Application Requirements and Procedures

Qualifications to take the Entrance Test for Grade 9 Applicants

1. The applicant must be a member of his school’s Grade 8 batch at the time of application.
2. He must have good grades and deportment.
3. He must not have applied for First Year in the Ateneo de Manila High School prior to this application.

Requirements and Procedures

1. Download the Application for Admission form and the Personal Information Sheet and print all pages of the forms on size A4 bond paper. Accomplish the forms completely in your own handwriting and submit the same together with the following requirements:
   a. Photocopy of the report card for the last completed school year (SY2012-2013).
   b. Photocopy of the report card for the 1st Grading Period of the current school year (SY2013-2014).
   c. HANDWRITTEN autobiography on size A4 bond paper
   d. Two recent I.D. pictures (1” x 1”) in COLOR
   e. Photocopy of Birth Certificate (NSO Copy)
   f. If applicant is NOT a Filipino citizen, submit a photocopy of your
      i. Alien Certificate of Registration (ACR), and
      ii. a Special Study Permit issued by the Bureau of Immigration.
   g. If applicant has DUAL citizenship, submit a photocopy of your Philippine Passport or a Certificate of Recognition As a Filipino Citizen.

2. Pay the non-refundable amount of Php700.00 application and testing fee at the Ateneo High School cashier. Cashier’s office hours are from 7:00AM to 3:00PM, Mondays to Fridays. For expatriates and Filipino applicants from foreign schools, an additional processing fee of US$25.00 will be charged.

3. Present your (a) Official Receipt, (b) fully accomplished Application Form, (c) Personal Information Sheet and (d) a complete set of requirements to the Office of Admission and Aid Secretary to claim your Entrance Test Permit on or before 20 September 2013 or at least one (1) week before the examination date.

4. IMPORTANT: Incomplete application forms will not be processed. An applicant who cannot submit a photocopy of his first grading period report card for SY 2013-2014 on or before 20 September 2013 due to a later schedule of release of grades by his school has until 18 October 2013 to do so. However, all other requirements are due for submission on or before 20 September 2013.

5. Applicants will be notified by mail of the decision on their application on or before 24 January 2014. Please update the office of any changes in your mailing address and contact numbers. Results will not be released over the telephone. Should you have further inquiries, please call the Office of Admission and Aid at 426-6001, loc. 6291 or 6292. Inquiries can also be emailed to sescarez@ateneo.edu.