2) Click the portion labelled "Don't have an account? **Sign up.**" (3) When the screen with the heading "Create account" is displayed, enter **applicant's** name (not the parent's name) (4) enter the **applicant's active personal email address** (5) choose "I am applying for **Senior High School**" (6) read and tick the box to agree with Ateneo's data use policy (7) Click **Submit**. (8) Applicant **must open the email** that will be sent to the email address he/she entered in the system and click the **activate account button** (found in the email) (9) Applicant will be redirected to a screen entitled "Activate your account" and he/she has to **set his/her password** (10) click **activate** button (11) in the pop-up that the "account is successfully created," click "ok" (12) applicant will be redirected to the login page (13) enter the applicant's email and the password he/she created and choose "Senior High School" then click **login**.

Generate a Payment Reference Number

(1) Upon login, click "My Registration" on the left panel (2) Click "Apply Now" (3) Read the application checklist and click "Apply" (4) Fill up the details for the initial registration – do this *carefully*, taking care

to check that the name is entered completely and exactly the same as what is written in the applicant's birth certificate, and the school name is complete, including the branch (5) click "Submit" (6) you will be directed to the "payable" page displaying a box that indicates the applicant's unique payment reference number—a 9-digit number that begins with "450." (If the applicant's reference number begins with "350," it means that he/she has mistakenly created an application account for Grade 7.)

The screenshot shows a payment confirmation page with the following details:

Unpaid	
Reference no.	450000010
Applicant's Name	
Grade 11 SY 2020-2021	
Breakdown	
Admission Examination Fee	750
Total amount	750.00

STEP 2: Pay the application and testing fee of Php 750.

- ◆ The applicant should take a picture or a screenshot of the box that displays the reference number. He/She may bring this picture (printed or displayed in a device) when he/she pays the application fee.
- ◆ The applicant or the applicant's representative may choose from four modes of payment (1) through BPI Online (2) Over the counter in any BPI Branch (3) Over the counter in any Metrobank branch and (4) debit/credit card through webpay.ateneo.edu.
- ◆ Detailed instructions for BPI express online payment, over-the-counter payment at BPI and Metrobank, and [webpay](http://webpay.ateneo.edu) are *downloadable* from the *SHS Admissions page in the Ateneo Website*.
- ◆ If the applicant opts for OTC payment, he/she must **make sure that he/she or his/her representative brings a copy of the instructions to the bank and follows them carefully**. Problems arise if the applicant does not follow instructions.
- ◆ **Very important:** After payment, the applicant should **upload the proof of payment** (e.g. receipt, validated payment slip, bills payment confirmation) in his/her account in the admission system. In order to do this, he/she should go to the *payables* section and click "upload receipt." This will help ensure that Ateneo can track the payment and attribute it to the applicant. Failure to upload the proof of payment in the system may lead to problems in tracking the payment.
- ◆ The applicant's status in the system should change to "draft" around 3 *working* days after payment. If the applicant remains in the "for payment" status beyond 4 working days, the applicant may contact the Office of Admission and Scholarships. The delay is usually because the payment cannot be tracked.

STEP 3: Fill up the online application form ["Draft" status].

(1) Click "My Registration" on the left panel (2) Click "View" (3) Click the "Edit" button on the top right portion of the page

(4) Send the request for recommendation

(a) In the screen entitled "**Recommendation Form**" enter the full name, position, contact number and correct email address of 2 recommenders. **In choosing the recommenders, the applicant should –**

- ♦ select teachers, counselors or administrators in his/her present school particularly the ones who know the applicant well (who handled the applicant in the junior high school level);
- ♦ ask these recommenders if they are willing to fill up a recommendation form for the applicant and, if yes, ask for a working email address of the recommender and a contact number (landline and local number of the school or a mobile number);
- ♦ inform the recommenders that a recommendation form (google form) will be sent to them via their email address, which they will fill up online. When the recommender clicks the "submit" button at the end of the form, it will be sent to Ateneo's online application system.

(b) The applicant should ensure that he/she enters the *correct email address* of each recommender. Entering the wrong email address will cause the email to bounce or be sent to the wrong recipient.

(c) Entering the details of the recommenders and their correct, working email addresses and then clicking "proceed" will trigger the sending of the google recommendation form to the recommender.

(d) The applicant must NOT choose parents, relatives and friends as their recommenders. Recommendations from these people will not be considered.

(e) The applicant must NOT enter his/her own name/email addresses nor those of parents, relatives or friends in the fields in this section. Doing this will cause problems and delays later on: the applicant will not be able to move past Step 6 and will be asked to go back to this step and accomplish it correctly.

(5) Fill up the Application Form

The applicant should fill up **all** the different fields in the form with correct information and click "next" at the end of each page.

- ♦ The LRN (Learner Reference Number) is a 12-digit number assigned by the DepEd to each student throughout Basic Ed in the Philippines. It is sometimes indicated in the report card. If it is not, the applicant should ask the registrar of his/her school for his/her LRN. Students enrolled in foreign schools do not have an LRN.

(6) Upload the required documents

The applicant must upload the following-

- ♦ **A PDF copy of the applicant's final, completed Grade 8 and Grade 9 report card (all pages of the report card).**

The name of the applicant, the name of the school, all the academic and non-academic ratings and the grading system equivalents must be visible.

- ♦ **A PDF copy of the applicant's report card for the first grading period of Grade 10, if already available.** If this is not yet available by the application period, it may be submitted as soon as it is available as long as this is before January 15, 2021.

- ♦ **A PDF copy of the applicant's birth certificate** - Philippine Statistics Authority (PSA) or National Statistics Office (NSO) copy.

If the applicant is NOT a Filipino citizen: a PDF copy of the applicant's Alien Certificate of Registration (ACR) and Special Study Permit issued by the Bureau of Immigration.

If the applicant has dual citizenship: a PDF copy of the applicant's Philippine Passport or Certificate of Recognition as a Filipino Citizen

- ♦ **An image file (PNG, JPG/JPEG) of a recent 1 x 1 picture of the applicant.** The picture must be colored with a white background and show the applicant's head up to the shoulders. The size of the picture file *must not exceed* 500 kb.

- ♦ **A PDF copy of the applicant's autobiography,** which must be typewritten, A4 page size, 1-2 pages only, using any readable font. The autobiography should touch on the following points: interests, ambitions, accomplishments, and the reasons that the applicant desires a senior high school education at the Ateneo de Manila University.

STEP 4: Submit the filled-up form online (by clicking "Submit") **and wait for Ateneo's checkers/reviewers to check the completeness of the form** ["For Review" status]. Ateneo's checkers will either return the form online ["Return to Applicant" status] or move the form to the "For Recommendation" status.

STEP 5: If the application is in the "Return to Applicant" status, **edit the form** according to the comments of the checkers/reviewers **and re-submit the form.**

Click "**Edit**" and then look at the comments of the checkers in the discussion panel on the right side (make sure to view ALL comments by scrolling down).

According to the comments of the checkers, edit the content of the application form. Do not put the corrections in the discussion panel, but rather in the application form. Click "next" to move through the different parts of the application form in order to make changes. If it is necessary to explain something to the checker or ask the checker a question, the applicant may enter a message in the discussion panel.

Don't forget to click "Submit" at the very end or else the application will not be re-submitted for checking, and it will remain in the "return to applicant" status. Note that Ateneo cannot act on an application if it is in the "return to applicant" status. In this stage, only the applicant can move the application forward.

STEP 6: Follow up if the teacher-recommenders have sent their google recommendation forms

["For Recommendation" status] until Ateneo's checkers/reviewers receive these online recommendation forms.

Click "Recommendation Letter" in the left panel and check the status of each recommendation:

SENT = Ateneo's online system sent the recommendation form to the email address of the recommender (as entered by the applicant). If the email address is wrong, the recommender will not receive the form.

ACKNOWLEDGED = The recommender opened Ateneo's email containing the recommendation form. This does NOT necessarily mean that the recommender answered the form.

SUBMITTED = The recommender completed the recommendation form and clicked the "submit" button in order to electronically submit the form to Ateneo's application system.

RECEIVED = Ateneo's online checkers received and read the recommendation form and have marked it as "received."

If the recommendation has not yet been RECEIVED by Ateneo, the applicant may (1) click the resend button to resend the request for recommendation, (2) talk to the recommender and follow up the recommendation and check if the email address is correct, (3) click "add" and enter the details and email address of (a) *new* recommender(s) and click "proceed" to trigger the sending of the request for recommendation to the new recommender(s).

STEP 7: Click "Manage Processing Schedule" then "add schedule" then click on the nearest processing schedule in the online system ["For Processing" status].

This will automatically trigger the sending of an email signifying that the application form is complete. Although an exam permit will automatically be attached to the email, the applicant should disregard the exam permit since there will be no exam for this particular application cycle (application in SY 2020-2021 for admission in SY 2021-2022).

🔔 General Reminders:

◆ Kindly note that *the online application process is not complete until the applicant receives an email signifying completion.*

◆ Also note that the online process *cannot be completed in a single day.*

▫ It will take 2-3 working days for payment to be reflected in the system due to the necessary processes that the bank and cashier have to execute.

▫ It may take 1 working day for the checker to check the requirements.

▫ It may take days for the recommenders to fill up the recommendation form and send it to Ateneo's online system.

DEADLINES:

◆ All applicants must complete the application process by **December 18, 2020.**

Under the current COVID-19 pandemic, we give primary importance to ensuring the health and safety of our applicants, their families as well as our own personnel. We also respect the current restrictions on the mobility of minors, recognize the potential risks of traveling outside the home, and wish to minimize occasions that may result in the further spread of the virus. For these reasons, **no entrance test (A-SHAPE)** will be administered for screening of applicants for Grade 11 SY 2021-2022.

Instead of the usual entrance test, all applicants will be screened based on academic performance (grades in Grade 8, Grade 9 and the first grading period of Grade 10), department, recommendations of teachers, and the student's essay (autobiography). Ateneo de Manila Senior High School will make use of mathematical models and qualitative review to make adjustments for the differences in grading systems and standards of the different schools of the applicants.

ADMISSION DECISIONS

Admission decisions will be released in April 2021 (specific date to be announced). An applicant will be able to view the *individual* decision on his/her application **online**, through his/her application account. No public posting of admission decisions will be made.

🔗 For more information, visit

<https://www.ateneo.edu/high-school/admissions>

🔗 For Grade 11 application inquiries, please contact the Ateneo de Manila Senior High School **Office of**

Admission and Scholarships (OAS). Since access to Ateneo de Manila University campus is restricted under the current pandemic and majority of Ateneo's employees currently work from home, the Office of Admission and Scholarships of the Senior High School may be reached through mobile phone and email during office hours (8:00 am to 12:00nn, 1:00 pm to 4:30 pm, Mondays to Fridays):

Globe - (0956) 9512290

Smart - (0919) 8315708

(These emergency numbers will be available only in SY 2020-2021.)

Email: oas.ashs@ateneo.edu