

JUBILEE CHRISTIAN ACADEMY
www.jca.edu.ph
ADMISSION, SCHOOL YEAR 2019-2020

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Procedure 2 APPLICANT ACCESS MODULE

Please do the following steps to complete the personal data of the student applicant.

1. Log in to the Applicant Access Module
 - 1.1 Click **APPLY** button
 - 1.2 Personal Verification will appear
 - 1.3 Type your child's Last, Middle, and First Name in the given fields.
 - 1.4 Click Continue. Personal Data will appear.
2. Supply all information from Step 1 to Step 3.
 1. Step 1 – Student Personal Information
 - 1.1. Click the grade level your child is applying for
 - 1.2. Click the session you prefer if your child is in Preschool. First session is on a first-pay-first served basis.
 - 1.3. Skip Chinese name
 - 1.4. Click gender
 - 1.5. Click birthdate to update automatically the age
 - 1.6. Indicate birthplace according to birth certificate
 - 1.7. Indicate citizenship / multiple citizenship; click Others if not provided then type citizenship / multiple citizenship
 - 1.8. Indicate religion; click others if not provided, then indicate your child's religion
 - 1.9. Indicate church
 - 1.10. Indicate contact number; landline number preferred
 - 1.11. Indicate residence information (e.g., unit, building, street, city, barangay, country, zip code)
 - 1.12. Click "Next Step" at the bottom of the page
 - 2.2 Step 2 – Student Educational Information, indicate
 - 2.2.1 school level
 - 2.2.2 name of school
 - 2.2.3 School's contact number
 - 2.3 Step 3 - Family Background
 - 2.3.1 Father, Mother or Guardian's information
 - 2.3.1.1 Indicate first name, middle / maiden name, and last name
 - 2.3.1.2 Click deceased if applicable
 - 2.3.1.3 Chinese name
 - 2.3.1.4 Indicate birthdate
 - 2.3.1.5 Indicate birthplace according to birth certificate
 - 2.3.1.6 Indicate citizenship / multiple citizenship; click Others if not provided, then indicate citizenship / multiple citizenship
 - 2.3.1.7 Indicate religion; click others if not provided, then indicate the religion
 - 2.3.1.8 Indicate church
 - 2.3.1.9 Indicate contact number; cell number preferred

- 2.3.1.10 Indicate email address
 - 2.3.1.11 Indicate residence information (e.g., unit, building, street, city, barangay, country, zip code)
 - 2.3.1.12 Indicate profession (e.g., institution, position, address, contact number)
 - 2.3.1.13 Indicate highest educational attainment
 - 2.3.1.14 Indicate if JCA alumnus (e.g., highest level graduated from, graduation year)
- 2.3.2 Sibling's information
- 2.3.2.1 Indicate first name, middle / maiden name, family name
 - 2.3.2.2 Indicate school, grade or level, profession (e.g., institution, position, address, contact number)
 - 2.3.2.3 Indicate birthdate
 - 2.3.2.4 Click the plus sign for additional siblings; repeat 6.3.2.1 to 6.3.2.3 for each sibling
- 2.3.3 Click "Next Step" at the bottom of the page
- 2.4 Step 4- Medical Information (fill in base on the medical information form)
- 2.4.1 current height and weight
 - 2.4.2 medical history (e.g., medical, surgical, allergies, medication)
 - 2.4.3 medical condition (e.g., hearing, speech)
 - 2.4.4 primary and optional immunizations
 - 2.4.5 doctor's name, active license number, professional address, and contact number
- 2.5 Click "Upload Photo" at the bottom of the page
- 2.6 Click Choose File
- 2.7 Choose most recent close-up solo photo with collar and white background from your file
- 2.8 Click "Upload"
- 2.9 Tick the box beside the sentence "I certify that the foregoing information submitted are true and complete to the best of my knowledge."
- 2.10 Click SUBMIT when done. A message, DATA SUCCESSFULLY SAVED, will appear; click OK
- 2.11 Look for a Message Box
- 2.11.1 Take note of the Applicant ID number and default password provided to be used in the Applicant Access Module to check you applicant status
 - 2.11.2 **Do not change default password;** changing of password will be done when you are officially enrolled in Jubilee Christian Academy
 - 2.11.3 Click Sign Out
3. Click [**APPLICANT ACCESS MODULE**](#) to start application.