

## ONLINE APPLICATION FOR GRADE 11, SCHOOL YEAR 2020-2021 ATENEO DE MANILA SENIOR HIGH SCHOOL

Procedure for Applicants from Private Schools in the Philippines

*These instructions are very detailed. Please download/print all the instructions then refer to the instructions per step as you go through that particular step.*

Note: These instructions are *tailored to applicants who are from private schools aside from Ateneo de Manila Junior High School*. For details on eligibility and other details, please see <https://www.ateneo.edu/high-school/admissions>

### STEP 1: Create an account in the online system and generate a payment reference number.

#### Create an Account

(1) Access the login page

<https://ateneo.edusuite.asia/login>

(2) Click the portion labelled “Don’t have an account? **Sign up.**” (3) When the screen with the heading “Create account” is displayed, enter **applicant’s** name (not the parent’s name) (4) enter the **applicant’s active personal email address** (5) choose “I am applying for **Senior High School**” (6) read and tick the box to agree with Ateneo’s data use policy (7) Click **Submit**. (8) 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) (9) Applicant will be redirected to a screen entitled “Activate your account” and he/she has to **set his/her password** (10) click **activate** button (11) in the pop-up that the “account is successfully created,” click “ok” (12) applicant will be redirected to the login page (13) enter the applicant’s email and the password he/she created and choose “Senior High School” then click **login**.

#### Generate a Payment Reference Number

(1) Upon login, click “My Registration” on the left panel (2) Click “Apply Now” (3) Read the application checklist and click “Apply” (4) Fill up the details for the initial registration – do this carefully, taking care to check that the name is entered completely and exactly the same as what is written in the applicant’s birth certificate (5) click “Submit” (6) you will be directed to the “payable” page displaying a box that indicates the applicant’s unique payment reference

number—a 9-digit number that begins 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.)

Unpaid	
Reference no.	450000010
Applicant's Name	
Grade 11 SY 2020-2021	
Breakdown	
Admission Examination Fee	750
Total amount	750.00

### STEP 2: Pay the application and testing fee of Php 750.

- ◆ The applicant should take a picture or a screenshot 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.
- ◆ 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 arise if the applicant does not follow instructions.
- ◆ If the applicant paid either through BPI or Metrobank, he/she should email a picture of the validated payment slip to [shsinquiries.hs@ateneo.edu](mailto:shsinquiries.hs@ateneo.edu) along with the full name and payment reference number of the applicant. This will help ensure that Ateneo can attribute each payment forwarded by BPI or Metrobank to the specific applicant.
- ◆ The applicant’s status in the system should change to “draft” around 3 working days after payment. If the applicant remains in the “for payment” status beyond 3 working days, the applicant should call 8426-6001 loc 6292.

### **STEP 3: Fill up the online application form [“Draft” status].**

(1) Click “My Registration” on the left panel (2) Click “View” (3) Click the “Edit” button on the top right portion of the page

#### *(4) Send the request for recommendation*

(a) In the screen entitled “**Recommendation Form**” enter the full name, position, contact number and correct email address of 2 recommenders. **In choosing the recommenders, the applicant should –**

- ♦ select teachers, counselors or administrators in his/her present school particularly the ones who know the applicant well;

- ♦ ask these recommenders if they are willing to fill up a recommendation form for the applicant and, if yes, ask for a working email address of the recommender and a contact number (landline and local number of the school or a mobile number);

- ♦ inform the recommenders that a recommendation form (google form) will be sent to them via their email address, which they will fill up online. When the recommender clicks the “submit” button at the end of the form, it will be sent to Ateneo’s online application system.

(b) The applicant should ensure that he/she enters the *correct email address* of each recommender. Entering the wrong email address will cause the email to bounce or be sent to the wrong recipient.

(c) Entering the details of the recommenders and their correct, working email addresses and then clicking “proceed” will trigger the sending of the google recommendation form to the recommender.

(d) The applicant must NOT choose parents, relatives and friends as their recommenders. Recommendations from these people will not be considered.

(e) The applicant must NOT enter his/her own name/email addresses nor those of parents, relatives or friends in the fields in this section. Doing this will cause problems and delays later on: the applicant will not be able to move past Step 6 and will be asked to go back to this step and accomplish it correctly.

#### *(5) Fill up the Application Form*

The applicant should fill up **all** the different fields in the form with correct information and click “next” at the end of each page.

- ♦ 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.

#### *(6) Upload the required documents*

The applicant must upload the following-

- ♦ **A PDF copy of the applicant’s final, completed Grade 9 report card (all pages of the report card).** The name of

the applicant, the name of the school, and all the academic and non-academic ratings must be visible

- ♦ **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 picture of the applicant.** The picture must be colored with a white background and show the applicants head up to the shoulders. The size of the picture file *must not exceed* 500 kb

- ♦ **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.

**STEP 4: Submit the filled-up form online** (by clicking “Submit”) **and wait for Ateneo’s checkers/reviewers to check the completeness of the form** [“For Review” status]. Ateneo’s checkers will either return the form online [“Return to Applicant” status] or move the form to the “For Recommendation” status.

**STEP 5:** If the application is in the “Return to Applicant” status, **edit the form** according to the comments of the checkers/reviewers **and re-submit the form.**

Click “**Edit**” and then look at the comments of the checkers in the discussion panel on the right side (make sure to view ALL comments by scrolling down). According to the comments of the checkers, edit the content of the application form. Do not put the corrections in the discussion panel, but rather in the application form. If it is necessary to explain something to the checker or ask the checker a question, the applicant may enter a message in the discussion panel.

**Don’t forget to click “Submit”** at the very end or else the application will not be re-submitted for checking, and it will remain in the “return to applicant” status. Note that Ateneo cannot act on an application if it is in the “return to applicant” status. In this stage, only the applicant can move the application forward.

**STEP 6: Follow up if the teacher-recommenders have sent their google recommendation forms** ["For Recommendation" status] until Ateneo's checkers/reviewers receive these online recommendation forms.

Click "Recommendation Letter" in the left panel and check the status of each recommendation:  
SENT = Ateneo's online system sent the recommendation form to the email address of the recommender (as entered by the applicant)  
ACKNOWLEDGED = The recommender opened Ateneo's email containing the recommendation form. This does NOT necessarily mean that the recommender answered the form or that he/she submitted it to Ateneo's online system.  
RECEIVED = Ateneo's online checkers received and read the recommendation form and have marked it as "received"

If the recommendation has not yet been RECEIVED by Ateneo, the applicant may (1) click the resend button to resend the request for recommendation, (2) talk to the recommender and follow up the recommendation, (3) click "add" and enter the details and email address of (a) *new* recommender(s) and click "proceed" to trigger the sending of the request for recommendation to the new recommender(s).

**STEP 7: Click "Manage Exam Schedule" then "add schedule" then click on the November 24 testing schedule in the online system in order to trigger the sending of the test permit to the applicant's email address** ["For Examination" status]. The applicant must then print the exam permit in color, on white A4 bond paper, landscape orientation.

#### 📌 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 working day for the checker to check the requirements.
  - It may take days for the recommenders to fill up the recommendation form and send it to Ateneo's online system

#### **DEADLINES:**

- ◆ New applicants must create an application account *and* generate a payment reference number by **November 4, 2019**. (After this, the system will close and it will no longer be possible to create an account and generate a payment reference number.)
- ◆ All applicants with accounts must complete the application process by **November 9, 2019**.

#### **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 special A-SHAPE session for late applicants is on Sunday, November 24, 2019, from 7:30 am to 12:00 nn.
- ◆ The venue of the exam is the Senior High School Building in the High School campus within the grounds of Ateneo de Manila University, Katipunan Ave, Quezon City.
- ◆ Applicants should arrive at least 30 minutes before the start of the exam and should make allowance for 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.
- ◆ Details on drop-off, parking, pick-up, assembly and lining up will be posted in this site shortly before the exam.
- ◆ 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 this site.

📧 For more information, visit

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

📧 For inquiries, please call the Ateneo de Manila High School **Office of Admission and Scholarships** (OAS) at +63 2 84266001, local 6292.

# METROBANK Bills Payment Procedure

The form is titled "PAYMENT SLIP" and features the Metrobank logo. It is pre-filled with the following information:

- Company Name: **Ateneo de Manila University**
- Subscriber Name: **45000001 DELA CRUZ JUAN (Example only)**
- Subscriber No.: **45000001**
- Account No.: **450-253-000**
- Amount: **P 750**

The "Mode of Payment" section has checkboxes for CASH, CHECK, and DEBIT MY ACCOUNT NO. The "Amount" section has "In Words" and "In figures" fields, with "P 750" entered in the figures field.

Below the main form is a section titled "THIS IS YOUR RECEIPT WHEN MACHINE VALIDATED" containing a "CASH DENOMINATION BREAKDOWN" table with columns for Denomination, Pieces, and Amount. At the bottom, there is a section titled "PLEASE LIST EACH CHECK AND ENDORSE PROPERLY" with columns for Bank/Branch, Check No., and Amount.

2. Get a copy of Metrobank's "Payment Slip" and accomplish the required information/details:
  - A. Company Name: Ateneo De Manila University
  - B. Subscriber Name: <Applicant's Payment Number> <Last Name> <First Name>  
 (Example: **45000001 DELA CRUZ JUAN**)  
 Note: It is very important that you enter *both* the applicant's number and name (last name first plus the part of the first name that fits) in this field as shown in the example above, otherwise, the number and family name will not appear when the teller validates the applicant's payment slip.
  - C. Subscriber No.: 450-253-000  
 (This is the **9-digit account number of Ateneo de Manila Senior High School**)
  - D. Mode of Payment: Cash / Check / Debit account
  - E. Amount of payment: Php 750.00  
 (Application Fee)

NOTE: Slips are to be accomplished in duplicate copies.  
 1<sup>st</sup> copy- Bank copy, 2<sup>nd</sup> copy- Client's copy

3. Present payment slip to MBTC tellers together with cash/check.
4. Once payment slip is validated, MBTC Teller will give **Ateneo De Manila University** client/client representative a validated copy.
5. Important: Before leaving, **check the copy received if the payment number and name of the applicant** (example: 45000001 DELA CRUZ JUAN) **are printed on the validated payment slip.**  
 \*If the payee's (applicant's) unique payment number and family name are not printed on the validated payment slip *in the same manner as shown in the example*, the payment will not be attributed to the applicant. Please ask the teller to make sure to reflect both the applicant's number and family name in the machine validation. If the teller is unable to do this, please call the Office of Admission and Scholarships (4266001 local 6292)
6. To ensure that the payment will be attributed to the applicant, immediately email a copy/photo of the validated payment slip to [shsinquiries.hs@ateneo.edu](mailto:shsinquiries.hs@ateneo.edu). Indicate the name of the applicant and the individual payment reference number in the email.
7. 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.

## BILLS PAYMENT PROCEDURE FOR **Ateneo De Manila University** OVER THE COUNTER Payments (Client module)

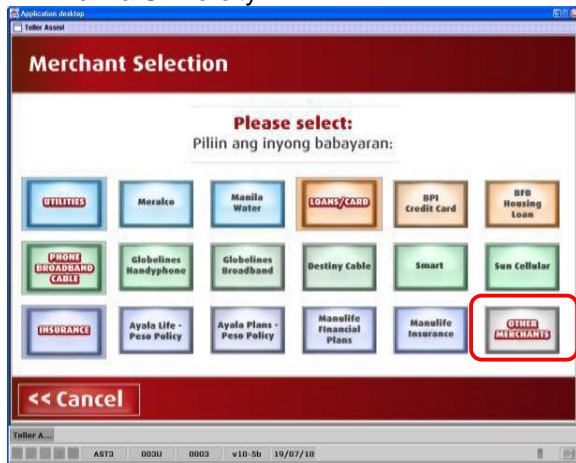
1. Go to the nearest / most convenient Metrobank Trust Co. (MBTC) Branch.

# BPI Express Assist (BEA) Bills Payment Procedure

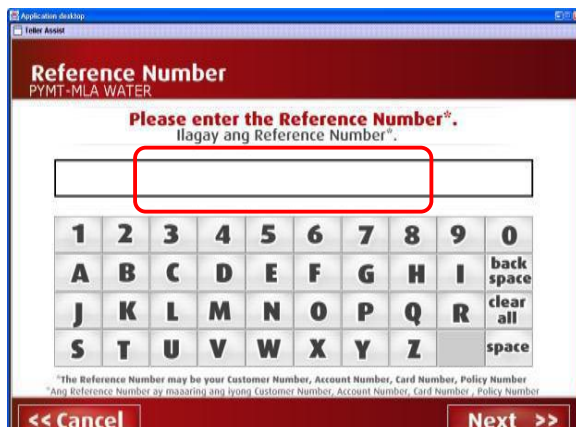
1. Go to the nearest Bank of the Philippine Islands (BPI) Branch.
2. Go to the BPI Express Assist Machine
3. Select Bills Payment



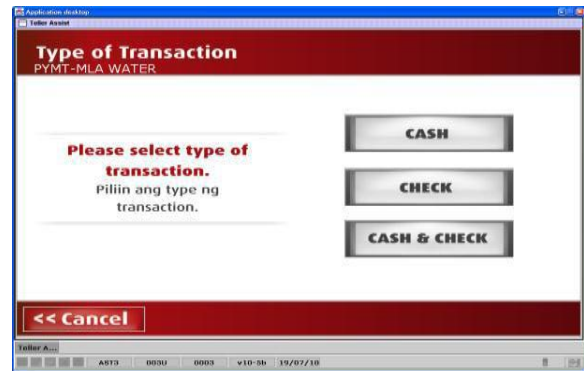
4. Select "Other Merchants" to pay for Ateneo de Manila University



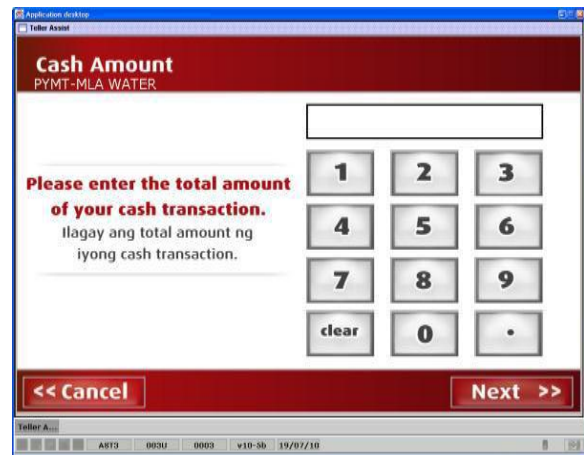
5. Enter Ateneo's (the merchant's) 9-digit reference number:  
**450253000 for Senior High School**



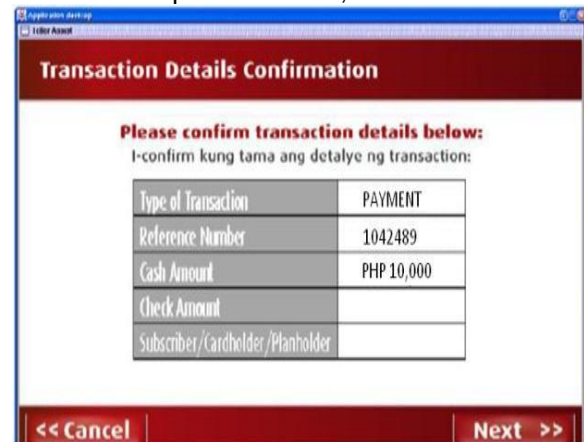
6. Choose mode of payment



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



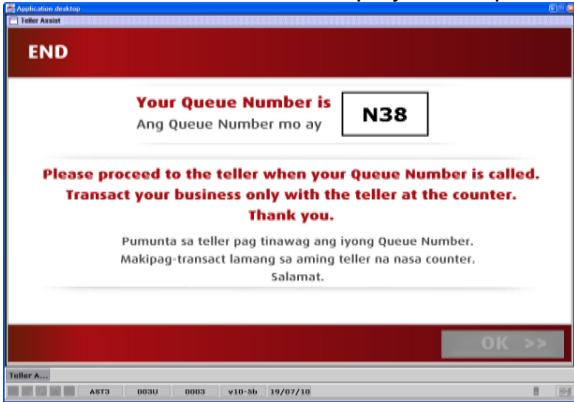
8. Encoded transaction details will be displayed. If correct tap NEXT. If not, click CANCEL



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 entered 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. To ensure that the payment will be attributed to the applicant, immediately email a copy/photo of the validated payment slip to [shsinquiries.hs@ateneo.edu](mailto:shsinquiries.hs@ateneo.edu). Indicate the name of the applicant and the individual payment reference number in the email.
16. 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.
17. 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.