



# MIRIAM COLLEGE NUVALI

Diversity Avenue corner Evolving Parkway, Nuvali, Canlubang, Calamba City, Laguna 4027

- 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

2 X 2

COLORED PHOTO

## APPLICATION FOR ADMISSION

FOR SCHOOL YEAR: 20\_\_\_\_ - 20\_\_\_\_

LEVEL APPLYING FOR:

<input type="checkbox"/> First Step	<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 8
<input type="checkbox"/> Nursery	<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 9
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 10
<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 11
<input type="checkbox"/> Grade 2	<input type="checkbox"/> Grade 7	STRAND: _____

## I. PERSONAL INFORMATION

NAME:

NICKNAME:

GENDER:

LAST

FIRST/GIVEN

MIDDLE

COMPLETE HOME ADDRESS:

DATE OF BIRTH (MM/DD/YY):

PLACE OF BIRTH:

CITIZENSHIP:

RELIGION:

PRESENT AGE (as of date of application)

YEARS

MONTHS

REASON FOR APPLYING IN MIRIAM COLLEGE NUVALI:

PARENT'S/LEGAL GUARDIAN'S PRIMARY CONTACT to be used for the Student Database Management System (SDMS):

MOBILE NUMBER:

EMAIL:

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 & 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.

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 currently undergoing any psychological assessment/therapy			*If yes, please download and accomplish the <b>Assessment and Therapy History Form</b>

III. FAMILY DETAILS							
<b>MARITAL STATUS:</b>				<b>While studying in MCN, the student will live with:</b>			
<input type="checkbox"/> Married & Living Together		<input type="checkbox"/> Married but separated		<input type="checkbox"/> Father		<input type="checkbox"/> Grandparents	
<input type="checkbox"/> Single Parent		<input type="checkbox"/> Spouse Abroad		<input type="checkbox"/> Mother		<input type="checkbox"/> Other Relatives	
<input type="checkbox"/> Annulled		<input type="checkbox"/> Widowed		<input type="checkbox"/> Whole Family		<input type="checkbox"/> Boarding House	
Others please specify:							
<b>FATHER'S FULL NAME:</b>				<b>MOTHER'S FULL MAIDEN NAME:</b>			
<input type="checkbox"/> LIVING		<input type="checkbox"/> DECEASED		<input type="checkbox"/> LIVING		<input type="checkbox"/> DECEASED	
<b>CITIZENSHIP:</b>				<b>CITIZENSHIP:</b>			
<b>HOME ADDRESS:</b>				<b>HOME ADDRESS:</b>			
<b>TELEPHONE NO.:</b>		<b>MOBILE NO.:</b>		<b>TELEPHONE NO.:</b>		<b>MOBILE NO.:</b>	
<b>E-MAIL ADDRESS:</b>				<b>E-MAIL ADDRESS:</b>			
<b>EDUCATIONAL ATTAINMENT:</b>				<b>EDUCATIONAL ATTAINMENT:</b>			
<b>COLLEGE/UNIVERSITY ATTENDED:</b>				<b>COLLEGE/UNIVERSITY ATTENDED:</b>			
<b>OCCUPATION:</b>				<b>OCCUPATION:</b>			
<b>COMPANY / BUSINESS NAME:</b>				<b>COMPANY / BUSINESS NAME:</b>			
<b>COMPANY / BUSINESS ADDRESS:</b>		<b>POSITION:</b>		<b>COMPANY / BUSINESS ADDRESS:</b>		<b>POSITION:</b>	
		<b>COMPANY / BUSINESS TEL. NO.:</b>				<b>COMPANY / BUSINESS TEL. NO.:</b>	
<b>MIRIAM (MARYKNOLL) COLLEGE ALUMNUS?</b>				<b>MIRIAM (MARYKNOLL) COLLEGE ALUMNA?</b>			
<b>Grade School</b>	<input type="checkbox"/> Yes, SY		<input type="checkbox"/> No	<b>Grade School</b>	<input type="checkbox"/> Yes, SY		<input type="checkbox"/> No
<b>High School</b>	<input type="checkbox"/> Yes, SY		<input type="checkbox"/> No	<b>High School</b>	<input type="checkbox"/> Yes, SY		<input type="checkbox"/> No
<b>College</b>	<input type="checkbox"/> Yes, SY		<input type="checkbox"/> No	<b>College</b>	<input type="checkbox"/> Yes, SY		<input type="checkbox"/> No
IV. OTHER INFORMATION							
<b>AUTHORIZED GUARDIAN'S NAME</b> <i>(in case parents are not available):</i>				<b>CITIZENSHIP:</b>		<b>DATE OF BIRTH:</b>	
<b>RELATIONSHIP TO STUDENT:</b>				<b>HOME ADDRESS:</b>			
<b>TELEPHONE NO.:</b>		<b>MOBILE NO.:</b>		<b>E-MAIL ADDRESS:</b>			
<b>OFFICE NAME:</b>				<b>OFFICE ADDRESS:</b>			
NAME/S OF SIBLING/S		AGE	PRESENT SCHOOL		GRADE LEVEL		

PERSON TO NOTIFY IN CASE OF EMERGENCY:		
NAME:	RELATIONSHIP TO STUDENT:	
ADDRESS:	TELEPHONE NO.:	MOBILE NO.:
How or where did you find out about Miram College Nuvali?:		
<input type="checkbox"/> Miriam College Website	<input type="checkbox"/> Banner/Billboard/Tarpaulin	<input type="checkbox"/> Brochures/Flyers
<input type="checkbox"/> Miriam College Facebook Page	<input type="checkbox"/> Posters	<input type="checkbox"/> Search Engine (Google, Yahoo, etc.)
<input type="checkbox"/> Miriam College Instagram	<input type="checkbox"/> Referrals _____ (Name of referring family/friend)	<input type="checkbox"/> Others (Please specify): _____

<input type="checkbox"/>	I hereby certify that all information in this application is complete, true, and correct for _____, an applicant for grade_____.
<input type="checkbox"/>	I willingly give my consent to use the information gathered and documents submitted for Miriam College Nuvali application purposes.
<b>Name &amp; Signature of Parent/s or Authorized Guardian</b>	<b>Relation to the Student</b>
	<b>Date</b>

## ===== MIRIAM COLLEGE DATA PRIVACY STATEMENT =====

Miriam College (MC) recognizes its duty to secure personal information it handles and to hold information which it reasonably needs to effectively discharge its function as an educational institution.

It is the policy of the School to keep certain information including written records, photographic and video images via CCTV, recordings from body-worn cameras or other similar recording devices, voice recording devices, digital material and biometric records about its employees, students and other stakeholders.

By enrolling at MC, you expressly acknowledge that you have read, understand and agree to all the terms of this Privacy Statement as outlined below and as may be modified from time to time as required by law or the National Privacy Commission ("NPC") without prior notice to you.

### A. Information We Collect or Generate

MC as an educational institution may collect various personal data from applicants, student, parents or any authorized representatives during application for admission and enrollment. We also request documents from the previous school of the applicant, if applicable. The information and documents that we collect/generate include the following:

For student application and enrollment

- a. Personal Data Form with personal information, educational background, and details regarding family, academic background, activities (co-curricular and extra-curricular), attendance, disciplinary record and information for non-Filipinos
- b. Recommendation forms with applicant's qualities and performance
- c. Student's health record on common illnesses, past disease, family disease, drug preparation given to student in case of certain illness, and immunization record
- d. Legal documents such as:
  - i. original NSO birth certificate
  - ii. photocopy of baptismal certificate
  - iii. report card
  - iv. learner reference number
  - v. transcript of record

- vi. Copies of Philippine passport and certificate of recognition as a Filipino issued by the Bureau of Immigration or from the Philippine consulate of the country of birth (for applicants with dual citizenship)
- vii. special study permit and alien certificate of registration (for foreign students)
- e. Additional documents as applicable:
  - i. duly signed MCN Waiver for Non-Catholic applicants
  - ii. Parent Questionnaire for preschool applicants
  - iii. Assessment and Therapy History Form

## B. How We Use the Information

MC uses the information to deliver and provide our students with the best educational services to include counseling, health, information technology, library, sports and recreation, transportation, parking, safety and security. We may combine your information with other information that we have about your child that is publicly available and/or that we may have obtained from third parties. Among others, we may use the student's information to:

- 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
- Process scholarship and other financial grants (delete?)
- 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.

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.

#### 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 keep up with any changes in relevant laws and regulations. Any relevant updates will be posted on our website and will be effective immediately upon posting.

### ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understood the terms as provided in the Miriam College Data Privacy Statement for Students and Parents/Guardians. Furthermore, I agree and give my full consent in the implementation of the said policy.

---

Complete Name of Student

---

Grade Level applying for

---

Printed Name of Parent / Guardian

---

Relation to the student

---

Signature of Parent / Guardian

---

Date signed and submitted

----- Please do not write anything below -----

#### BASIC REQUIREMENTS

- ☐ Application Form
- ☐ Parent Questionnaire (Preschool applicants only)
- ☐ Certified True Copy of the most recent current level report card (PEPT Certificate for those coming from DepEd non-accredited schools)
- ☐ Certified True Copy of the complete (1<sup>st</sup> – 4<sup>th</sup> grading) previous grade level report card
- ☐ Homeroom Adviser Recommendation Form
- ☐ Guidance Counselor Recommendation Form
- ☐ Student Health Record Form
- ☐ Original copy of PSA Birth Certificate
- ☐ Photocopy of Baptismal Certificate (for Catholics)
- ☐ One (1) pc. 2x2 recent colored ID picture
- ☐ Non-Refundable Application & Testing Fee (Php700.00)

#### CONDITIONAL REQUIREMENTS

- ☐ Photocopy of National Career Assessment Examination (NCAE) results (Applicable Grades 10 & 11 applicants only)
- ☐ Duly signed MCN Waiver Form (For non-Catholic applicants)
- ☐ Assessment and Therapy History Form (For applicable applicants)
- ☐ Certification of Accreditation of Homeschooling Program (For applicants from Homeschooling program based abroad)

#### 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 Establishment located at the student's country of origin or legal residence
- ☐ Report cards should have the English translation for foreign students from a foreign school
- ☐ Certification from previous school indicating promotion to the next level
- ☐ Original and Photocopy of updated Passport and Visa of parents and student/s
- ☐ Photocopy of Alien Certificate of Recognition/I-Card (present original for verification)
- ☐ BI Form 2014-02-005 Rev 0/CGAF Form (form provided by MCN)
- ☐ Certificate of Recognition as a Filipino if with dual citizenship

NAME OF STUDENT:		GRADE LEVEL APPLYING FOR:	
APPLICATION NO.:	OR NO.:	DATE:	
EXAM/ASSESSMENT DATE, TIME, AND VENUE:			
PROCESSED BY:		DATE:	

----- EXAM/ASSESSMENT PERMIT -----