

# APPLICATION FOR RETURNEE STATUS 2ND TERM, AY 2020-2021

Last day for submission of approved returnee application is on **OCTOBER 30, 2020**

Late submission of approved returnee application is on **DECEMBER 5, 2020**



## Secure Returnee Form

You may email your respective [Records-in-Charge](#) to secure the Returnee Form.

Provide the following details:

- ID number
- Full name
- Degree program
- Approved LOA Form (if LOA) or duly signed Letter of Intent to Enroll (if AWOL)



## Accomplish and Submit

- Fill-out the returnee form
- Settle clearances (if there's any)
- Submit duly accomplished returnee form to your [Records-in-Charge](#) on or before the deadline.
- Please wait for the response regarding the status of your application.



## Enrollment

Application submitted until **October 30, 2020** -  
Once approved, please follow the [Online Adjustment Schedule](#).

Application submitted from **October 31 - December 5, 2020** -  
Once approved, please follow the [Late Enrollment Schedule](#); procedure to be announced.



## Viewing/Printing of Student Enrollment Record (SER)

**Dec. 7, 2020 - Jan. 23, 2021**



## Payment to Confirm Enrollment

on or before **Jan. 23, 2021**

Unconfirmed enrollment **will be dropped from the class list.**

For inquiries and concerns, please see [RO CONTACT PERSONS FOR ENQUIRIES AND CONCERNS](#).

For CSB Infonet or technical concerns, email [ithelpdesk@benilde.edu.ph](mailto:ithelpdesk@benilde.edu.ph) or call 8230-5100 local 1401 or 1402.