APPLICATION FOR GRADE 11,
SCHOOL YEAR 2024-2025
ATENEO DE MANILA SENIOR HIGH SCHOOL
Procedure for Applicants from Public 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 <u>tailored to applicants who are from public schools</u> in the Philippines. They also apply to Tulong-Dunong and ACED scholars.

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

☝When creating an account, use the applicant's *active* personal email address. Ateneo will use this email address to send official communication to the applicant throughout the application process and afterwards. Don't use a dummy email address or somebody else's. Note down the email address you used to open the account and the password you will set. You will use this to log into the system several times including the time you view the application decision. Don't create more than one account per applicant. This will lead to confusion in the future.

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 the **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.*)

STEP 2: Pay the application and testing fee of Php 750. (See next page for requests to <u>waive</u> the fee.)

◆ The applicant should take a picture or a screenshot of the box that displays the reference number. He/She will need to refer to this when he/she pays the application fee.

◆The applicant or the applicant's parent/guardian may choose from the ff modes of payment (1) Paybiz – (a) Mobile wallets: G-cash or Grab Pay (b) Online Bank Transfer: BPI, BDO, UnionBank, PNB, RCBC; (2) Webpay - Visa/Mastercard debit and credit cards.

◆Detailed instructions for each of these payment modes are *downloadable* from the *SHS Admissions page in the Ateneo Website*.

◆<u>Very important</u>: After payment, the applicant should (a) **upload the proof of payment** (screenshot or scan of system-generated payment confirmation) in the **google form** that can be accessed through this link: https://go.ateneo.edu/SHSOAS-ProofofPayment-SY2425 (b) and *also* **upload it in the applicant's account** in the Ateneo Edusuite Admission system. (In order to do this, go to the *payables* section of the applicant's admission account and click "upload receipt.") This will help ensure that Ateneo can track the payment and attribute it to the applicant.

◆The applicant's status in the system should change to "draft" around 3-5 *working* days after payment. If the applicant remains in the "for payment" status beyond 5 working days, the applicant may contact the Office of Admission and Scholarships. The delay is usually because the payment cannot be tracked.

◆ A public school student may request that his/her **APPLICATION FEE BE WAIVED** under *the following conditions*:

1.   He/She must meet the following criteria: (a) he/she must have no failing grades in any grading period in Grade 9. (b) He/she must present proof that he/she is currently enrolled in a Philippine public school this 2023-2024.

2.   The applicant (from a public school) must scan or take a picture of the following documents: (a) his/her final/complete Grade 9 report card showing all grades of all grading periods, (b) proof that he/she is currently enrolled in a public school this 2023-2024 such as his/her school ID or certification of enrollment from the school, and (c) a screenshot of his/her system-generated 9-digit payment reference number. (To have a payment reference number, the applicant *must have already created an account in the online system*.)

3. The applicant must send all of these 3 requirements as attachments in an email to oas.ashs@ateneo.edu . The applicant must enter "**Request for Waiving of Application Fee**" as the *subject* of the email.

The waiving of the fee will be reflected in the applicant's online application account after 1-2 *working* days, and the applicant may then proceed with the online process.

The application fee will not be waived for students enrolled in private schools, except for *Tulong-Dunong* and *Ateneo Center for Educational Development (ACED)* scholars.

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 handled the applicant in Grade 8, 9 or 10 and 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 an online recommendation 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. The recommendation form will not pass through or be seen by the applicants.

(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 online 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 the 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. (Students enrolled in foreign schools do not have an LRN.)

6) *Upload the required documents*
The applicant must upload the following-
◆ **A PDF copy of the applicant's final, completed Grade 8 and Grade 9 report card (all parts/pages of the report card).** The name of the applicant, the name of the school, all the academic and non-academic ratings and the grading system equivalents 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 January 31, 2024.
◆**A PDF copy of the applicant's birth certificate –** copy issued by the Philippine Statistics Authority (PSA) or National Statistics Office (NSO), or by the gov't of the applicant's country of origin. If the applicant's birth certificate is written in a language other than English, then provide a certificate of English Translation as an attachment.
◆*If the applicant is NOT a Filipino citizen*: a scanned copy of the valid passport biopage and a copy of the valid Philippine visa (both stamp/sticker and/or or the ACR-I Card issued by the Philippine Government). These documents must be scanned as one PDF file only.
◆*If the applicant has dual citizenship*: a PDF copy of at least one of the following documents - the applicant's valid Philippine passport, certificate of recognition as a Filipino citizen, certificate of re-acquisition of Filipino citizenship or certificate of naturalization.

◆**An image file (PNG, JPG/JPEG) of a** <u>recent</u> **ID picture of the applicant**. The picture must be colored with a white background and show the applicant's 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.

◆**Parent's Consent Form.** The applicant must download the blank parent's consent form from the SHS Admissions page (https://www.ateneo.edu/ashs/admissions) in the Ateneo website. He/She must ask his/her parent to check the accuracy and correctness of everything entered in the application form. The applicant's parent must either e-sign the consent form or print the blank form and physically sign it then scan the signed copy and save it as a new PDF file. The applicant must then upload the consent form in the "Certification" section.

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. Click "next" to move through the different parts of the application form in order to make changes. 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.

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). If the email address is wrong, the recommender will not receive the form.

ACKNOWLEDGED = The recommender received and opened Ateneo's email containing the recommendation form. This does NOT necessarily mean that the recommender answered the form.

SUBMITTED = The recommender completed the recommendation form and clicked the "submit" button in order to electronically submit the form to Ateneo's application 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, follow up the recommendation and check if the email address is correct, (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: Before clicking on an exam schedule, discuss your chosen schedule with your family. Once you select an exam schedule in the system, it is no longer possible to change schedule.

When you are ready to select a schedule, c**lick "Manage Exam Schedule" then "add schedule" then click on the chosen testing schedule in the online system.** ["For Examination" status].

Note that slots in each testing session are limited and accommodation in a testing session is on a first come first served basis.

Clicking on an exam schedule will trigger the **sending of an exam permit to the applicant's notification email address** (the one used to open the account in the admission system). The applicant must then **print the exam permit** or have it printed *in color*, on white A4 bond paper, landscape orientation.

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☝ General Reminders:

◆Kindly note that *the online application process is not complete until the applicant receives an email containing the exam permit.*

◆Also note that the online process *cannot be completed in a single day*.
▢It will take 3-5 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 days for the recommenders to fill up the recommendation form and send it to Ateneo's online system.
▢It may take 1-2 working days for the checker to check the requirements.

DEADLINES:
◆All of those who intend to apply must **create an account** in the system (Step 1) by **November 29, 2023**. After this, the system will close; those interested to apply may no longer create an account nor proceed with application.
◆All applicants who have already created accounts must complete the other steps in the application process by **December 9, 2023**.

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). Only those who take the exam will be considered for admission.

◆The A-SHAPE schedule is as follows:

Session	Date	Assembly	Exam Proper	End of Exam
1	Sat, 13 Jan 2024	7:00 am	7:30 am	12:00 nn
2	Sat, 13 Jan 2024	1:00 pm	1:30 pm	6:00 pm
3	Sun,14 Jan 2024	7:00 am	7:30 am	12:00 nn
4	Sun,14 Jan 2024	1:00 pm	1:30 pm	6:00 pm

◆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. There are no provincial or international testing centers.

Exam Reminders:
◆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 prior to the test and present it on the day of the test – at the Ateneo gate, at the entrance to the test venue and inside the testing venue. 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 their own drinking water.
◆There is no need to bring pencils and scratch paper, as these will be provided.
◆Additional reminders, health protocols, details on drop-off, parking, pick-up, assembly and lining up will be posted in the SHS page of the Ateneo website shortly before the exam.

ADMISSION DECISIONS
Admission decisions will be released at the end of April 2024 (specific date to be announced). An applicant will be able to view the *individual* decision on his/her application **online**, through his/her application account. No public posting of admission decisions will be made.

☞For more information, visit
https://www.ateneo.edu/ashs/admissions
☞For Grade 11 application inquiries, please contact the Ateneo de Manila Senior High School **Office of Admission and Scholarships** (OAS) during office hours (8:00 am to 12:00nn, 1:00 pm to 4:30 pm, Mondays to Fridays).
Phone: 8426-60-01, local 6292
Email: oas.ashs@ateneo.edu

FINANCIAL AID SCHOLARSHIPS

In view of the Ateneo's desire to provide quality education and leadership formation to those coming from the public school system, 100 scholarship grants will be offered in the Senior High School to academically gifted but financially challenged public school students. Scholarships in the Ateneo Senior High School are given to deserving students primarily on the basis of financial need.

Please note that all students who hope to get a scholarship must apply. Scholarships will not be offered to students who do not submit financial aid applications.

Please also note that application for financial aid has to be done **along with the application for admission**.

For information on financial aid application, please visit*:*
https://www.ateneo.edu/ashs/admissions/scholarships-financial-aid