



Admissions Center  
 2544 Taft Avenue, Manila, Philippines 1004  
 Tel Nos: (+63) 230-5100 1801 to 1803  
 Email: admissions@benilde.edu.ph  
 Website: admissions.benilde.edu.ph  
 Office Hours: Mon-Fri. 8:00am-12:00nn  
 & 1:30pm-5:00pm/Sat. 8:00am-12:00nn

(As stated in Birth Certificate. Please PRINT or TYPE.)  
 STUDENT APPLICANT Surname

First Name

Middle Name

Nickname

Gender  Male  Female

(Assigned ID Number once applicant is enrolled)

## Graduate School Application Form

Submit this form together with all admission requirements indicated in the Benilde Book for your entrance examination permit and schedule. Only complete applications will be processed. PRINT OR TYPE YOUR ANSWERS.

For Academic Year \_\_\_\_\_

- 1<sup>st</sup> Trimester
- 2<sup>nd</sup> Trimester
- 3<sup>rd</sup> Trimester

2X2  
 Colored Picture  
 (Attach 3 copies,  
 taken in the last 6 months)

## PERSONAL DATA

Mailing Address (WRITE LEGIBLY. Mailed application status letters are sent to this address.)

Zip Code

Permanent Address

Zip Code

Date of Birth (DD/MM/YY)

Place of Birth

Age

Citizenship

Civil Status

If married, name of spouse

Telephone Number

Cellphone Number

Email Address

Religion (Optional)

## ENTRY INFORMATION (Indicate the degree program you plan to enroll in at Benilde)

### DEGREE PROGRAM

### DEGREE CODE

DO NOT FILL THIS AREA

DO NOT FILL THIS AREA		CND	CASE NO.
AF Status			
<b>DEFICIENCIES:</b> <input type="checkbox"/> GSAF <input type="checkbox"/> PIC <input type="checkbox"/> BC <input type="checkbox"/> RF <input type="checkbox"/> HD/TC <input type="checkbox"/> CV <input type="checkbox"/> CGMC <input type="checkbox"/> ACR <input type="checkbox"/> Passport <input type="checkbox"/> TOR <input type="checkbox"/> OTHERS: _____			
REMARKS:			

**FAMILY BACKGROUND (for verification and contact number in case of emergency)**

	FATHER / MOTHER or SIBLING	SPOUSE
NAME		
CITIZENSHIP		
HOME ADDRESS		
E-MAIL ADDRESS		
TELEPHONE NUMBER		

**WORK BACKGROUND (For working students and graduate school applicants)**

Work/Business Information: From the most recent employment to the oldest.

POSITION	JOB CLASS*	COMPANY NAME AND ADDRESS	INCLUSIVE DATES

\*Job classification within the company (i.e. Rank and File, Supervisory, Section Manager, Department Manager, Top Management)

**EDUCATIONAL BACKGROUND (Include all schools attended and/or enrolled in)**

COLLEGIATE	NAME AND ADDRESS OF SCHOOL	SY ATTENDED
Year I		
Year II		
Year III		
Year IV		

MASTER	NAME AND ADDRESS OF SCHOOL	SY ATTENDED

PhD	NAME AND ADDRESS OF SCHOOL	SY ATTENDED

## APPLICATION DISCLOSURES

### Is this your first time to apply at Benilde?

YES  NO (State date of previous application: \_\_\_\_\_)

### Please indicate your previous application status:

Accepted  Not Accepted  Wait-listed  
 Others (Please specify: \_\_\_\_\_)

De La Salle-College of Saint Benilde aims to provide educational opportunities for diversely-gifted learners including applicants with special education needs (SEN). The final acceptance or non-acceptance of SEN applicants are based on the merits of their application and the ability of the College to provide services for their conditions.

It is important to remember, that if you do not disclose such conditions then the College will not be obliged to provide you with any support or reasonable accommodation, and will be treated as a regular applicant/student. Non-disclosure will also affect your admission to the College.

Do you have *physical disability* (e.g. heart condition, visual/hearing impairment, etc.), *special learning needs* (e.g. dyslexia, ADHD, ASD, etc.) or *psychological condition* that affected your schooling before and/or may affect your schooling at Benilde?

\_\_\_\_ Yes, please specify \_\_\_\_\_  
(submit updated Developmental History Form dated within the last six months. For a guide, visit or contact the Admissions Center)  
\_\_\_\_ No

## ADDITIONAL INFORMATION (Data collected will be used for research and marketing purposes optional).

### How did you learn about Benilde? (select all that applies to you)

- |   |  |
|---|--|
| <input type="checkbox"/> Grandparent          | <input type="checkbox"/> Newspaper/Magazine                                  |
| <input type="checkbox"/> Mother               | <input type="checkbox"/> Movie/TV/Radio                                      |
| <input type="checkbox"/> Father               | <input type="checkbox"/> Career Talk/School Fair                             |
| <input type="checkbox"/> Sibling              | <input type="checkbox"/> Online Advertisements                               |
| <input type="checkbox"/> Friend               | <input type="checkbox"/> Brochures/Flyers                                    |
| <input type="checkbox"/> Teacher              | <input type="checkbox"/> Spouse (for married application)                    |
| <input type="checkbox"/> Campus Tours/Exhibit | <input type="checkbox"/> Public Events, Expo, Exhibits, Conventions          |
| <input type="checkbox"/> Classmate            | <input type="checkbox"/> Billboards/Posters/Announcements                    |
| <input type="checkbox"/> School Counselor     | <input type="checkbox"/> Benilde Personnel (Faculty, Admissions Center, etc) |
| <input type="checkbox"/> Social Media         | <input type="checkbox"/> Benilde Alumni or current students                  |
| <input type="checkbox"/> Email Correspondence | <input type="checkbox"/> Colleague or Co-worker (for working applications)   |
| <input type="checkbox"/> Phone call           | <input type="checkbox"/> Others, please specify                              |
| <input type="checkbox"/> Benilde Website      | _____  |

## VERIFICATION / AUTHORIZATION

DE LA SALLE-COLLEGE OF SAINT BENILDE (DLS-CSB) hereby understands that information about you is personal. DLS-CSB is committed to protect the privacy of this information as required by the Data Privacy Act of 2012. Because of this commitment, DLS-CSB would need to obtain the individual's written consent before the College may process the individual's personal and sensitive information and has adapted necessary measures to protect it.

All inactive applications and documents shall be securely disposed two years after the date of application.

I have carefully read the contents of this application form. I certify that the information given herein is correct and complete. Falsification, misrepresentation, or withholding of information requested in this form will automatically nullify my application and enrollment. I understand that I will be liable for exclusion from De La Salle-College of Saint Benilde for any falsification, misrepresentation, or withholding of information employed by me or on my behalf in relation to this application.

I knowingly and voluntarily consent to the disclosure and processing of my personal information and sensitive personal information including but not limited to (disciplinary records and special need, psycho-emotional condition and physical disability) contained in this application form to De La Salle-College of Saint Benilde for purpose of assessing my college application. This information will be shared with authorized personnel of the College with legitimate educational interest.

This also authorizes any school I have previously attended to release any information/records requested by De La Salle-College of Saint Benilde in relation to this application. The College may use such information in the processing of this application.

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Printed Name & Signature of Applicant

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Date

## GRADUATE PROGRAM REQUIREMENTS

- Completed Benilde Graduate Student Application Form
- Original Transcript of Records with remarks for further studies or for evaluation. For applicants who completed degrees abroad, original Transcript of Records must be authenticated by the Philippine Embassy of relevant countries of your schooling. If these records are written in a language other than English, complete and official English translations must be submitted together with the original records. The transcript should indicate all subjects taken and grades earned. The grading system should be clearly stated in the transcript.
- Two (2) Benilde Graduate Recommendation Forms
- Three (3) copies of recent identical 2 x 2 pictures
- Certificate of Good Moral Character from previous school or current employer (valid at least six months from the date of issuance)
- Transfer Credentials/Honorable Dismissal (for applicants who completed degrees in the Philippines) or Certificate of Graduation (for applicants who completed degrees abroad, indicate title and date of graduation)
- Original Philippine Statistics Authority birth certificate. For foreign applicants – photocopy of photo, data and stamp of latest arrival page of the passport (present original for verification)
- Updated Curriculum Vitae