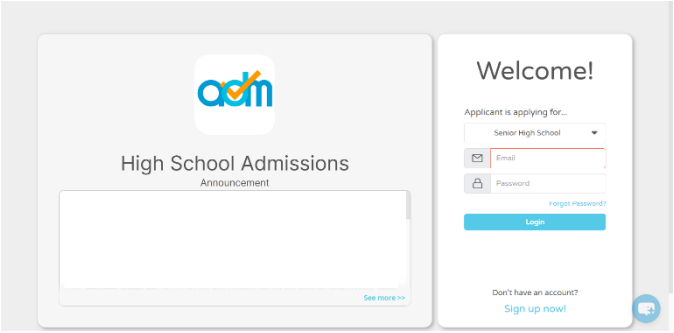
ATENEO DE MANILA UNIVERSITY
SENIOR HIGH SCHOOL

GR. 11 ADMISSION APPLICATION GUIDE SCHOOL YEAR 2027–2028

Procedures For Applicants From Private Schools

This document contains detailed step-by-step instructions to guide the applicant through the online application process. Please download /print all the instructions then refer to the instructions per step as you go through that particular step.

STEP 1: ACCOUNT CREATION, INITIAL REGISTRATION, AND GENERATION OF THE PAYMENT REFERENCE NUMBER



When creating an account, the applicant's active personal email address.

⚠ **Important Note:**

- Use the applicant's own valid ***personal*** email address. Do not use temporary or dummy email services (e.g., YopMail) or a parent/guardian's email address.
- **Applicants from Ateneo de Manila Junior High School** should use their **student.ateneo.edu** email address when creating and maintaining their admission application account.
- **All other applicants** should use an active personal email address. They should **not use their school email address**, as it may be deactivated during the admission application process
- Remember the email address and password used to create the account. These will be required to log in, complete the application, and view the admission decision.
- Create only one (1) account. Creating multiple accounts may cause delays and confusion during the application process.

CREATE AN ACCOUNT

1. Go to **https://ateneo-shs.admissions.ph/.**
2. On the login page, click "Don't have an account? Sign up."
3. The applicant should complete the registration form using the applicant's information. Provide the following:
    - Applicant's Last Name
    - Applicant's First Name
    - Applicant's Middle Name
    - Applicant's active personal Email Address
4. Re-enter the applicant's email address for confirmation.
5. Select Senior High School from the dropdown menu.
6. Click "I am not a robot."
7. Read and accept both the Ateneo High School Admissions Privacy Policy and the EduSuite Privacy Policy by ticking the corresponding checkboxes.
8. Click Submit.
9. A confirmation message will appear:

    "Success: An email has been sent to (assigned email address). Please check your email and click the 'Activate Account' button in order to activate your account."

    Click OK.
10. Open the applicant's email inbox and locate the email entitled AHS Admissions Account Activation.
11. Click the Activate Account link in the email.
12. You will be prompted to create a password.

    Your password must:

    - contain at least 12 characters;
    - include at least one (1) letter;
    - include at least one (1) number;
    - include at least one (1) special character; and
    - contain no spaces.

    Be sure to remember your password.

13. Click Activate.
14. A confirmation message stating *"Success: Account is successfully activated."* will appear. Click OK.

INITIAL REGISTRATION AND GENERATION OF PAYMENT REFERENCE NUMBER

1. Log in using the applicant's registered email address and password.
2. On the Home page, click Applications from the menu on the left.
3. Click the +ADD button.
4. Select Grade 11 SY 2027–2028.
5. Read the Application Checklist carefully and take note of all documentary requirements.
6. Click APPLY.
7. Complete the Initial Registration Form using the applicant's information.
8. Under Student Registration Type, select Regular.
9. Provide the following applicant information:
    - Last Name
    - First Name
    - Middle Name
    - Birthplace (City or Province only)
    - Mobile Number
    - Sex at Birth
    - Current School (where the applicant is enrolled in Grade 10, SY 2026–2027, including the school branch, e.g., *St. Joseph's University – Baliuag*)
    - School Type
    - Nationality
    - Learner Reference Number (LRN)
10. Select the applicant's nationality from the dropdown menu.
11. Add one (1) parent or legal guardian by providing the following information:
    - Last Name
    - First Name
    - Middle Name
    - Suffix (if applicable)
    - Active Email Address
    - Mobile Number
    - House Number/Street/Sitio/Purok
    - Barangay
    - Municipality/City
    - Province (if applicable)
12. Select the appropriate relationship to the applicant from the dropdown menu (Mother, Father, Guardian, or Other).
13. A confirmation message will appear:

    "Attention: Are you sure that you want to continue?"

    Click Yes.
28. The system will generate the applicant's Payment Reference Number.
29. Take a screenshot of the Payment Reference Number or write it down, as you will need it when paying the application fee.

⚠ **Important Note:**

- If the Payment Reference Number begins with **350**, it indicates that the applicant created an account through the **Junior High School (JHS) Admissions Portal**. Payment Reference Numbers generated through the **Senior High School (SHS) Admissions Portal** should begin with **450**.

STEP 2: PAYMENT OF THE ADMISSION APPLICATION AND TESTING FEE

1. The applicant should pay the **Admission Application and Testing Fee of Php 750.00**.
2. Before making the payment, the applicant should take a screenshot or photograph of the **Payment Reference Number** displayed in the admissions portal. The Payment Reference Number will be required when making the payment.
3. The applicant should log in to the admissions account and go to **My Payables**.
4. The applicant should click **View** to display the payment details.
5. A pop-up window will appear showing the following options:
    - **Pay Online**
    - **Upload Receipt**
6. The applicant should click **Pay Online**.

7. The applicant should select the preferred payment method and complete the payment transaction.

Payment Options

A. PayBiz

The applicant may pay through any of the following PayBiz channels:

Mobile Wallets

- GCash, GrabPay

Online Bank Transfers

- BPI, BDO, UnionBank, PNB, RCBC

B. WebPay

The applicant may also pay through any of the following:

- Visa Debit Card, Visa Credit Card
- Mastercard Debit Card, Mastercard Credit Card

Detailed payment instructions for each payment option may be downloaded from the **Senior High School Admissions** page of the Ateneo de Manila University website.

⚠ **Important Note**

After successfully paying the Admission Application and Testing Fee, the applicant should upload the proof of payment in **both** of the following platforms.

1. Google Form for Proof of Payment

The applicant should upload a screenshot or scanned copy of the payment confirmation through the following link:

https://go.ateneo.edu/SHSADMPRPAY2728

2. Ateneo Edusuite Admissions Portal

1. The applicant should log in to the admissions account.
2. The applicant should go to **My Payables**.
3. The applicant should click **Upload Receipt**.
4. The applicant should upload the same proof of payment that was submitted through the Google Form.

Uploading the proof of payment in both platforms will help the University verify the payment promptly and correctly attribute it to the applicant's admissions account.

The applicant should allow:

- **Three (3) to five (5) working days** for payment verification during the regular admission period (**September–October**); or
- **Five (5) to seven (7) working days** during the peak admission period (**November**).

⚠ **Important Note:**

- The applicant's status in the system should change to "draft" after payment. If the applicant remains in the "for payment" status beyond 7 working days, the applicant may contact the Office of Admission and Scholarships. The delay is usually because the payment cannot be tracked.

STEP 3: DRAFT STAGE

Accessing the Draft Stage

1. The applicant should click **My Registration** from the left panel.
2. The applicant should click **View**.
3. The applicant should click the **Pencil (Edit)** icon located at the upper-right corner of the page.

Request for Recommendations

Each applicant should nominate **three (3) recommenders** who know the applicant well and are willing to provide a recommendation.

The applicant should ensure that the selected recommenders have agreed to accomplish the online recommendation form. The applicant is also responsible for providing the full name, school position, correct and active email address and contact number (either the recommender's official school contact information or personal contact information) for each recommender. Incorrect or incomplete contact information may delay or adversely affect the processing of the application.

The recommendation form will be sent directly to each recommender through email and will not pass through the applicant.

Recommended Sources of Evaluation

The Office of Admission and Scholarships (OAS) gives primary consideration to recommendations submitted by the following:

- Teachers
- Principals
- Vice Principals

- Deans

These individuals are generally in the best position to evaluate the applicant's academic performance, character, and potential.

Recommendations from the following are accepted as secondary sources of evaluation:

- Guidance Counselors
- Guidance Associates
- Guidance Designates
- Coaches (for student-athlete applicants)

If the applicant is unable to secure recommendations from **two (2) teachers and one (1) guidance counselor, guidance associate, or guidance designate**, the applicant should ensure that the recommendations include **at least one (1) primary recommender** and **the remaining recommendations are from acceptable secondary recommenders.**

Before Entering the Recommenders' Information

The applicant should:

- Ask the selected recommenders if they are willing to accomplish the online recommendation form.
- Obtain each recommender's active email address and contact number (either the school's landline with local number or a mobile number).
- Inform the recommenders that they will receive an online recommendation form (Google Form) through email.
- Inform the recommenders that, once submitted, the completed recommendation form will be transmitted directly to the Ateneo admissions system and will not be accessible to the applicant.

The applicant should ensure that all email addresses entered are complete, accurate, and active. Entering an incorrect email address may result in the online recommendation form being sent to the wrong recipient or not being delivered.

Once the applicant clicks **Proceed**, the system will automatically send the recommendation form to each recommender.

⚠ **Important Note:**

- The applicant should **not** list **himself/herself, parents, relatives, friends, private tutors, family friends, spiritual advisors, religious leaders, or any individual who has not formally taught or supervised the applicant in an academic or school-related capacity as recommenders**. Recommendations from these individuals will **not** be accepted.
- The applicant should ensure that the names and email addresses entered belong **only** to the selected recommenders. The applicant should **not** enter **his/her own name or email address, or those of parents, relatives, or friends**.
- Entering incorrect recommender information will delay the application process. The applicant will not be able to proceed beyond the **Recommendation Stage** until the correct recommender information has been provided.

Complete the Application Form

The applicant should accomplish all required fields in the application form using complete and accurate information. The applicant should click **Next** at the end of each page to proceed to the succeeding section.

Learner Reference Number (LRN)

The **Learner Reference Number (LRN)** is a twelve-digit (12-digit) number assigned by the Department of Education (DepEd) to students enrolled in the Philippine basic education system. It is usually indicated on the applicant's report card.

If the LRN is not indicated on the report card, the applicant should request it from the Registrar of the current school.

Applicants enrolled in foreign schools that are not under the DepEd system are not required to provide an LRN.

Upload the Required Documents

The applicant should upload the following documentary requirements.

A. Junior High School Transcript of Records (SF10/Form 137)

The applicant should upload a scanned PDF copy of the **Junior High School Transcript of Records (School Form 10 or SF10, formerly Form 137/F-137)**. The transcript should reflect the applicant's academic record from **Grade 7 up to Grade 9.**

The uploaded PDF should include all pages of the transcript or Permanent Academic Record, including:

- Student's personal information (e.g., full name, school name, grade levels attended, and school years covered);

- Academic grades for all grading periods;
- Teacher's remarks or comments, if any;
- Explanation of the grading system or grade equivalents;
- Certifications and signatures of authorized school officials; and
- Any other relevant academic information contained in the record.

The scanned document should be clear, complete, readable, and unaltered. If the transcript consists of multiple pages, the applicant should combine all pages into one (1) PDF file before uploading.

If the applicant's Permanent Academic Record or Transcript of Records is written in a language other than English, the applicant should request an official English translation from the current school and upload it together with the original document. The Office of Admission and Scholarships (OAS) may also request a course description, if necessary.

Alternative Submission

If the applicant is ***unable*** to secure the Junior High School Transcript of Records at the time of application, the applicant may instead upload one (1) consolidated PDF file containing the complete:

- Grade 7 Report Card;
- Grade 8 Report Card; and
- Grade 9 Report Card.

The consolidated PDF should include all pages of each report card, including the student's personal information, grades, remarks (if any), certifications, signatures, official school markings, and the explanation of the grading system or grade equivalents.

The applicant should upload the consolidated PDF under the **Junior High School Transcript of Records (SF10/Form 137)** upload field.

B. Grade 10 Report Card

The applicant should upload a PDF copy of the **First Quarter Grade 10 Report Card**, if already available.

If the First Quarter Grade 10 Report Card is not yet available during the application period, the applicant may proceed with the application without this requirement. Once it becomes available, the applicant should upload the report card through the admissions portal on or before **January 31, 2027**.

C. Birth Certificate

The applicant should upload a PDF copy of the birth certificate issued by any of the following:

- Philippine Statistics Authority (PSA);
- National Statistics Office (NSO); or
- The appropriate government agency of the applicant's country of birth.

If the birth certificate is written in a language other than English, the applicant should upload an official English translation together with the original document.

Additional Requirements (If Applicable)

Applicants born abroad who are Filipino citizens

The applicant should upload one (1) PDF file containing:

- Report of Birth; and
- Birth certificate issued by the applicant's country of birth.

Applicants who are not Filipino citizens

The applicant should upload one (1) PDF file containing:

- The biographical page of a valid passport; and
- A valid Philippine visa (visa stamp or sticker) and/or a valid Alien Certificate of Registration Identity Card (ACR I-Card).

Applicants with dual citizenship

The applicant should upload a PDF copy of at least one (1) of the following:

- Valid Philippine Passport;
- Certificate of Recognition as a Filipino Citizen;
- Certificate of Re-acquisition of Philippine Citizenship; or
- Certificate of Naturalization.

D. Colored ID Picture

The applicant should upload a recent colored ID picture in **JPG or JPEG** format.

The ID picture should meet the following specifications:

- The applicant should be facing the camera directly (front-facing, with no angled or side profile).
- The background should be plain white.
- The photograph should clearly show the applicant's head and shoulders.
- The file size should not exceed **500 KB**.

E. Autobiography

The applicant should upload a PDF copy of a typewritten autobiography.

The autobiography should:

- Be on A4 paper;
- Be one (1) to two (2) pages in length;
- Use Calibri, font size 12;
- May include photographs; and
- Should not contain links to external documents or websites.

The autobiography should discuss:

- The applicant's interests;
- Career plans;
- Personal accomplishments; and
- Reasons for applying to the Ateneo de Manila University Senior High School.

F. Parent's Consent Form

The applicant should download the **Parent's Consent Form** from the Ateneo Senior High School Admissions webpage.

After reviewing the completed application form for accuracy, the applicant's parent or legal guardian should accomplish the consent form by either:

- Electronically signing (e-signing) the form; or
- Printing, signing, scanning, and saving the signed form as a PDF file.

The applicant should then upload the accomplished Parent's Consent Form under the **Certification** section of the online application.

STEP 4: SUBMIT THE ACCOMPLISHED APPLICATION FORM

1. The applicant should review the completed online admission application form to ensure that all required information and documentary requirements have been provided.
2. The applicant should click **Submit** to submit the accomplished application form.
3. Once submitted, the application status will change to **For Review**, indicating that the application is being evaluated by the Office of Admission and Scholarships (OAS).
4. After the review, the application will either:
    - be returned to the applicant for revision (**Return to Applicant** status); or
    - proceed to the **For Recommendation** stage.

STEP 5: RETURN TO APPLICANT STAGE

If the application status changes to **Return to Applicant**, the applicant should review the comments provided by the admissions checkers, make the necessary corrections, and resubmit the application.

Revising the Application

1. The applicant should click **Edit**.
2. The applicant should review all comments in the **Discussion Panel** located on the right side of the page. The applicant should scroll through the panel to ensure that all comments have been read.
3. The applicant should revise the information directly in the application form based on the comments provided.
4. The applicant should click **Next** to navigate through each section of the application form and complete all required revisions.
5. If clarification is needed or the applicant wishes to communicate with the admissions checker, the applicant may enter a message in the **Discussion Panel**.

Resubmitting the Application

After completing all revisions, the applicant should click **Submit**.

Failure to click **Submit** will prevent the application from being returned to the admissions checkers. The application will remain under the **Return to Applicant** status, and the Office of Admission and Scholarships (OAS) will not be able to continue processing it.

Only the applicant can move the application forward while it is under the **Return to Applicant** status.

⚠ **Important Note:**

It is normal for an application to be returned to the applicant more than once. Additional revisions may be requested if the admissions checkers identify other information or documentary requirements that need to be corrected or completed.

STEP 6: FOR RECOMMENDATION STAGE

While the application is under the **For Recommendation** status, the applicant should regularly monitor the status of each recommendation and follow up with the selected recommenders until all recommendation forms have been received by the Office of Admission and Scholarships (OAS).

Monitoring Recommendation Status

1. The applicant should click **Recommendation Letter** from the left panel.
2. The applicant should review the status of each recommendation request.

The recommendation statuses are defined as follows:

- **SENT** – The admissions system has successfully sent the recommendation form to the recommender's email address provided by the applicant. If the email address entered is incorrect, the recommender will not receive the recommendation form.
- **ACKNOWLEDGED** – The recommender has opened the email containing the recommendation form. This status does **not** necessarily mean that the recommendation form has already been completed.
- **SUBMITTED** – The recommender has completed the recommendation form and electronically submitted it through the admissions system.
- **RECEIVED** – The Office of Admission and Scholarships (OAS) has received and verified the submitted recommendation form.

Following Up on Recommendation Requests

If a recommendation has not yet reached the **RECEIVED** status, the applicant may:

1. Click **Resend** to send another recommendation request to the recommender.
2. Contact the recommender to follow up on the recommendation and verify that the email address provided is correct.
3. Click **Add** to nominate a new recommender, provide the required information, and click **Proceed** to send a recommendation request to the new recommender.

If there are issues with a submitted recommendation, the admissions checker may instruct the applicant to nominate another recommender.

STEP 7: FOR EXAMINATION STAGE

Once the application reaches the **For Examination** stage, the applicant should select an available examination schedule through the admissions portal.

Selecting an Examination Schedule

Before selecting an examination schedule, the applicant should first consult with the applicant's parent or legal guardian regarding the preferred testing date.

Once an examination schedule has been selected in the admissions system, **it can no longer be changed**.

To select an examination schedule, the applicant should:

1. Click **My Schedules**.
2. Click +**Add**.
3. Select the preferred testing schedule from the available examination dates.

Important Reminder

Testing slots are limited. Examination schedules are assigned on a **first-come, first-served** basis.

Examination Permit

Once the applicant successfully selects an examination schedule, the admissions system will automatically send an **Examination Permit** to the applicant's registered email address.

The applicant should print the Examination Permit in:

- Color;
- Landscape orientation; and
- White A4 bond paper.

The Examination Permit must be presented on the day of the admission examination.

⚠ Important Note

- The online admission application is considered **complete only after the applicant has received the Examination Permit** through the registered email address.
- The admissions process cannot be completed in a single day. The applicant should allot sufficient time to complete each stage of the application.
- Payment verification may take:
  - **Three (3) to five (5) working days** during the regular admission period (September–October); or
  - **Five (5) to seven (7) working days** during the peak admission period (November).
- Recommenders may require several days to accomplish and submit the online recommendation form. The applicant should follow up with recommenders regularly.
- Verification of documentary requirements may take:

- **Three (3) to five (5) working days** during the regular admission period; or
- **Seven (7) or more working days** during the peak admission period,

as the Office of Admission and Scholarships (OAS) reviews hundreds of applications each day.

DEADLINES:

- All of those who intend to apply must **create an account** in the system (Step 1) by **30 October 2026**. After this, the system will close. Those interested to apply may no longer create an account nor proceed with application.
- All applicants who have created accounts must complete the application process by **27 November 2026.**

ENTRANCE EXAM AND ADMISSION RESULTS

ADMISSION AND PLACEMENT EXAM (A-SHAPE)

Applicants who have successfully completed the online application process and received an Examination Permit will be scheduled to take the **Ateneo de Manila Senior High School Admission and Placement Examination (A-SHAPE)**. Only applicants who take the A-SHAPE will be considered for admission.

Examination Schedules

Session	Date	Assembly Time	Examination Proper	End of Examination
1	January 09, 2027	6:30 a.m.	7:30 a.m.	12:00 noon
2	January 09, 2027	12:30 p.m.	1:30 p.m.	6:00 p.m.
3	January 10, 2027	6:30 a.m.	7:30 a.m.	12:00 noon
4	January 10, 2027	12:30 p.m.	1:30 p.m.	6:00 p.m.

Examination Venue

The A-SHAPE will be administered at the **Senior High School Building** on the High School Campus of the Ateneo de Manila University, Katipunan Avenue, Loyola Heights, Quezon City.

Please note that **there are no provincial or international testing centers**.

Examination Reminders

The applicant should observe the following guidelines on the day of the examination:

- Arrive at the testing venue **at least one (1) hour before** the scheduled assembly time. The applicant should allow sufficient travel time due to possible heavy traffic.
- Print the **Examination Permit** before the examination day and present it:
  - at the Ateneo gate;
  - at the entrance to the testing venue; and
  - inside the assigned examination room.
- Applicants without a printed Examination Permit will **not** be allowed to take the examination.
- Applicants are encouraged to provide a copy of the Examination Permit to their parent, guardian, or companion.
- Wear appropriate attire:
  - T-shirt or polo shirt with sleeves;
  - jeans or other appropriate pants; and
  - rubber shoes.
- Wear the current school ID throughout the examination.
- Bring a personal drinking water bottle.
- There is **no need to bring pencils, erasers, or scratch paper**, as these will be provided by the University.
- Additional examination guidelines, including health and safety protocols, drop-off and pick-up procedures, parking information, assembly instructions, and queueing procedures, will be posted on the Ateneo Senior High School Admissions webpage and will be sent to the applicant prior to the examination.

ADMISSION RESULTS

Admission decisions are expected to be released **at the end of April 2027**. The specific release date will be announced through the Ateneo Senior High School Admissions webpage.

The applicant should log in to the admissions portal using the registered account to view the admission decision. Admission results will be released **only through the applicant's online admissions account**. There will be **no public posting** of admission decisions.

CONTACT INFORMATION

For additional information regarding the Grade 11 admissions process, the applicant may contact the **Ateneo de Manila Senior High School Office of Admission and Scholarships (OAS)** during office hours:

Office Hours

- Monday to Friday
- 8:00 a.m. – 12:00 noon
- 1:00 p.m. – 4:30 p.m.

Telephone

- (+63 2) 8426-6001 local 6296

Email

- oas.ashs@ateneo.edu

Admissions Website

- https://www.ateneo.edu/ashs/admissions

Please note that inquiries received on weekends, national holidays, or University-declared holidays will be responded to on the next working day.