



MIRIAM COLLEGE
Basic Education Unit
Admissions Office

2 X 2
COLORED PHOTO

- with white background
- taken within the last three (3) months from submitting this application

APPLICATION FORM

Data Privacy Clause: By completing this form, I hereby agree that Miriam College may collect, use, disclose and process my personal data for the purpose/s of application for admission. Requests for inspection, amendment or restriction of records must be in writing and addressed to the BEU Admissions Office and must specify the reasons for the request. Miriam College reserves the right to respond appropriately according to law.

School Year: _____

Unit	<input type="checkbox"/> Child Study Center			<input type="checkbox"/> Grade School						<input type="checkbox"/> High School				
Level	<input type="checkbox"/> FS	<input type="checkbox"/> N	<input type="checkbox"/> K	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11

Status	<input type="checkbox"/> New	<input type="checkbox"/> Continuing	<input type="checkbox"/> Returning	Learner Reference Number (LRN) <small>(for GS and HS applicants only)</small>	
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CHECKLIST OF REQUIREMENTS

Credentials submitted in support of this application become the property of the school and will not be returned to the applicant.

For all applicants <ul style="list-style-type: none"><input type="checkbox"/> NSO/PSA Birth Certificate (original copy)<input type="checkbox"/> Baptismal Certificate<ul style="list-style-type: none"><input type="checkbox"/> Original copy presented<input type="checkbox"/> Clear photocopy<input type="checkbox"/> Three (3) pcs. 2 x 2 Recent ID Pictures (identical & colored)<input type="checkbox"/> Application Form<input type="checkbox"/> Non-Refundable Application Fee (P500.00)	Additional requirements for GS and HS applicants <ul style="list-style-type: none"><input type="checkbox"/> Certified True Copy of the current School Year Report Card<input type="checkbox"/> Certified True Copy of the last grade level Final Report Card<input type="checkbox"/> Recommendation Forms<ul style="list-style-type: none"><input type="checkbox"/> Homeroom Teacher<ul style="list-style-type: none">Name:Email Address:<input type="checkbox"/> Guidance Counselor<ul style="list-style-type: none">Name:Email Address:
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TO BE FILLED OUT BY THE ADMISSIONS OFFICE

Checked by:	Signature over Printed Name / Date				
APPLICATION #		OR #		Date:	

PERSONAL DETAILS

Name of Applicant:			
<small>(as it appears in the Birth Certificate)</small> SURNAME GIVEN NAME MIDDLE NAME <small>(M.I. used)</small>			
Home Address (No. /Street,Village or Subd. /Brgy. /City):			Nickname:
			<small>(for CSC applicants only)</small> Gender:
Mobile No.:	Landline No.:	E-mail Address:	
Date of Birth: Month _____ Day _____ Year _____		Place of Birth:	
Nationality:	Religion:	Baptismal Status: <input type="checkbox"/> Baptized <input type="checkbox"/> Not Baptized	
Who is the applicant living with?		What is the primary language spoken at home?	
What language(s) can the applicant understand?			

<small>(for CSC applicants only)</small> Did the applicant have any previous schooling? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many years? _____	
Which school(s)?	What level(s)?



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If the applicant is transferring from another school, kindly state the reason for transferring:

ACADEMIC BACKGROUND

Relevant fields in this portion are to be accomplished by GS and HS applicants only.

Name of Present / Last School Attended:		Current Grade Level:	
School Address:		Telephone Number:	
Registrar (Name & Email Address):			
Names of Schools Attended		School Address	
School Year			
KINDERGARTEN			
GRADE 1			
GRADE 2			
GRADE 3			
GRADE 4			
GRADE 5			
GRADE 6			
Is the applicant a candidate for <input type="checkbox"/> Valedictorian? <input type="checkbox"/> Salutatorian? <input type="checkbox"/> Honorable Mention?			
GRADE 7			
GRADE 8			
GRADE 9			
GRADE 10			

How did you find out about Miriam College?

- ☐ Referral
- ☐ MC Website
- ☐ Social Media (Facebook, Instagram, Etc.)
- ☐ Blog / Articles
- ☐ Others:

FAMILY BACKGROUND

FATHER'S INFORMATION		MOTHER'S INFORMATION	
Name:		Maiden Name	
SURNAMEGIVEN NAMEMIDDLE NAME		SURNAMEGIVEN NAMEMIDDLE NAME	
<input type="checkbox"/> LIVING <input type="checkbox"/> DECEASED		<input type="checkbox"/> LIVING <input type="checkbox"/> DECEASED	
Nationality:		Nationality:	
Address:		Address:	
Landline No.:	Mobile Phone No.	Landline No.:	Mobile Phone No.
E-mail Address:		E-mail Address:	
Educational Attainment:		Educational Attainment:	
Occupation:		Occupation:	
Company / Business Name:		Company / Business Name:	
Company / Business Address:	Position:	Company / Business Address:	Position:
	Company / Business Contact No.:		Company / Business Contact No.:



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OTHER INFORMATION		
Marital Status of Applicant's Parents: <input type="checkbox"/> Single Parent <input type="checkbox"/> Annulled <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Others: _____		Is the applicant's mother an alumna of Maryknoll / Miriam College? <input type="checkbox"/> Yes, Child Study Center SY _____ <input type="checkbox"/> Yes, Grade School SY _____ <input type="checkbox"/> Yes, High School SY _____ <input type="checkbox"/> Yes, College SY _____ <input type="checkbox"/> No
While studying at Miriam College, who will the applicant live with? <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Whole family <input type="checkbox"/> Grandparents <input type="checkbox"/> Other relatives <input type="checkbox"/> Boarding house		
Please identify a mobile no. for Miriam College Corporate Messaging System Advisory (CMS):		
Guardian / Authorized Representative to Contact <i>(in case parents are not available):</i> SURNAME GIVEN NAME MIDDLE NAME		Relation to Applicant: Age:
		Signature of Guardian or Authorized Representative:
Mobile No.:	Landline No.:	E-mail Address:

SIBLING/S INFORMATION			
NAME/S	BIRTH DATE	PRESENT SCHOOL / JOB POSITION	GRADE / YEAR / EDUCATIONAL ATTAINMENT

PERSON TO NOTIFY IN CASE OF EMERGENCY		
Name: SURNAME GIVEN NAME MIDDLE NAME	Relation to Applicant:	Age:
Address:	Mobile No.	Landline No.

FOR NON-FILIPINOS AND FILIPINOS BORN ABROAD		
Immigration Status / Visa Classification:	Country Issuing Passport:	
Passport No.:	Date Issued:	Place Issued:
ACR NO.:	Date Issued:	Place Issued:

AGREEMENT	
I have reviewed the information stated in this application form and declare them true and correct.	
_____	_____
Signature over Printed Name of Parent	Signature over Printed Name of Guardian



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WAIVER FOR NON-CATHOLICS

I / We as parents/ guardian of _____, whose religion is _____ and an incoming (Level) _____ student, understand that :

1. Miriam College is a Catholic Institution.
2. Christian Living Education (CLE) is one of the major subjects of the CSC, Lower School, Middle School and High School, thus her attendance is required and her performance will be graded.

Hence, I / We agree to allow our daughter to be exposed to and participate in the activities related to the practice of the Catholic faith.

Father's Printed Name & Signature

Mother's Printed Name & Signature

Date : _____

Date : _____

Guardian's Printed Name & Signature

Date : _____

Conferred with : _____

Date : _____

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:

- I. For Student Applicants and Enrollees
 - 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)



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II. For Scholarship Applicants

- a. application form with the following personal information on parents and sibling/s information, sources of family income, list of persons who are dependent on family income, honors and awards, membership in organizations, community involvement and assets and liabilities
- b. documents such as:
 - i. copy of income tax return
 - ii. copy of utility bills
 - iii. pay slip of parent/s
 - iv. credit card statement of parent/s
 - v. bank book/ time deposit certificates of parent/s
 - vi. photo of house/parts of the house

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
- 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 College-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
 - 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.



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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.

MC is committed to protecting the confidentiality and security of personal information under its custody from any accidental or unlawful destruction, alteration and disclosure as well as against any other unlawful processing. The organization will implement appropriate security measures in storing personal information depending on the nature of the information. Precautions will be taken to prevent any unauthorized access to personal data. Any information relating to named individuals will be handled and stored securely.

E. Your Rights to the Information

We recognize your rights with respect to your personal data, as provided by the DPA and its Implementing Rules and Regulations. Certain offices may give issuances on data collection, processing, data disclosure and sharing, data storage and protection and data retention. 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 Registrar. 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 Road, Quezon City 1108
Email: 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

Printed Name of Parent / Guardian

Signature of Parent / Guardian

Date Submitted: _____