

Policy No:	ACA-POL-0002														
Policy Title:	Student Admission Policy														
Implementation Procedure:	<ul style="list-style-type: none"> Elementary Admission procedure (ACA-PROC-0001) High School Admission procedure (ACA-PROC-0002) College Admission procedure (ACA-PROC-0003) Graduate School Admission procedure (ACA-PROC-0001) 														
Date of Issuance:	SY 2008-2009														
Effectivity:	SY 2008-2009 - Present														
Page Number:	Three (3)														
Office of Origin: (Policy Expert)	Registrar's Office Registrar														
"Supersedes" Notification:	None														
Purpose of Policy:	Serves as a governing policy for prospective new students (new and transferees) on what to prepare and submit for admission in Letran.														
Detailed Policy Statement:	<ol style="list-style-type: none"> All student applicants shall accomplish an application form using the on-line application form (http://www.lettran.edu) or the manual application form available at the admission's office. All student applicants shall take and pass the Letran College Entrance Test (LET) administered by the Admissions Office. All student applicants for kinder shall be at least four (4) years old by the opening of the academic year. All student applicants for prep shall be at least five (5) years old by the opening of the academic year. Student applicants over six years old shall be treated on a case-to-case basis. All student applicants for grades one (1) to six (6) shall meet the following age requirements: <table border="1" data-bbox="673 1123 1031 1333"> <thead> <tr> <th>Grade level</th> <th>Age bracket</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>6 -- 7</td> </tr> <tr> <td>2</td> <td>7 – 8</td> </tr> <tr> <td>3</td> <td>8 – 9</td> </tr> <tr> <td>4</td> <td>9 – 10</td> </tr> <tr> <td>5</td> <td>10 – 11</td> </tr> <tr> <td>6</td> <td>11 – 12</td> </tr> </tbody> </table> All student applicants shall submit and comply with the following requirements: <p>For Basic Education:</p> <p><u>Elementary:</u></p> <ul style="list-style-type: none"> Shall pass the oral examination given by the Principal's Office and the written tests in English and Mathematics and Mental Ability Test administered by the Admissions Office Shall have a satisfactory grades in conduct Photocopy of birth and baptismal certificate Form 138 or certificate of completion Certificate of good moral character from the head of the former school <p><u>High School:</u></p> <ul style="list-style-type: none"> Xerox Copy of Report Card Academic Average of at least 80% No failing grade in any quarter Conduct Average not lower than 80% 	Grade level	Age bracket	1	6 -- 7	2	7 – 8	3	8 – 9	4	9 – 10	5	10 – 11	6	11 – 12
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	<ul style="list-style-type: none"> • Xerox Copy of Birth/Baptismal Certificate • Recommendation from the Principal • One (1) I.D. picture size 1x1 (recent) • Not more than 13 years of age • Personal interview by the Admission Committee <p><u>Home Study Program:</u></p> <ul style="list-style-type: none"> • Recent form 138/137 • Certificate of good moral character from the community parish priest • Shall take and pass the diagnostic test administered by the Guidance and counseling office. • Shall undergo and pass the Principal’s interview • Photocopy of birth certificate <p><u>Additional requirements for foreign students:</u></p> <ul style="list-style-type: none"> • Original and photocopy of their Alien Certificate of Registration (ACR)—for foreign student applicants. • Certificate of eligibility from the Department of Education. <p>For Collegiate:</p> <ul style="list-style-type: none"> • Completed application form duly signed by parent or guardian. • Form 138 (Report Card) • Copy of birth/baptismal certificate • Certificate of good moral character • 2 pcs. 2x2 picture • 2 pcs 1x1 picture • Original and photocopy of their Alien Certificate of Registration (ACR)—for foreign student applicants. <p><u>Transferees:</u></p> <ul style="list-style-type: none"> • Completed application form duly signed by parent or guardian. • Transcript of records / True copy of grades • Certificate of good moral character • Honorable dismissal (if officially admitted) • Satisfactory interview with the Dean • 2 pcs. 2x2 picture • 2 pcs 1x1 picture <p>For Graduate School:</p> <ul style="list-style-type: none"> • Holding a position of manager, director, chief superintendent, entrepreneur, officer of a corporation and at least a major in the military service. • At least 28 years old. • A bachelor’s degree holder from a duly accredited institution with two (2) years working experience (MBA, SMP). • A master’s degree in Business Administration or Management or its equivalent (DBA). • Original transcript of records of with special order number. <ul style="list-style-type: none"> • Average of not lower than 85%. • Two (2) passport-size pictures • Certificate of employment • Written recommendations which demonstrated strong qualities to pursue the graduate program. • Original and photocopy of their Alien Certificate of Registration (ACR)—for foreign student applicants.
Applicability:	Applicable to all student applicants in all academic departments.
Policy Approval Authority:	Vice-President for Academic Affairs (VPAA)
Related Policies or	<ul style="list-style-type: none"> • Entrance Exam Policy

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References	<ul style="list-style-type: none"> • Student Handbook • Application forms (on-line and manual)
Definition:	LCET – Letran College Entrance Test ACR – Alien Certificate of Registration
Prepared by:	Planning, Funding, and Development Office
Approved by:	_____ Rev. Fr. Juan V. Ponce, O.P.
Date Approved:	