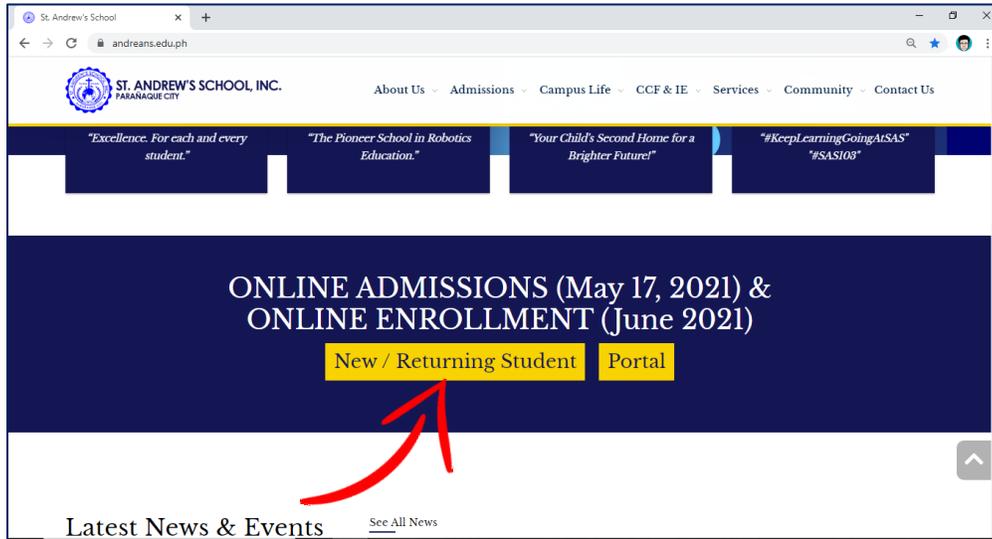


FOR ONLINE ADMISSION

(NEW STUDENT APPLICANTS, TRANSFEREES and RETURNING STUDENTS)

STEP 1: Go to our school website (andreans.edu.ph), and then click the **New/Returning Student** button.



STEP 2: Fill out and complete the online **Admission Form**.

- ✓ STUDENT PERSONAL & SCHOLASTIC INFORMATION
- ✓ EDUCATIONAL BACKGROUND
- ✓ FAMILY BACKGROUND
- ✓ HEALTH
- ✓ ALUMNI
- ✓ OTHER INFORMATION
- ✓ REQUIREMENTS (*Please make sure to **UPLOAD** all the requirements needed for the interview*)



STEP 3: Put a **check mark (✓)** on the certification and on I'm not a robot. Click on **SUBMIT**.

2. Birth Certificate authenticated by the PSA.

3. Baptismal Certificate

4. Parent's Marriage Contract (if married)

5. Two (2) pcs. 1" x 1" latest ID photo with nametag

6. Recent diagnosis from Developmental Pediatrician (SpEd Applicants Only)

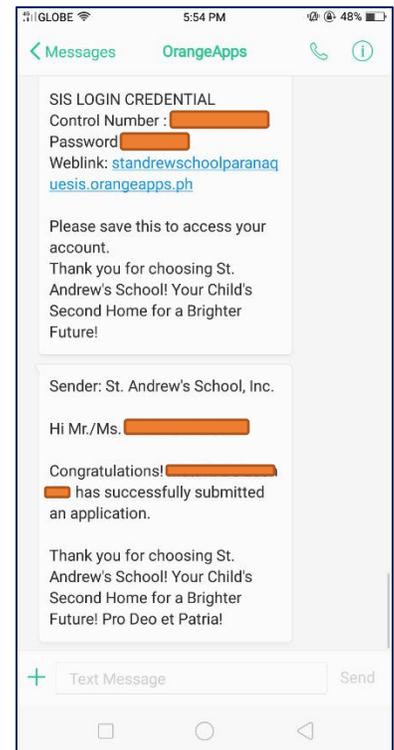
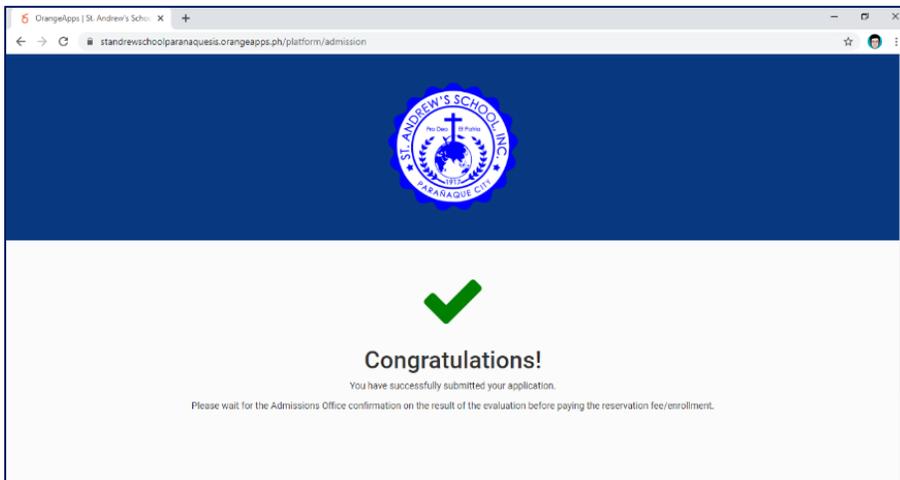
I/we certify that the data given herein and the accompanying documents are true and correct to the best of my / our knowledge and thus, misrepresentation is a sufficient reason for non-admission.

All information such as, but not limited to the creation and maintenance of student's and personnel's records for educational and other legitimate purposes in written, electronic or recorded means held by St. Andrew's School, Inc. (SAS) shall be processed by authorized personnel in accordance with the data privacy policies of the institutions (RA #10173 or known as the "Data Privacy Act of 2012").

I do hereby allow/authorize St. Andrew's School, Inc. (SAS) to use, collect and process the above information for educational and other legitimate purposes.

I'm not a robot

STEP 4: Once you have submitted the application, you will receive a SIS Login Credential Control Number and a Password via **SMS** or **email message**, and also a notification to the parent or guardian assigned.



STEP 5: WAIT for the **SMS** or an **email message** for the schedule of your **phone interview** from the Admissions Office. (**Note:** The student and the parent / guardian assigned will receive the notification messages.)



STEP 6: After the Final Interview, please **PAY** your **Reservation Fee** via BDO branch or mobile banking transaction / online fund transfer.

- Here is the instruction on how to process your alternative payment method that can be seen on our school website and official Facebook page:



ST. ANDREW'S SCHOOL, INC.
475 Quirino Ave. La Huerta, Parañaque City, 1700
www.andreans.edu.ph

Alternative Payment Method

A. Deposit the amount to the school's bank account with details below:

Bank:	Banco De Oro - La Huerta Branch
Account Name:	ST. ANDREW'S SCHOOL, INC.
Account Number:	005260060599

B. Scan / take a picture of the deposit slip for bank deposit or screenshot the transaction receipt for mobile banking payment/online fund transfer.

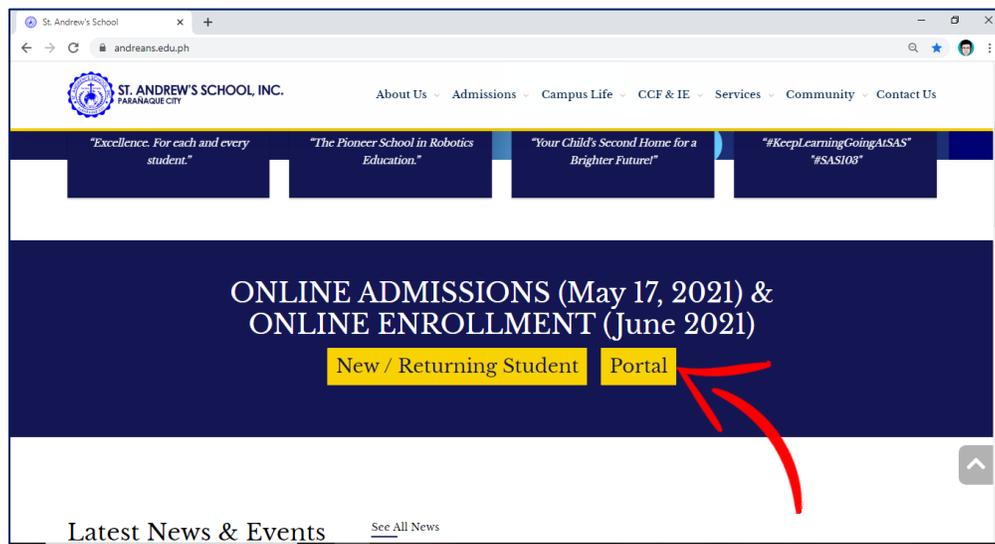
Contact us
8826-2129 ; 8820-7995; 8829-3632

 @SASPque  @andreans_edu_ph

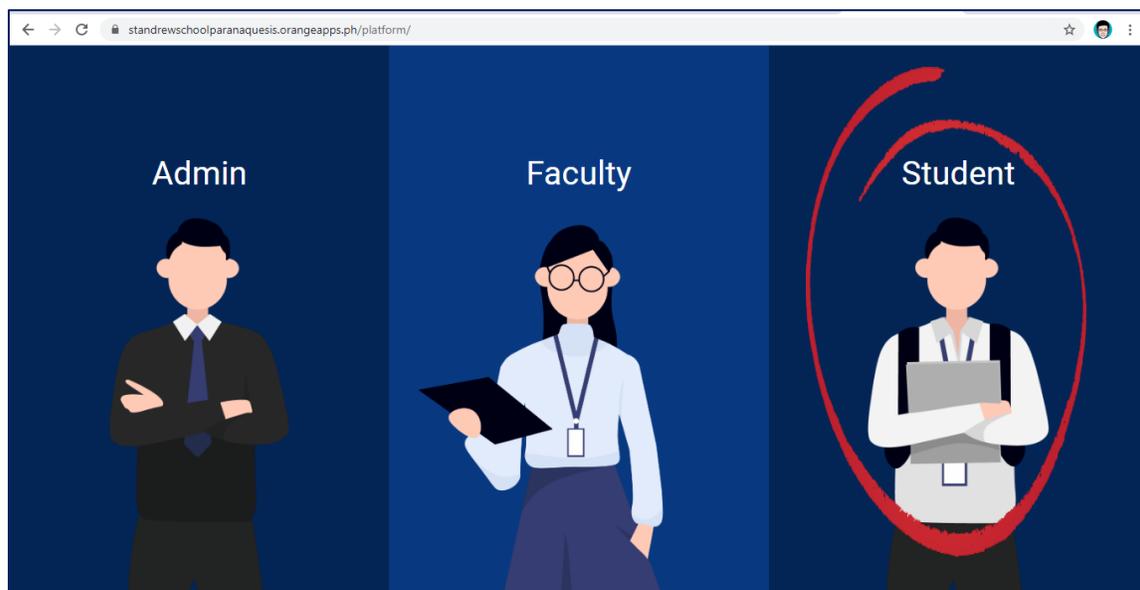
Pro Deo et Patria!



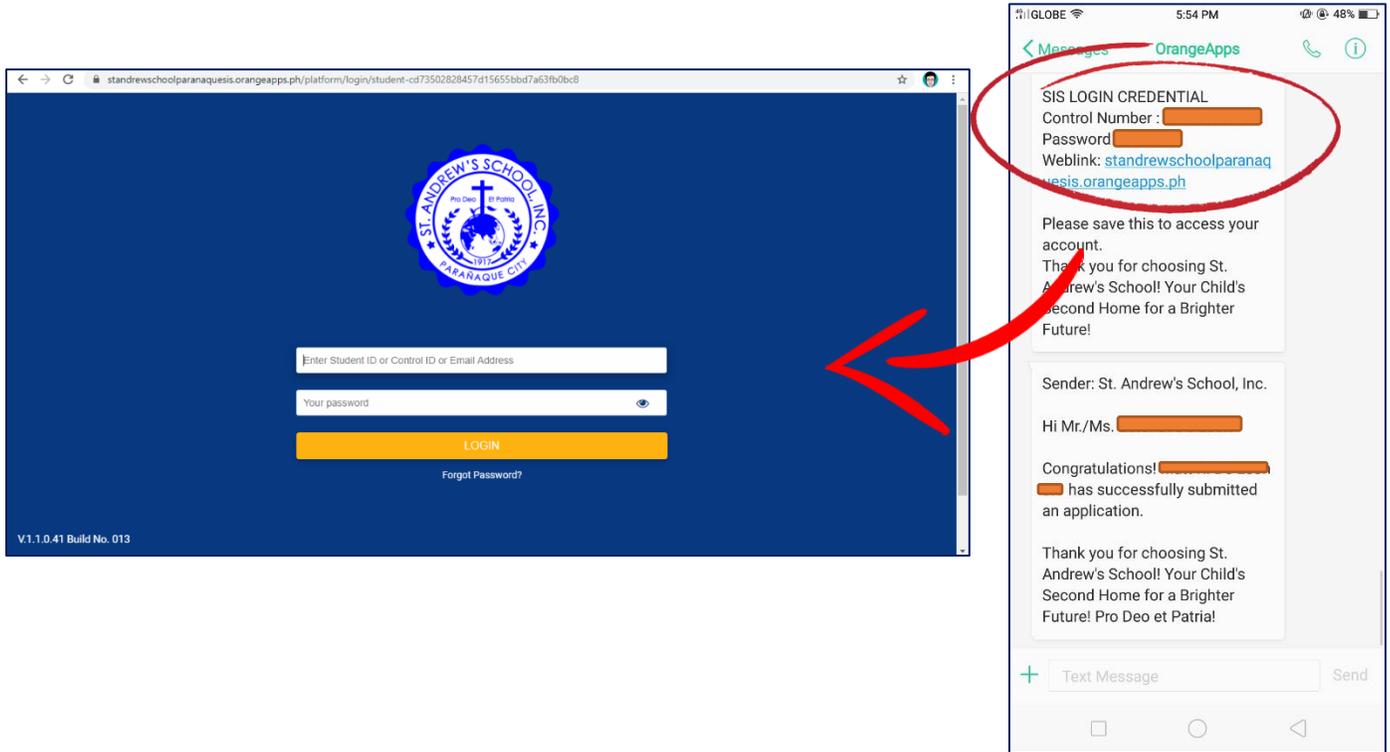
STEP 7: After payment, please go to our school website - andreans.edu.ph and then click **PORTAL**.



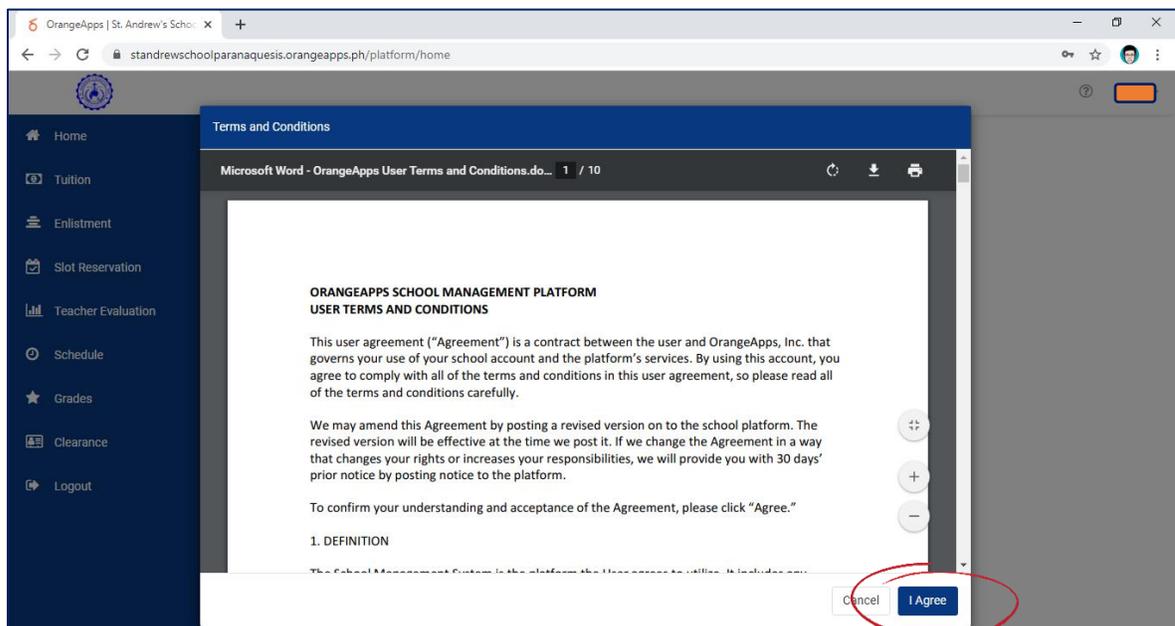
STEP 8: Select **STUDENT**.



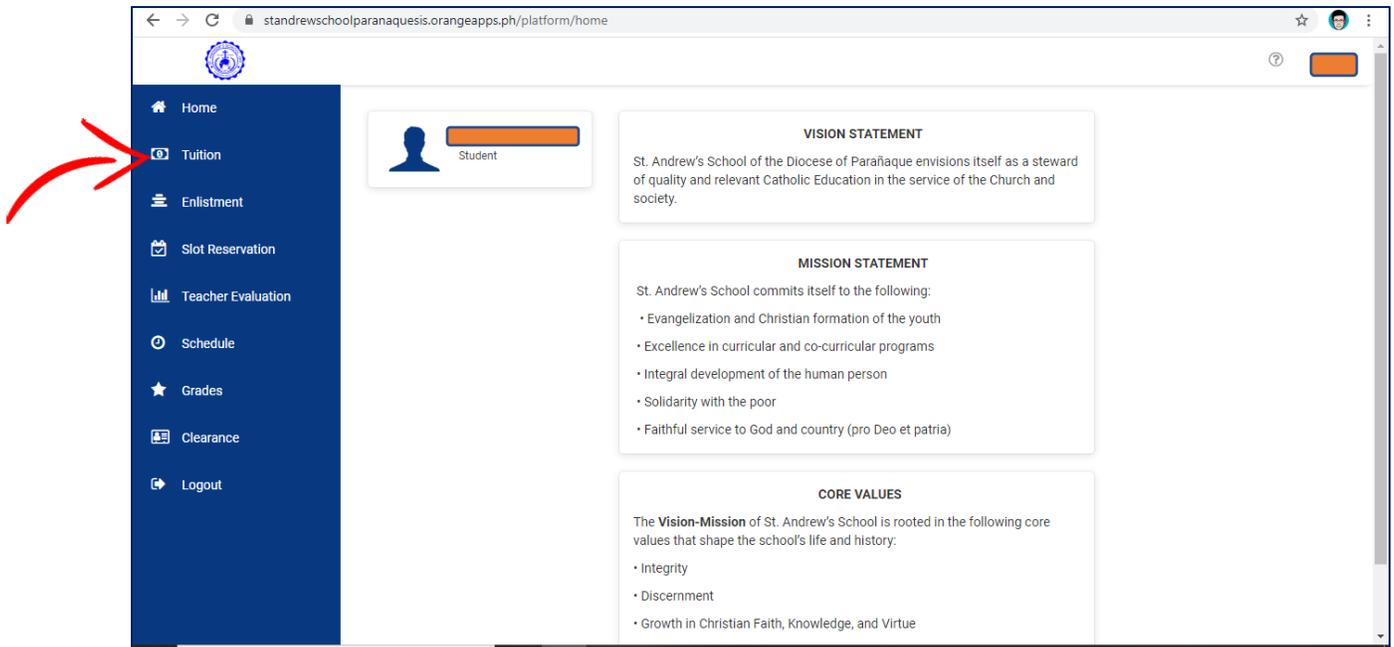
STEP 9: LOG IN to your account using the **Control ID Number** and **Password** you have received via SMS or email.



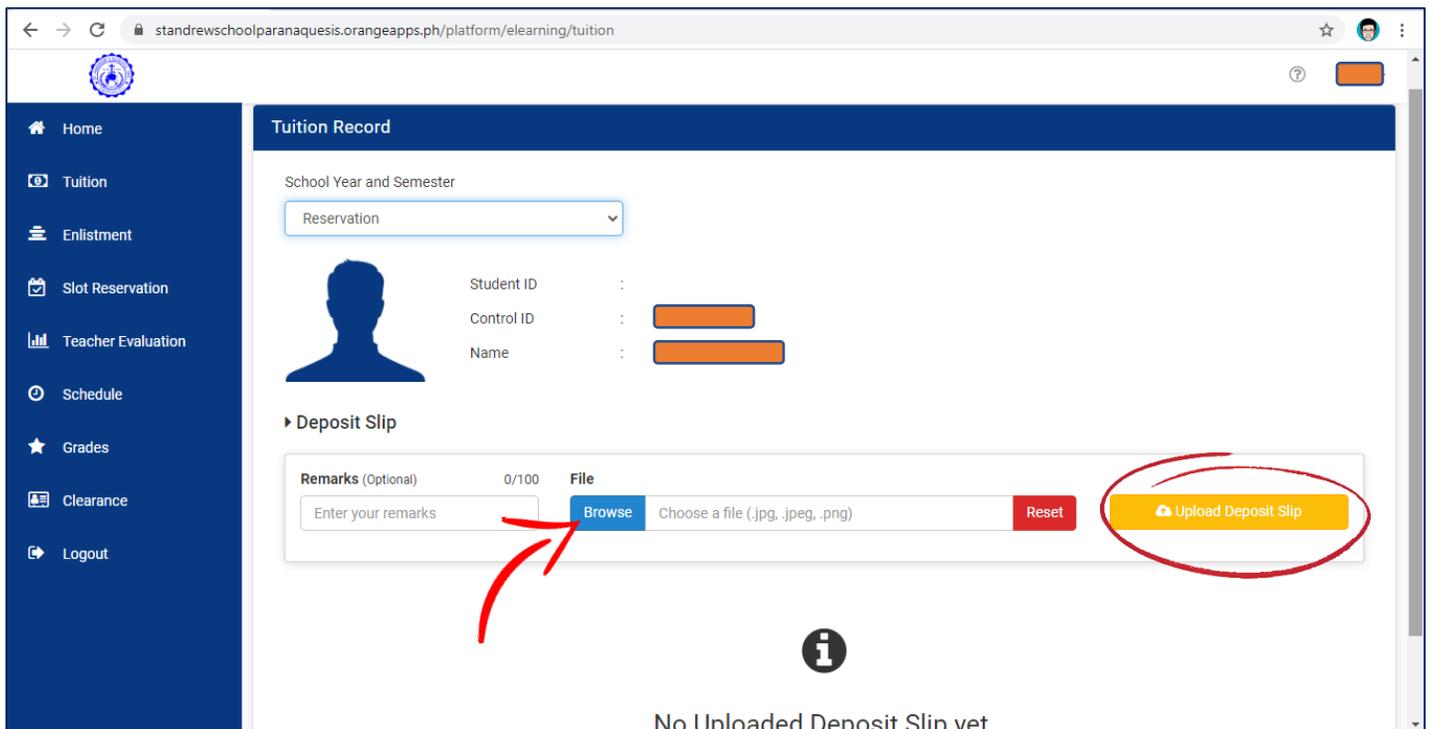
STEP 10: For first time user, please click on the **Agree** button for the Terms and Conditions window.



STEP 11: Click **TUITION** from the sidebar menu.



STEP 12: Click **Browse** to attach the copy of proof of payment / transfer, and then click the **Upload Deposit Slip** button to submit.



STEP 13: Please **WAIT** for at least 2-3 working days to validate your online payment. Always check the **PORTAL > STUDENT > TUITION** pages, if the payment has been **APPROVED** by the Accounting Office.

*(Note: If you receive an SMS or an email that it was **REJECTED**, please re-submit or re-upload again the file needed.)*

Reservation

Student ID :
Control ID :
Name :

► Deposit Slip

Remarks (Optional) 0/100 File

Enter your remarks Browse Choose a file (.jpg, .jpeg, .png) Reset Upload Deposit Slip

20 Entries Search...

No.	File Name	Date Uploaded	Payment For	Status	Remarks	Cashier Remarks	Action
1	thumbnail.jpg	May 18, 2021 02:25 pm	Reservation	Approved		OR # 1234	View

Showing 1 to 1 of 1 entries

Previous 1 Next

STEP 14: Proceed to **ONLINE ENROLLMENT** for Enlistment.

*(REMINDER: Always check the official website - andreans.edu.ph and the social media account of St. Andrew's School for the details and schedule of the **ONLINE ENROLLMENT before proceeding**.)*

Kindly call our **ADMISSIONS OFFICE** at 8826-2129 / 8788-0411 / 8820-7995 / 8829-3632 / 8829-0173 / 0917-596-0808 or email them at admissions@andreans.edu.ph for **QUESTIONS** and **QUERIES**.

