



COLLEGE OF SAN BENILDO-RIZAL

GS Campus: Marcos Highway, Cainta, Rizal 1900
Tel. Nos. +632-681-1718 / 681-1715 www.sanbenildo.edu.ph

2 x 2
Picture
White background

APPLICATION FORM GRADE SCHOOL DEPARTMENT SY: 2014-2015

Application for Level _____ Application No. _____ O.R. _____

PERSONAL DATA

PLEASE PRINT ALL INFORMATION

Gender: M F

NAME:

(Last) (Name) (Middle) (Nickname)

Age _____ Date of Birth ____ / ____ / ____ Place of Birth _____ Birth Order: _____
month day year

Citizenship: _____ Religion: _____ Tel No.: _____

Home Address: _____

Brother(s)/Sister(s) in CoSB-R:	Name	Grade & Section	Birth Order
_____	_____	_____	_____
_____	_____	_____	_____

FAMILY BACKGROUND

FATHER	MOTHER
	NAME
	HOME TEL. NO.
	MOBILE PHONE NO.
	EMAIL ADDRESS
	OCCUPATION
	EMPLOYER/COMPANY
	BUSINESS TEL. NO
	BUSINESS ADDRESS
	EDUCATIONAL ATTAINMENT
	LAST SCHOOL ATTENDED

GUARDIAN'S NAME: _____ Landline No.: _____

Relationship to student: _____ Mobile No.: _____

Address: _____

EDUCATIONAL BACKGROUND

Grade Level	Year Attended	Name & Address of School
Nursery		
Kinder		
Gr.1		
Gr.2		
Gr.3		
Gr.4		
Gr.5		

Interests & Hobbies: _____

Is your child undergoing any type of cognitive, behavior or physical intervention? Yes No

If yes, please explain briefly. _____

CERTIFICATION

I certify that the information herein is correct and complete. Falsification, misrepresentation or withholding of information in this form will automatically nullify my application and will result to dismissal from the CoSB-R.

Printed Name & Signature of Parent/Guardian/Spouse

Date

Admission Requirements and Guidelines for Grade School

QUALIFICATIONS:

- ✓ Grades must be above 80% in any grading period.
- ✓ Average should be 83% and above.
- ✓ Conduct Grade must have an equivalent grade of 85%.

LIST OF DOCUMENTS TO BE SUBMITTED: (Note: All documents submitted become the property of CoSB-R and will NOT be returned to the applicant)

A. For **NEW STUDENTS**:

1. Original copy of NSO Birth Certificate
2. Photocopy of Baptismal Certificate (Original must be presented)
3. Recommendation Letter from the Guidance Counselor/Class Adviser ([Downloadable RF Form A-B](#))
4. Three (3) -2x2 colored picture, white background
5. One (1) Long brown envelop

B. Additional requirements for **TRANSFEREES**:

1. Original Transcript of Records or Certified True Copy of latest report card (3 copies)
2. Transfer Credentials
3. Recommendation Letter from the School Principal

C. Additional requirements for **FOREIGN STUDENTS (below 18 years old)**:

1. Two (2) photocopy of Passport (*original must be presented*)
2. Original Special Study Permit (SSP) from the Bureau of Immigration (BOI)
3. One (1) photocopy of Alien Certification of Registration (*original must be presented*)

PROCEDURE:

- STEP 1: Fill up the application form and submit all requirements to the Records Office (Monday - Friday, 8:00am - 3:00pm).
- STEP 2: Secure the payment slip for testing fee from the Records Office.
- STEP 3: Pay the testing fee of Php 500.00 at the Business Office.
- STEP 4: Proceed to the Guidance Office for testing permit and schedule.
- STEP 5: On the date of examination, applicants must present their testing permit. (Schedule of release of test results will be announced by the examiner)
- STEP 6: After passing the Entrance test, pay Reservation fee of Php 2,500.00 at the Business Office. The fee is not refundable, but deductible from the tuition fee upon enrolment.

BENILDEANS DO ordinary things EXTRAORDINARILY WELL

-Saint Brother Bénilde Romançon, FSC

