



基立学院

JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

DATE : June 4, 2018
TO : PARENTS / GUARDIANS OF INCOMING GRADE 12
FROM : PAUL P. CALAMIONG, Ph.D.
Principal, Senior High School Department
SUBJECT : UNIVERSITY ADMISSION APPLICATION

Greetings!

In the previous school years, the Christian Formation Department - Guidance office has processed batch application for our students' university placement to Ateneo De Manila University (ADMU), De La Salle University (DLSU), University of Sto. Tomas (UST), and University of the Philippines (UP).

Due to the changes in most of these universities' entrance application procedure, from print to online application, Guidance office will no longer facilitate batch application starting SY 2018-2019. Instead, students will process their application individually.

We are still waiting for advice from Ateneo De Manila University (ADMU) whether they shall change to online application. Should they decide to continue their practiced application procedure, the Guidance office will do a batch application for ADMU applicants.

Grade 12 students are advised to visit the website of these universities for further instructions on their university placement application.

1. ADMU - www.ateneo.edu
2. DLSU - www.dlsu.edu.ph
3. UST - www.ust.edu.ph
4. UP - www.up.edu.ph

For pertinent university application documents (e.g., Copy of Grades, Recommendation Letters and Certificate of Character) needed from the School, please follow procedure below:

1. Submit a letter of request addressed to Dr. Paul P. Calamiong, SHS Principal to the JHS and SHS Office secretary, Mrs. Gladys M. Reyes. Identify the documents needed, purpose of request and other important details, if any (e.g., application requirements for ADMU, requested JCA personnel to accomplish recommendation form)
2. Attach a duly accomplished school document request form together with other needed documents (e.g., recommendation forms)

<http://www.jca.edu.ph/wp-content/uploads/2015/10/SCHOOL-DOCUMENT-REQUEST3.pdf>

3. Pay the document fee at to the Finance Office.
4. Present receipt to claim document/s from the JHS / SHS office secretary, Mrs. Gladys M. Reyes. Documents shall be released within three to five working days from date of request.

Please be guided accordingly.

Thank you