

# Ateneo College Application SY 2024-2025

## Checklist for Scholarship Application

- Parent's Personal Letter

### Parents' Employment Documents

- Certificate of Employment and Compensation
- 2022 Annual Income Tax Return or Certificate of Compensation Payment/Tax Withheld
- Pay Slips for the last 2 months prior to the submission of the scholarship application form

*If parent/s is SELF-EMPLOYED or OWN A BUSINESS or Micro, Small & Medium Enterprise (MSME), submit the following documents in ONE FILE:*

- Detailed description of the nature of work or business
- Income & Expense Financial Statement
- 2022 Annual income Tax Return. Please indicate in the Parent's Personal Letter if exempted from filing an ITR or the reason for non-filing.

*If parent/s is/are an Overseas Filipino Worker (OFW)*

- Copy of their Contract of Employment, translated in English, which also indicates their monthly/annual salary.

*If parent/s is/are UNEMPLOYED*

- Indigency Certificate of Certificate of Unemployment from the Barangay. If you cannot provide these documents, please provide an explanation behind the parent/s' unemployment in the Parent's Letter.

*If parent/s is/are RETIRED/RETRENCHED with the past three (3) years*

- Certificate of Retirement or Separation with the amount of retirement/separation benefits received from the company and from Pag-ibig, SSS, and/or GSIS.

### Single, Unmarried Sibling's Employment Documents

- Certificate of Employment and Compensation which includes bonuses, commissions, and/or allowances. If the applicant has multiple single, unmarried, and employed siblings, please submit all COEs in ONE FILE only.

If the sibling/s is SELF-EMPLOYED, OWNS A BUSINESS, or is an OFW, please submit the same requirements we require from parents, as stated above, in ONE FILE only.

- Copy of Electric Bill for the last two (2) months
- Copy of parents' Credit Card Billing Statements for the last two (2) months, if applicable.
- Clear photo of residence (FULL VIEW of the front of the whole house which includes the house number) and kitchen (main and dirty kitchen with the refrigerator in the photo). If residing in a building, condominium, or apartment, please submit a photo of the whole building.
- 1-2 minute video tour of the applicant's house.
- Clear 2x2 ID photo of the Applicant
- Copy of the applicant's PWD ID and the latest copy of the applicant's Medical Certificate, if applicable.
- Two (2) Scholarship Recommendations from the applicant's teacher and/or guidance counselor. Please view the Scholarship Application Form to read the instructions on how to accomplish the Scholarship Recommendation Form.

**Accurate as of 4 September 2023. For more information email [scholarships.ls@ateneo.edu](mailto:scholarships.ls@ateneo.edu).**