**STUDENT APPLICATION FORM**

**GRADE SCHOOL DEPARTMENT**

**Application for:** Grade ________  
**School Year:** 2013-2014  
**Application No.:_______**  
**O.R.:_______**  

**PLEASE PRINT ALL INFORMATION:**

**NAME:**  
(Last) ______________________  
(First) ______________________  
(Middle) ______________________  
(Nickname) ______________________  

Age: _______  
Date of Birth: ______________________  
Place of Birth: ______________________  
Birth Order: _______  
Sex: _______  
Nationality: ______________________  
Religion: ______________________  
Telephone No: ______________________  

**Home Address:** ________________________________________________  

Brother(s)/Sister(s) in CoSB-R  
Name ______________________  
Grade/Level & Section ______________________  
Birth Order _______  

**II. FAMILY BACKGROUND**  

<table>
<thead>
<tr>
<th>FATHER</th>
<th>MOTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>CONTACT NO. (Res.# &amp; Cell #)</td>
</tr>
<tr>
<td>OCCUPATION</td>
<td>EMPLOYER/COMPANY</td>
</tr>
<tr>
<td>BUSINESS TEL. NO</td>
<td>BUSINESS ADDRESS</td>
</tr>
<tr>
<td>EDUCATIONAL ATTAINMENT</td>
<td>SCHOOL GRADUATED</td>
</tr>
</tbody>
</table>

**GUARDIAN**  

Name of Guardian: ______________________  
Mobile No: ______________________  
Relation to the student: ______________________  
Landline No: ______________________  
Address: ________________________________________________  

**III. PREVIOUS SCHOOLING**  

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Name of School</th>
<th>Address</th>
<th>Year Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery</td>
<td>______________________</td>
<td>______________________</td>
<td>______________________</td>
</tr>
<tr>
<td>Kinder</td>
<td>______________________</td>
<td>______________________</td>
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<tr>
<td>Pre-School</td>
<td>______________________</td>
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<td>______________________</td>
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<tr>
<td>Grade 1</td>
<td>______________________</td>
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<tr>
<td>Grade 2</td>
<td>______________________</td>
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<td>Grade 3</td>
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<tr>
<td>Grade 4</td>
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</tr>
<tr>
<td>Grade 5</td>
<td>______________________</td>
<td>______________________</td>
<td>______________________</td>
</tr>
</tbody>
</table>

Interests and Hobbies ________________________________________________

**LIST OF DOCUMENTS TO BE SUBMITTED**  

1. Clear Photocopy of NSO Birth Certificate*  
2. Clear Photocopy of Baptismal Certificate*  
3. Certified true copy of latest report card (2 copies)  
4. 2x2 colored ID picture (3 pcs.)  
5. Good Moral Character Certificate signed by the Principal  
6. Recommendation from the Class Adviser & Guidance Counselor (Use CoSB-R Form)  
7. 1 long brown envelope

All documents submitted with the application become the property of CoSB-R and will NOT be returned to the applicant

**PROCEDURE:**

1. Present latest report card to the Records Office for evaluation. Qualified applicants will be given an Application Form.  
2. Accomplish the application form completely and accurately. Submit all the completed forms and other required documents to the Records Office for verification.  
3. Secure the payment slip for testing fee and pay Php500.00 at the Business Office. (This is non-refundable)  
4. Proceed to the Records Office for the testing schedule and permit.  
5. Present exam permit on the testing date. Applicants will be interviewed after the test. **Applicants should come on time.**  
6. Schedule of release of test results will be announced by the examiner.  
7. Those who pass the entrance test must pay the **Reservation Fee of Php2,000** to be assured of a slot.  

The fee is non-refundable but deductible from the tuition fee upon enrolment.

**Parent’s Signature over Printed Name** ______________________  
**Date** ______________________

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**Benildeans do ordinary things extraordinarily well.**  
St. Br. Benilde Romancon