

APPLICATION FOR GRADE 11, SCHOOL YEAR 2026-2027

ATENEO DE MANILA SENIOR HIGH SCHOOL

Procedure for Applicants from Private Schools

This document contains detailed step-by-step instructions to guide the applicant through the online application process. Please download /print all the instructions then refer to the instructions per step as you go through that particular step.

STEP 1: ACCOUNT CREATION AND GENERATION OF PAYMENT REFERENCE NUMBER

When creating an account, use the **applicant's active personal email** address.

Important Reminder:

- Use your **own valid email address** (not a dummy one like YopMail, and not your parent's/guardian's).
- **Remember your email and password** – you'll need them to log in and view your admission decision.
- **Create only one account.** Multiple accounts will cause delays and confusion.

Create an Account

(1) Go to <https://ateneo.edusuite.asia/login> and open the login page. (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 full name** (not the parent's name). (4) Enter the **applicant's active personal email address**. (5) Retype the applicant's email address (6) Choose "I am applying for **Senior High School**". (7) Click on the reCaptcha link. (8) Read and tick the box to agree with Ateneo's and EduSuite's data use policy. (9) Click **Submit**. (10) 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). (11) Applicant will be redirected to a screen entitled "Activate your account" and he/she has to **set his/her password**. (12) Click **activate** button. (13) In the pop-up that the "account is successfully created," click "ok". (14) Applicant will be redirected to the login page. (15) 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 applicant's name is entered completely and exactly the same as what is written in the applicant's birth certificate, and the school name is complete, including the branch. (5) Click "Submit." (6) You will be directed to the "My Payables" 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: PAYMENT STAGE

Pay the application and testing fee of Php 750.

The applicant should take a photo or screenshot of the box displaying the payment reference number. This will be needed when paying the application fee.

The applicant or the applicant's parent/guardian may choose from the following modes of payment:

1. **Paybiz**
 - Mobile wallets: GCash or GrabPay
 - Online bank transfers: BPI, BDO, UnionBank, PNB, RCBC
2. **WebPay** – Visa or Mastercard debit and credit cards

Detailed instructions for each payment option are available for download on the SHS Admissions page of the Ateneo website.

Important Reminder:

- After payment, the applicant should **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/SHSAdmProofPmnt2627>
- **Also upload it in the applicant's account** in the Ateneo Edusuite Admission system. (In order to do this, go to the **My 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. Failure to upload the proof of payment may lead to problems in tracking the payment.
- Please allow **3–5 working days** for payment posting and confirmation during the regular admission season (September

to October), and **5–7 working days** during the peak season (November).

- The applicant’s status in the system should change to “draft” 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.

STEP 3: DRAFT STAGE

(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*

- In this section, the applicant must enter the full name, position, contact number, and correct email address of two (2) recommenders. These recommenders should be **teachers, counselors, or administrators from the applicant’s current school**, preferably those who **taught or supervised the applicant in Grades 8, 9, or 10 and know the applicant well**.
- Before entering their details, the applicant must:
 - Ask the chosen recommenders if they are willing to complete a recommendation form.
 - Request a working email address and contact number (either the school’s landline with local number or a mobile number).
 - Inform the recommenders that they will receive an online recommendation form (Google Form) via email. Once submitted, the form will go directly to Ateneo’s admissions system and will not be visible to the applicant.
- The applicant must ensure that the email addresses entered are accurate and active. Entering an incorrect address may cause the form to bounce back or be sent to the wrong person. When the applicant clicks “Proceed,” the system will automatically send the recommendation link to each recommender.
- The applicant must also remember **NOT** to list themselves, their parents, relatives, or friends as recommenders, as recommendations from these individuals will not be accepted.

- 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. Students enrolled in foreign, non-DepEd schools do not have an LRN.

(6) *Upload the required documents*

- The applicant must upload the following:
 - **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, 2026.
 - If the applicant does not have copies of their Grade 8 and 9 Report Cards, they may upload a scanned copy of their Junior High School Permanent Academic Record School Form 10 (also known as SF10; previously Form 137 or F-137) or their Junior High School Transcript of Records. They need to scan and upload all parts/ pages of the Permanent Academic Record School Form 10 or Transcript of Records.
 - If the applicant's report card or Permanent Academic

Record is written in a foreign language other than English, please request an English translation from the applicant's current school.

- **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 born abroad but is a Filipino:* a scanned copy of the Report of Birth will also be accepted, provided that the birth certificate issued by the applicant's country of birth is attached as a second page.

- *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 (JPG/JPEG format) of a recent 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, career plans, 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

- Click the accomplished online admission application form 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: RETURN TO APPLICANT STAGE

- 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. 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.
- Kindly note that it is normal for an application to be in the Return to Applicant stage multiple times, since admission checkers may find several parts that need to be corrected.

STEP 6: FOR RECOMMENDATION STAGE

- 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 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 and 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).

- If there are problems with the submitted online recommendation form, then the admission checker will likewise advise you add another recommender.

STEP 7: FOR EXAMINATION STAGE

- 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, **click "Manage Exam Schedule" then "add schedule" then click on the chosen testing schedule in the online system.**
 - 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.

⚠ **General Reminders:**

- The online application is not complete until the applicant receives the exam permit via email.
- The process cannot be completed in a single day.
- Payment posting may take 3–5 working days (regular season) or 5–7 working days (peak season) due to bank and cashier processing.
- Recommenders may take several days to complete and submit the recommendation form.
- Requirement checking may take 3–5 working days (regular season) or 7 or more working

DEADLINES:

- ◆ All of those who intend to apply must **create an account** in the system (Step 1) by **October 25, 2025**. After this, the system will close. Those interested to apply may no longer create an account nor proceed with application.
- ◆ All applicants who have created accounts must complete the application process by **December 05, 2025**.

days (peak season), as admission checkers assess hundreds of applications daily.

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 Time	Exam Proper	End of Exam
1	10 Jan 2026	6:30 am	7:30 am	12 pm
2	10 Jan 2026	12:30 pm	1:30 pm	6 pm
3	11 Jan 2026	6:30 am	7:30 am	12 pm
4	11 Jan 2026	12:30 pm	1:30 pm	6 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 1 hour 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. Applicants are also advised to provide a copy for their companion.
- 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 2026 (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).
 - Telephone:** +63 2 8426-6001 ext. 6296
 - Cellphone:** 0956-951-2290
 - Email:** oas.ashs@ateneo.edu
- Inquiries sent on weekends, national holidays, or school-declared holidays will be answered on the next working day.