

# ONLINE APPLICATION FOR GRADE 11, SCHOOL YEAR 2020-2021

## ATENEO DE MANILA SENIOR HIGH SCHOOL

Procedure for Applicants from Public Schools in the Philippines

Note: These instructions are *tailored to applicants who are from public schools* in the Philippines. They also apply to Tulong-Dunong and ACED scholars. For more information, please visit

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

🔔 **Application is now online! When you access the online platform for the very first time, you must NOT login yet.** You don't have an account yet, so you have to create your account.

### CREATE AN ACCOUNT:

Access the login page > Click the portion labelled "Don't have an account? **Sign up.**" > When the screen with the heading "Create account" is displayed, enter **applicant's** name (not the parent's name) > enter the **applicant's active personal email address** > choose "I am applying for **Senior High School**" > read and tick the box to agree with the data policy > Click **Submit.** > 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) > Applicant will be redirected to a screen entitled "Activate your account" and he/she has to **set his/her password** > click **activate** button > in the pop-up that the "account is successfully created," click "ok" > applicant will be redirected to the login page > enter the applicant's email and the password he/she created and choose Senior High School then click **login**.

**LOGIN:** The applicant will now be able to log into his/her application account using the email address he/she entered and the password he/she set.

**APPLICATION:** Once the applicant logs in to his/her account, he/she should first click on "FAQs" on sidebar to find out what to do first, and what to do at every step.

### The steps in the application process are:

1. Initial Registration
2. Payment of the Application and Testing Fee
3. Filling-up of the online form and uploading of the required documents and images ("Draft" status)
4. Checking of the documents by the system administrators ("For review" status)
5. Editing and completion of the application, *if necessary* ("Return to applicant" status)
6. Waiting for the recommendation forms to be sent to the system ("For recommendation" status)
7. Receiving the go-signal to choose an examination session ("For examination" status)
8. Receiving (via email) the printable exam permit.

PLEASE READ THESE ADDITIONAL EXPLANATIONS **BEFORE** GOING THROUGH THE STEPS:

🔔 Reminders before the payment step:

- ◆ During the payment step, the system will generate a 9-digit payment reference number. Applications for Senior High School must have reference numbers that begin 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 applicant should take a picture or a screencap of the box that displays the reference number. He/She should bring this picture (printed or displayed in a device) when he/she pays the application fee.

Unpaid		<a href="#">View Payment Instruction</a>
Reference no.	450000010	
Applicant's Name		
Grade 11 SY 2020-2021		
<b>Breakdown</b>		
Admission Examination Fee	750	
		Total amount
		750.00

◆ The applicant or the applicant's representative may choose from three modes of payment (1) Ateneo de Manila High School Cashier's office (2) Over the counter in any BPI Branch (3) Over the counter in any Metrobank branch.

▫ If the applicant lives near ADMU, payment through the Ateneo de Manila High School Cashier is the **simplest**, and **fastest** mode of payment. Please **present the screenshot of the box that displays the applicant's name and unique payment reference number**. Pay (in **cash only**) the fee of **P750** and wait for your receipt. The cashier's office is open from 7:15 am to 3:15 pm, M-F only.

▫ Detailed instructions for over-the-counter payment at BPI and Metrobank are found on pp 4-6 of this document. 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 with tracking the payment arise if the applicant does not follow instructions.

◆ A public school student may request that his/her application fee be waived **only under the following conditions:**

1. He/She must meet the following criteria: (a) he/she must present proof that he/she *received honors* or high honors in at least three terms in Grade 9 (certification from the school) and (b) he/she must present proof that he/she is financially challenged (certification from the school or barangay)
2. Waiving of the application and testing fee may only be done if the applicant (from a public school) follows the

following procedure. He/She must go to the Ateneo de Manila High School and bring (a) the certification of honors and (b) the certification of financial need, (c) his/her school ID or Grade 9 report card (as proof that he/she is enrolled in a public school), and (d) a *print-out* of the screenshot of his/her system-generated 9-digit payment reference number. (To have a payment reference number, the applicant *must have already created an account in the online system*.) The applicant must present the four documents to the staff of the Office of Admission and Scholarships in the Ateneo de Manila Junior High School administration building. This has to be done in person (by the applicant *or* his/her representative) during office hours (7:15 am to 4:15 pm, M-F).

The process of waiving the fee **cannot** be done online, nor can it be done over-the-counter at a bank.

The waiving of the fee will be reflected in the applicant's online application account after 1-2 working days, and the applicant may then proceed with the online process.

The application fee will not be waived for students enrolled in private schools, except for **Tulong-Dunong** and **Ateneo Center for Educational Development (ACED)** scholars.

👉 Reminders when filling up the online application form:

◆ 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.

👉 Documents to be uploaded:

◆ A **PDF copy of the applicant's final, completed Grade 9 report card.**

◆ 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 December 15, 2019.

◆ 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 ID picture of the applicant.** The picture must be colored with a white background. Preferred digital size is 600 x 600 pixels (600 dpi).

◆ 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.

👉 Regarding the recommendation:

The applicant must choose *two* persons who are willing to serve as "recommenders." The two persons should hold a position of authority over the applicant (e.g. class advisers, teachers, counselors) in his/her present school, should *know the applicant well*, and should have an active email address. The applicant must ensure that these two persons *agree* to recommend the applicant. The applicant should get the email address and contact number of each recommender, which the applicant will *later* enter into the online system. The applicant should inform both recommenders that a recommendation form (google form) will be sent to them via their email address, and they are to fill up this form online. It is the applicant's responsibility to remind his/her recommenders to accomplish and send the online form. If a recommender is unable to do so, the applicant must find another recommender.

👉 Regarding the choice of an A-SHAPE session:

Toward the end of the process, the applicant will be asked to choose one among four possible testing sessions (see section on ENTRANCE EXAM). Before clicking on his/her chosen exam session, the applicant must *discuss the choice with his/her family* and make sure that the session does not conflict with any personal or family schedules. *Once the applicant clicks* on a testing session, *the choice can no longer be changed* in the system.

👉 General Reminders:

◆ Kindly note that *the online application process is not complete until the applicant receives his exam permit.*

◆ 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 1-2 working days for the checker to check the requirements.

☐ It may take several days for the recommender to send the online application form

◆ Thus, it is good for the applicant to begin the process as soon as possible.

All applicants must complete the application process by **September 20, 2019.**

If the applicant *has read and understood* all of the instructions up to this point, he/she is now ready to create and activate his/her account, and to start the online application process by visiting the following link:  
<https://ateneo.edusuite.asia/login>

## ENTRANCE EXAM AND RESULTS

### ADMISSION AND PLACEMENT EXAM

- ◆ Those who complete the application process and receive exam permits will then take the Ateneo de Manila Senior High Admission and Placement Exam (A-SHAPE).
- ◆ The applicant should *choose one testing session among the following*:

Session 1 – Saturday, October 5, 2019, 7:30 am to 12:00 nn
Session 2 – Saturday, October 5, 2019, 1:30 pm to 6:00 pm
Session 3 – Sunday, October 6, 2019, 7:30 am to 12:00 nn
Session 4 – Sunday, October 6, 2019, 1:30 pm to 6:00 pm

- ◆ Applicants should arrive at least 30 minutes before the start of the exam and should make allowance for very heavy traffic.
- ◆ Applicants should print their test permit and present it during the test. Applicants without a test permit will not be allowed to take the exam.
- ◆ Attire: T-shirt with sleeves, jeans and rubber shoes. Examinees should also wear their school ID during the exam.
- ◆ Examinees are advised to bring water and light snacks. There is no need to bring pencils and scratch paper, as these will be provided.
- ◆ Assembly and lining up will take place in the Ateneo de Manila High School covered courts but the exam itself will be held in classrooms in the Senior High School building.
- ◆ There are no regional testing centers. Applicants must be ready to go to the ADMU campus in QC for the exam.

### ADMISSION DECISIONS

Admission decisions will be released on or before **February 7, 2020**. An applicant will be able to view the *individual* decision on his/her application **online**, through a link that will be posted on the ADMU website.

☞ For more information, visit <https://www.ateneo.edu/high-school/admissions>

☞ For inquiries, please visit the Ateneo de Manila High School **Office of Admission and Scholarships (OAS)** in the Junior High School administration building or call us at 4266001, local 6292.

## APPLICATION HELP CENTER

If the applicant is based in/near Metro Manila and is having difficulty with the online application process (e.g. no internet access, no devices to use to accomplish the online process, difficulty with the online process), the Ateneo de Manila High School has a help center with computers and internet, and staff who can assist applicants. The help center is open from 9:30 am to 5:00 pm, M-F. Please visit the Office of Admission and Scholarships in the Junior High School administration building to inquire about the help center.

## FINANCIAL AID SCHOLARSHIPS

In view of the Ateneo's desire to provide quality education and leadership formation to those coming from the public school system, 100 scholarship grants will be offered in the Senior High School to academically gifted but financially challenged public school students. Scholarships in the Ateneo Senior High School are given to deserving students primarily on the basis of financial need.

Please note that application for financial aid has to be done **along with the application for admission**. ***A student cannot apply for financial aid if he/she has not first applied for admission through the online system.***

Unlike the application for admission, the process for application for financial aid is *not* online. Applicants for financial aid must download the Financial Aid Application form from <https://www.ateneo.edu/high-school/admissions/scholarships-and-financial-aid>, print it, fill it up, and submit it (personally or through a representative), along with other required supporting documents, to the Ateneo de Manila High School Office of Admission and Scholarships (OAS). The list of required supporting documents can also be accessed through the link above. The OAS will check the completeness of the requirements. *Only applications with complete requirements will be processed.* Each application for financial aid will be reviewed and decided on by the financial aid committee, provided that the applicant also passes the admission screening.

☞ Please note that the **deadline for online application for admission** is **September 20, 2019**, while the deadline for the physical submission of the requirements for the **application for financial aid** is **October 31, 2019**.

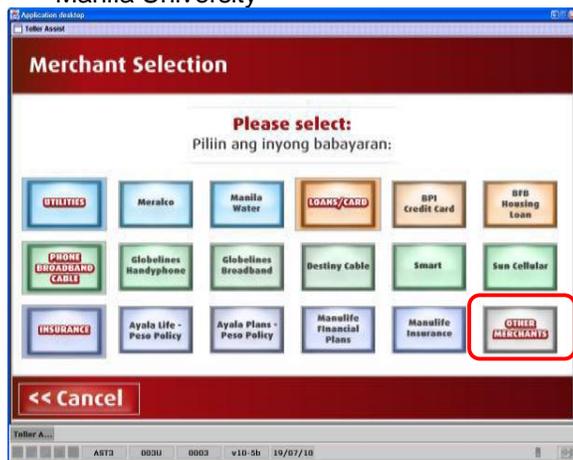


# BPI Express Assist (BEA) Bills Payment Procedure

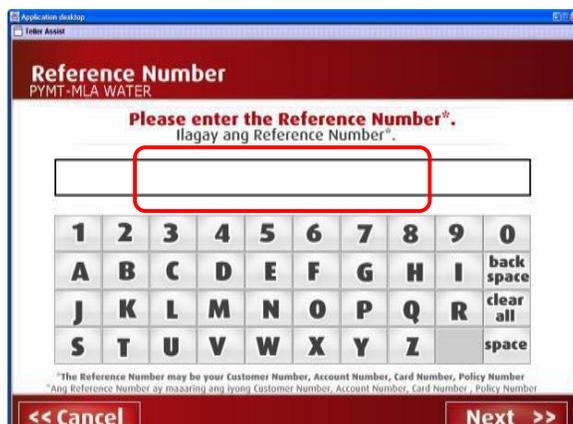
1. Go to the nearest Bank of the Philippine Islands (BPI) Branch.
2. Go to the BPI Express Assist Machine
3. Select Bills Payment



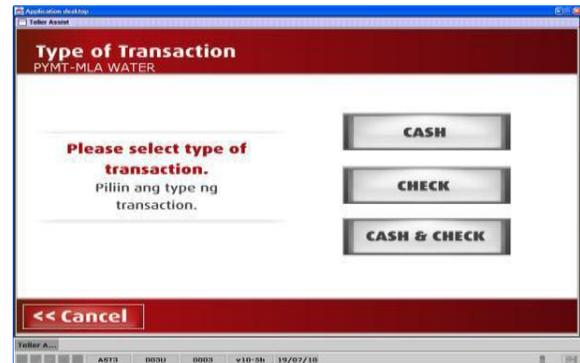
4. Select "Other Merchants" to pay for Ateneo de Manila University



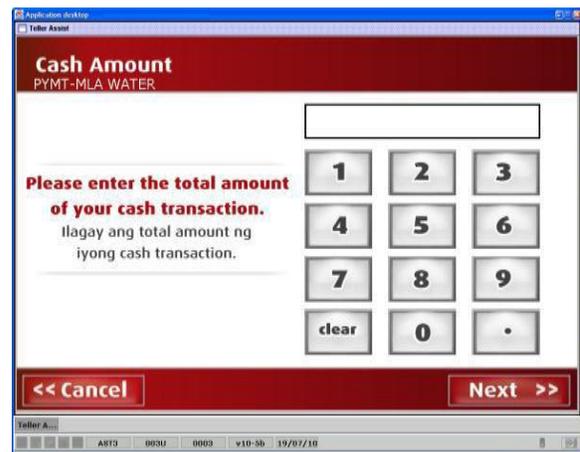
5. Enter Ateneo's (the merchant's) 9-digit reference number:  
**450253000 for Senior High School**



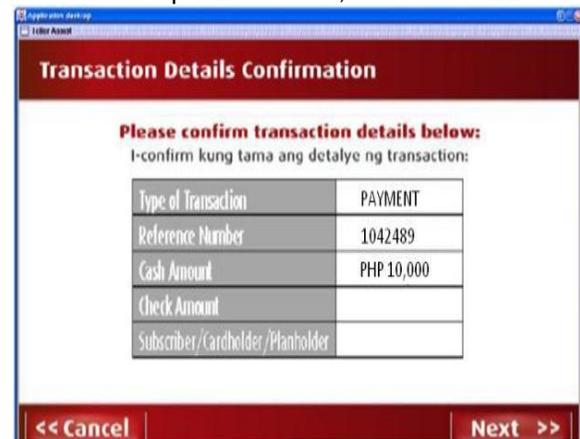
6. Choose mode of payment



7. Enter AMOUNT to be paid:  
**P750 for applications to Senior HS.**



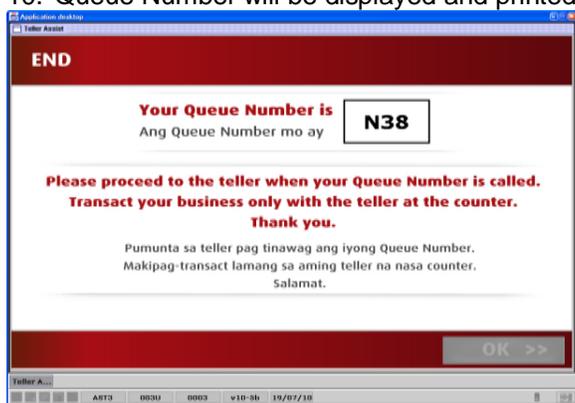
8. Encoded transaction details will be displayed. If correct tap NEXT. If not, click CANCEL



9. If single transaction, select NO. For multiple transactions, select YES.



10. Queue Number will be displayed and printed.



11. Take a seat and wait for your queue number and corresponding counter number to be flashed on the board. Approach the teller in the indicated counter.
12. **Very important:** Please give the teller the following information (it may be helpful to write this info on a piece of paper and present it to the teller):

Merchant's Name: **Ateneo Miscellaneous Units (AMISCU)**

Merchant's Reference/Account Number:  
**450-253-000 (For Senior High School)**

Payee's Name: <Applicant's Reference Number>  
<Applicant's Last Name> <First Name>

[For Example]  
Payee's Name: **450000001 DELA CRUZ JUAN**

Please read the following explanation of Step 12:

The teller has a 30-character field in which to input the payee's (applicant's) name. Please insist that the applicant's unique number be entered (as text) in this field, followed by the applicant's family name, followed by the part of the applicant's first name that fits in the 30-character slot.

[For Example--]

Payee's Name: **450000001 DELA CRUZ, JUAN**

If the full first name of the applicant cannot fit, it is okay as long as the applicant's payment number and family name are entered in order for this to be printed on the payment slip during machine validation.

*If the payee's name is not entered in this manner, the application system will not be able to attribute the payment to the applicant. Thus, please be very clear and **insistent** about this step.*

13. Hand over the payment to the teller and receive the validated deposit slip as proof of payment.
14. Very important: Please check if the payee's number/name (**example: 450000001 DELA CRUZ, JUAN**) is printed on the validated deposit slip, along with the merchant's name (AMISCU) and the merchant's account number (450-253-000 for Senior HS).

If the payee's (applicant's) number/name is NOT printed on the deposit slip, please ask the teller if it is possible to repeat the inputting of the payee's number/name so that it is reflected in the deposit slip. Remember that the number and name of the payee should be inputted in the same (text) field, number first, followed by the family name and first name. You may show these instructions to the teller. If the teller is still unable to do this, please call the office of admission and scholarships at 4266001 local 6292.

15. Log into your application-for-admission account two to three working days after you made the over-the-counter payment to check if payment has been reflected.
16. If you wish to claim your Official Receipt, please go to the Office of Admission and Scholarships in the Ateneo de Manila Junior High School Administration building and present the validated copy of the payment slip.