



**APPLICATION FOR ADMISSION**

- Please accomplish in BLOCK letters.
- Do not leave any fields blank; put NA if not applicable.
- The completeness of information will help us in evaluating the application.

Attach a recent  
2 x 2  
colored photo

<b>For School Year:</b>	<b>20</b> ____ <b>-20</b> ____
Level Applying For:	<input type="checkbox"/> Kinder <input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 8 <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 9 <input type="checkbox"/> Grade 2 <input type="checkbox"/> Grade 6 <input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 7

**I. APPLICANT'S INFORMATION**

Name:			Nickname:	Sex:
<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>		
Complete Home Address:			Date of Birth (MM/DD/YYYY):	
			Place of Birth:	
Citizenship:	Religion:		Present Age (as of date of application):	
			<i>Years</i>	<i>Months</i>
Reason for Applying in Miriam College Alviera:				

Language(s) Spoken at Home: \_\_\_\_\_

Mother Tongue: \_\_\_\_\_ Other Language/s: \_\_\_\_\_

**II. ACADEMIC BACKGROUND**

Name of Present/Last School Attended:	Current Grade Level:
School Address:	Learner Reference Number (LRN):
Previously Completed Grade Level/s	Name and Address of School/s Attended

Please put an "x" mark in the box corresponding to your answer. For items answered with Yes, please provide details to further elaborate your answer.

Question	Yes	No	Details
1. Has your child skipped a grade level?			
2. Has your child repeated a grade level?			
3. Did/Does your child have any specific learning difficulty?			
4. Has your child been enrolled/received extra help in a Learning Support Program?			
5. Has your child undergone/is your child currently undergoing any psychological assessment/therapy?			<i>If yes, please accomplish the Student Assessment and Therapy Record</i>



III. FAMILY BACKGROUND					
Parents' Marital Status:		<input type="checkbox"/> Married and Living Together	<input type="checkbox"/> Married but Separated	<input type="checkbox"/> Single Parent	
		<input type="checkbox"/> Spouse Abroad	<input type="checkbox"/> Annulled	<input type="checkbox"/> Widowed	
		<input type="checkbox"/> Others (specify): _____			
Living Arrangements:		<input type="checkbox"/> with Father	<input type="checkbox"/> with Mother	<input type="checkbox"/> with Both Parents	
		<input type="checkbox"/> with Grandparents	<input type="checkbox"/> with Other Relatives		
		<input type="checkbox"/> in a Boarding House/Dormitory <input type="checkbox"/> Others (specify): _____			
Father's Full Name:			Mother's Full Name:		
<input type="checkbox"/> Living		<input type="checkbox"/> Deceased		<input type="checkbox"/> Living	
<input type="checkbox"/> Deceased		<input type="checkbox"/> Deceased		<input type="checkbox"/> Deceased	
Citizenship:			Citizenship:		
Home Address:			Home Address:		
Telephone No.:		Mobile No.:		Telephone No.:	
				Mobile No.:	
Email Address:			Email Address:		
Educational Attainment:			Educational Attainment:		
College/University Attended:			College/University Attended:		
Occupation/Position:			Occupation/Position:		
Company/Business Name:			Company/Business Name:		
Company/Business Address:			Company/Business Address:		
Company/Business Tel No.			Company/Business Tel No.		
Miriam (Maryknoll) College Alumnus?			Miriam (Maryknoll) College Alumnus?		
Grade School	<input type="checkbox"/> Yes, SY: _____	<input type="checkbox"/> No	Grade School	<input type="checkbox"/> Yes, SY: _____	<input type="checkbox"/> No
High School	<input type="checkbox"/> Yes, SY: _____	<input type="checkbox"/> No	High School	<input type="checkbox"/> Yes, SY: _____	<input type="checkbox"/> No
College	<input type="checkbox"/> Yes, SY: _____	<input type="checkbox"/> No	College	<input type="checkbox"/> Yes, SY: _____	<input type="checkbox"/> No
Name/s of Sibling/s		Age	Present School		Grade Level
IV. OTHER INFORMATION					
Authorized Guardian's Name (if applicable):			Citizenship:		Date of Birth:
Relationship to the Student:			Home Address:		
Tel No.:		Mobile No.:		Email Address:	
Company/Business Name:			Company/Business Address:		
PERSON TO NOTIFY IN CASE OF EMERGENCY:			<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> Guardian
PERSON TO BE REGISTERED IN THE LEARNING MANAGEMENT SYSTEM (LMS):			<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> Guardian
How or where did you find out about Miriam College Alviera?					
<input type="checkbox"/> Miriam College Website		<input type="checkbox"/> Miriam College Facebook		<input type="checkbox"/> Miriam College Instagram	
<input type="checkbox"/> Banner/Billboard/Tarpaulin		<input type="checkbox"/> Posters/Brochures/Flyers		<input type="checkbox"/> Search Engine	
<input type="checkbox"/> Referral (specify name of referring family/friend): _____				<input type="checkbox"/> Others (specify) _____	





- Evaluate your child's application for admission or enrollment
- Determine and record your child's academic performance, to include conduct and behavior, co-curricular and extra-curricular progress
- Establish and maintain student information systems
- Investigate disciplinary incidents to implement measures for reform
- Maintain directories and alumni records
- Generate reports for statistical and research purposes
- Ensure protective safeguards of College facilities and grounds
- Communicate with the parent or the student
- Share marketing and promotional materials regarding school-related functions and projects
- Comply with academic, administrative, historical and statistical requirements, including government regulations

The consent of the data subject or the parents as legal representatives shall be obtained when necessary for the use or processing of personal data.

### C. Disclosing the Information

MC shares the student's information as permitted or required by law and in line with our objectives as an educational institution. In the area of social media, disclosure of personal and/or academic-related information will be upon explicit consent of the student or parent/guardian.

Congruent with our objectives as an educational institution, disclosure of information may fall under the following categories:

#### a. Mandated by law, regulatory agencies, courts, etc.:

- Reportorial requirements to government agencies; *e.g. Department of Education, Commission on Higher Education, NPC and other regulatory government agencies*
- Sharing information for accreditation; *e.g. Philippine Accrediting Association of Schools, Colleges and Universities*
- Compliance with court orders, subpoenas, etc.

#### b. Legitimate interest of the school and/or third parties to whom data is disclosed

- Posting of class lists and class schedules in bulletin boards
- Sharing of information to parents, guardians or next-of-kin, as required by law or as may be determined in the best interests of the student and that of the school community
- Providing academic institutions, companies, government agencies, or the like, upon their request with scholastic ranking information or certification of good moral character for purposes of admission and student programs
- Disclosing information to the NPC and other regulatory agencies; *e.g. Department of Education*
- Sharing of information to potential donors and benefactors for purposes of grants and other forms of assistance
- Sharing information for accreditation; *e.g. Philippine Accrediting Association of Schools, Colleges and Universities*
- Responding to queries whether or not the person is a bona fide student or graduate of MC
- Conducting research or surveys for purposes of institutional development
- Sharing the student's directory information to MC's alumni association
- Sharing the student's academic accomplishments and co-curricular or extra-curricular achievements with other schools and third parties through photos, videos, brochures, website posting, and other media
- Disclosing information to parents/legal guardian regarding student accounts.

### D. How Long We Keep Your Information

The student's information shall be retained for as long as the purpose for which it was collected, (*e.g. legal, regulatory, administrative, academic, historical or statistical purpose*) remains in effect.

For applicants who will not proceed with enrollment, all submitted documents will be disposed within the school year of their application. All information thereafter will be disposed through secured means when no longer relevant or necessary to the operations of MC in compliance with applicable laws and regulations.

### E. Your Rights to the Information

Parents / guardians / authorized representative(s) have the right to:

- inspect and review their child's information records especially during the enrollment period, the right to seek amendment and updating of such records, and the right to restrict the disclosure of directory information
- receive test scores and other measures of their child's progress in school, and updates on school regulations and policies



Former students (those who have moved on to the next unit, those who have transferred schools, or alumni) may submit requests for their records through the School Head. For any queries, clarifications or requests on any aspect of this Policy, you may also write our:

DATA PRIVACY OFFICER  
Miriam College Foundation, Inc.  
Katipunan Avenue, Quezon City 1108  
Email: [dpo@mc.edu.ph](mailto:dpo@mc.edu.ph)

**F. Changes to Our Policy Statement**

We may modify or amend this Privacy Statement and Terms of Agreement from time to time to reflect any changes in relevant laws and regulations. Any relevant updates will be posted on our website and will be effective immediately upon posting.

**To be accomplished by MC Alviera:**

**BASIC REQUIREMENTS**

- Application for Admission
- Student Health Record Form
- Recommendation Form from the Homeroom Adviser
- Waiver for Non-Catholic Applicants
- Recommendation Form from the Guidance Counselor
- Certified True Copy of the most recent/current level report card (PEPT Certificate for those coming from non-DepEd accredited schools)
- Certified True Copy of the complete (1<sup>st</sup>-4<sup>th</sup> quarters) Previous level report card
- Original copy of PSA Birth Certificate
- Photocopy of Baptismal Certificate
- One (1) piece 2x2 ID picture
- Non-Refundable Application and Testing Fee (PhP 500.00)

**CONDITIONAL REQUIREMENTS**

- Photocopy of National Career Assessment Examination (NCAE) – *for Grade 10 applicants*
- Student Assessment and Therapy Record – *for applicants with recorded psychological assessment and therapy*
- Parent Questionnaire – *for preschool applicants*
- Certificate of Accreditation of Homeschooling Program – *for applicants from homeschooling programs based abroad*
- Waiver for Non-Catholics – *for Non-Catholic applicants*

**ADDITIONAL REQUIREMENTS (for foreign or dual-citizen students)**

- Original Transcript of Records and Certificate of Completion with English translation that is duly authenticated by the Philippine Foreign Service Post at the student’s country of origin or legal residence
- Report Card in English translation
- Certification from previous school indicating promotion to the next level
- Original and Photocopy of current Passports and Visas of parents and applicant
- Photocopy of Alien Certificate of Registration Identity Card (ACR I-Card) (present original for verification)
- Bureau of Immigration Consolidated General Application Form for Student Visa and Special Study Permit (BI Form CGAF-003-Rev 2)
- Certificate of Retention/Reacquisition of Philippine Citizenship

Name of Student:	Grade Level Applying For:	
Application No.:	O.R. No.:	Date:
Exam/Assessment Date, Time, and Venue:		
Processed By:	Date	