

**SENIOR HIGH SCHOOL
ONLINE ENROLLMENT PROCEDURE
For New Senior High School Students (GRADE 11)**

Only Applicants who have passed the entrance examination and paid the reservation fee may enroll in AISAT SHS program. For inquiries contact registrar@aisat.edu.ph.

DOCUMENTS

Prepare the following in PDF format for uploading:

- SF 9 (Form 138-A)
- Certificate of Good Moral Character
- Diploma (Photocopy)
- PSA Birth Certificate
- 5 1x1 ID picture– Close up picture on white background
- ESC/QVR Certificate (Original) - **FOR ESC/QVR GRANTEES ONLY**

FILL OUT THE ONLINE FORM

1. Fill out the online enrollment form at this link: shorturl.at/dgsDI
2. Make sure you use an email address that you can access as this is where we will send your Notice of Registration.
3. Complete the form truthfully to ensure that your enrollment will be processed.

E-MAIL DOCUMENTS

1. Send all the documents listed above in PDF Format as an email attachment to

registrar@aisat.edu.ph

Please Indicate the Following information on the Subject of the E-mail:

Subject: FULL NAME_GRADE LEVEL_STEM (e.g. JUNA DE LA CRUZ_GRADE 11_STEM)

NOTICE OF REGISTRATION SENT TO YOUR EMAIL

!!! All completed application by Friday will be confirmed by Tuesday of the following week !!!

1. Once your enrollment is validated, you will receive your Notice of Registration with your

Student ID Number. :xxxx

Class Section :xxxx

Class codes will be made available on the AISAT website (www.aisat.edu.ph) by August 15, 2020.

SUBMISSION OF ORIGINAL DOCUMENTS

For your enrollment to be confirmed and no longer conditional, submit the following requirements to the registrar's office enclosed in a legal sized brown envelope with your name written on the front.

- ORIGINAL SF 9 (Form 138-A)
- Diploma (Photocopy)
- ORIGINAL Certificate of Good Moral Character
- ORIGINAL PSA Birth Certificate
- 5 pcs 1x1 ID picture – Close up picture on white background
- ESC/QVR Certificate (Original) - **FOR ESC/QVR GRANTEES ONLY**

DEADLINE OF SUBMISSION: 5 NOVEMBER 2020