

JUBILEE CHRISTIAN ACADEMY  
[www.jca.edu.ph](http://www.jca.edu.ph)  
ADMISSION, SCHOOL YEAR 2018-2019

Doña Hemady Ave., cor 4<sup>th</sup> Street  
New Manila, Quezon City  
724-8550

1603-1607 E. Rodriguez Sr., Ave.  
Cubao, Quezon City  
724-0143 Local 600  
[registrar@jca.edu.ph](mailto:registrar@jca.edu.ph)

## 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.