

**ST. SCHOLASTICA'S ACADEMY**  
**Marikina City**  
**ADMISSION FOR SY 2023-2024**  
**GRADES 7 – 10**

**ST. SCHOLASTICA'S ACADEMY OF MARIKINA** admits students who are Catholics and whose academic records indicate the ability to do quality work and possess character traits that give the promise to be active participants in the Scholastican Community. Non-Catholics whose parents are willing to form their children in the Catholic Benedictine education are welcome. Thus, the Committee on Admission deliberates on the academic requirements presented, the result of written examinations given by the Student Development Center, and the interview with the Principal and/or Academic Coordinator. All students seeking admission, whether coming from sister schools or others and/or returning as former students who have enrolled elsewhere during the school year, are required to take the Entrance Test – ORAL and WRITTEN. Successful applicants are admitted on a first-come-first-served basis.

**REQUIREMENTS:**

Must submit the following documents:

- PSA Birth Certificate
- Baptismal Certificate
- Latest Progress Report Card (Form 138/SF9) with at least first quarter grades
  - Academic Average of 83%
  - A conduct grade of B+ or 85%
  - No failing grade in any subject, and in any quarter
  - Numerical equivalent of letter grades
- Original copy and photocopy of the previous grade level Progress Report Card (SY 2021-2022)
- Three (3) pieces of recent 2" x 2" colored ID picture with complete nametag
- Certificate of Good Moral Character
- Accomplished SSAM Information Sheet (downloadable via [www.ssam.edu.ph](http://www.ssam.edu.ph))
- Accomplished Student Personal Data Sheet (downloadable via [www.ssam.edu.ph](http://www.ssam.edu.ph))
- Accomplished SSAM Student Development Center Recommendation Form sealed in an envelope with a signature across the flap (downloadable via [www.ssam.edu.ph](http://www.ssam.edu.ph)) and/or to be sent directly via [admissions@ssam.edu.ph](mailto:admissions@ssam.edu.ph)
- ESC Transfer-out Certificate with ESC School ID and ESC Student ID for incoming Grades 8-10 (if applicable)

**Requirements for government subsidy (for entering Grade 7 only)**

- Accomplished ESC Application Form (downloadable)
- Latest BIR Income Tax Return (ITR) or any proof of monthly income of both parents  
Feel free to call 09151443430 to inquire about the other supplementary documents in lieu of the BIR ITR.
- Accomplished ESC Contract Form (downloadable via [www.ssam.edu.ph](http://www.ssam.edu.ph))

**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 a child born abroad by 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

**Requirements for foreign students:**

- Photocopy of passport (data and latest note pages)
- Alien Certificate of Recognition or ACR-I Card (front and back)
- Documents for the issuance of Special Study Permit (SSP)
- Special Resident Retiree's Visa Card (front and back), if applicable

*Nationality will be based on applicant's documents presented at the time of the application.  
She is also expected to speak and understand English and Filipino.*

**SCHEDULE:** Monday – Friday 7:30 A.M. – 3:30 P.M.

Saturday 8:00 A.M. – 11:00 A.M.

**APPLICATION FEE:** PHP 500.00

**PROCEDURE:**

Should the applicant meet all the requirements for admission, images of basic documents (in PDF or JPG format) for evaluation may be sent via [admissions@ssam.edu.ph](mailto:admissions@ssam.edu.ph) with the 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 the email. For applicants who will submit ONSITE (over the counter), all original and photocopied documents required for submission must be arranged in the order listed above in **legal size (8 ½ x 14 in.) folder**.

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

**FOR MORE INFORMATION:**

8941-9497 / 0915-1443430 (Globe) / 09603409287 (Smart)

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

Email Address: [admissions@ssam.edu.ph](mailto:admissions@ssam.edu.ph)

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

