

ST. SCHOLASTICA'S ACADEMY
Marikina City
ADMISSION FOR SY 2023-2024
NURSERY

ST. SCHOLASTICA'S ACADEMY – MARIKINA admits students who are Catholics and have 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 documentary requirements submitted, and the result of an interview with the Kindergarten/Nursery teacher. Successful applicants are admitted on a first-come-first-served basis.

REQUIREMENTS:

- A. Four (4) years old by October 31, 2023
- B. Must submit the following documents:
 - PSA Birth Certificate
 - Baptismal Certificate
 - Three (3) pieces of recent 2" x 2" colored ID picture with complete nametag
 - Accomplished SSAM Nursery Information Sheet (downloadable via www.ssam.edu.ph)
 - Accomplished Student Personal Data Sheet (downloadable via 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 (if recognized)
- Report of birth of a child born abroad by Filipino parents

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)
- Processing fee for SSP
- Special Resident Retiree's Visa Card (front and back), if applicable

*Nationality will be based on the 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 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

Email Address: admissions@ssam.edu.ph

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