



ADMISSIONS APPLICATION CHECKLIST

Prior to submitting this checklist and the documents listed below please ensure that you have completed these first two steps in the admissions process:

- ___ Email a scanned copy of the downloadable PDF application form to admissions@everestmanila.edu.ph
- ___ Admissions inquiry interview (to schedule please email admissions@everestmanila.edu.ph)

2 recent 2"x2" ID photos
 taken within the last month
 white background
 white shirt w/ collar
 Please **attach** 2 copies here
 (DO NOT staple)

Please be advised that only complete sets of documents will be received.

- ___ Copy of certified birth certificate or Filipino Identification Certificate (for Filipinos)
- ___ Original baptismal certificate (for Catholic applicants)
- ___ Copy of PSA (formerly known as NSO) certified parent's marriage contract
- ___ Most recent family photo (not more than 1 year old)
- ___ Grade 1-11 applicants: School report cards for the last 2 completed years (Grade 10 and 11 applicants must provide a course description of the Grade 9 and 10 Math and Science classes)
- ___ 2 Letters of recommendation from previous school's principal, guidance counselor or teacher in sealed envelopes
- ___ Photocopy of First Communion certificate (if applicable)
- ___ Special needs report no more than 6 months old (if applicable)
- ___ Affidavit of legal guardianship (if applicable)
- ___ Application Fee of Php 3,400.00

For non-Filipino passport holders:

(Authenticated English translation must be provided for documents written in another language)

- ___ Copy of passport pages showing bio-page, valid visa and length of stay
- ___ Copy of ACR I-Card
Foreign students with 9A (tourist/balibayan) visas should secure a special study permit. The Registrar's Office will assist in obtaining one after enrollment and classes have started. Foreign Students exempted from securing special study permits are native-born children and those of 9E (diplomats), 9G/SIRV/SRRV/SSWV (investors) and 13G (permanent residents) valid visa holders.

For students previously enrolled in a school outside of the Philippines:

- ___ F-137/Transcript of records for evaluation purposes, from Kindergarten up to the most recent level of schooling, with official English translation

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TO BE FILLED OUT BY SCHOOL PERSONNEL ONLY

Checked by:
Printed Name & Signature

Date received:
Month / Day / Year