

**ST. SCHOLASTICA'S ACADEMY**  
**Marikina City**  
**ADMISSION REQUIREMENTS**  
**SY 2022-2023**

Entrance examinations for the school year 2022-2023 are waived due to the COVID 19 pandemic and government protocols and health and safety. The Admissions Committee will review each applicant based on the presented academic and conduct grade requirements.

**GRADE 11**

Must submit the following documents:

- PSA Birth Certificate
- Catholic Baptismal Certificate
- Certified true copy of Grade 9 Report Card
- Certified true copy of LATEST Report Card (Form 138/SF9) with first quarter grades
  - A conduct grade of B+ or 85%
  - No failing grade in any subject, and in any quarter
  - Numerical equivalent of letter grades
- Three (3) pieces of recent 2" x 2" colored ID picture with complete nametag
- Certificate of Enrollment
- Accomplished SSAM Senior High School Information Sheet (downloadable)
- Accomplished Student Personal Data Sheet (downloadable)
- Accomplished SSAM Student Development Center Recommendation Form sealed in an envelope with signature across the flap (downloadable)

**Requirements for government subsidy (SHS Voucher Program):**

- For Private School Grade 10 ESC Completer:* ESC Certificate with ESC School ID and ESC Student ID
- For Grade 10 Completer from Public School or State/Local Universities/Colleges:* Certificate of Completion with LRN
- For Voucher Applicant:* QVA Certificate

**Requirements for students with dual citizenship or recognized as a Filipino citizen:**

- Photocopy of Philippine Passport (biopage and latest note pages)
- Photocopy of Foreign Passport (biopage and latest note pages)
- Certificate of Recognition as a Filipino Citizen from the Bureau of Immigration
- Report of birth of child born abroad of Filipino parents

**Requirements for students from schools abroad:**

- Authenticated academic records from the Department of Foreign Affairs (Consulate General of the Republic of the Philippines)
- English translation of documents

**ADMISSION SCHEDULE:** Monday – Friday 8:00 A.M. – 3:00 P.M. Saturday 8:00 A.M. – 11:00 A.M.

**APPLICATION FEE:** PHP 250.00

Should the applicant meet all the requirements for admission, images of basic documents (in PDF or JPG format) for evaluation must be sent via email with a subject heading "**Application Requirements Submission**". Avoid sending multiple emails, just send 1 email containing all of the requirements. These documents will be evaluated within 48 hours. The applicant will be notified of the next step to be done within 48 hours of receipt of email.

<b>roellaine74@gmail.com</b>	<b>Grade 7 – 11 applicants</b>
<b>rocarol017@gmail.com</b>	<b>Nursery – Grade 6 applicants</b>

For applicants who will submit ONSITE (over the counter), all original and photocopied documents required for submission must be arranged in the order as listed above in a **legal size (8 ½ x 14 in.) folder**.

**IMPORTANT:** Submitted documents become property of St. Scholastica's Academy Marikina – Registrar's Office.

**FOR MORE INFORMATION:**

8941-9497 / 0915-1443430 (Globe) / 0920-6069499 (Smart)

Website: [www.ssam.edu.ph](http://www.ssam.edu.ph)

Email address: [registrar@ssam.edu.ph](mailto:registrar@ssam.edu.ph)

**UT IN OMNIBUS GLORIFICETUR DEUS – THAT IN ALL THINGS GOD MAY BE GLORIFIED**