



LPU

LYCEUM OF THE PHILIPPINES UNIVERSITY
MANILA · MAKATI · BATANGAS · LAGUNA · CAVITE · DAVAO

LPU ONLINE ENROLLMENT FOR UPPERCLASSMEN 1ST SEMESTER A.Y. 2020 – 2021

Step 1: ONLINE ENLISTMENT

1. Fill-out the LPU Online Enrollment Form: <https://bit.ly/2ByXTj2>
Kindly provide all the required information
2. Online Enlistment is from Mon-Fri from 9am-5pm. Cut-off time for same day processing of request is 12nn. Applications after cut-off time will be processed the next day.
Kindly Refer to the [Enrollment Schedule](#) of your College

Step 2: ENCODING OF SUBJECTS

1. The enrollment adviser/s of the College will encode your subjects
2. Note that the enrollment adviser will assign your section based on the “first come, first serve” enlistment procedure
3. Wait for the confirmation of your Enlistment and Unofficial Assessment Form within 24 hours – this will be sent to your Office365 email account

Step 3: ASSESSMENT OF FEES

1. Refer to your Unofficial Assessment Form to view the breakdown of your fees for the Semester



Step 4: PAYMENT

1. Enrollees can pay their fees thru any of our partners listed below (Minimum of PHP. 5,000.00 downpayment)

***NOTE: Validity of your Assessment is only for 10 days**

a. Bank of the Philippine Islands (BPI)(use blue deposit/ payment slip)

Account Number: 4953-0500-43
Merchant's Name: Lyceum of the Philippines Inc.
Reference Number: Student Number (ex: 2019-12345)
Planholder's Name: Student's Name

Note: The bank accept only 9 digits student number. Please DO NOT write 1 found in the middle of your student ID number. All cash payment will be credited to their account next working day and for check payment after three (3) banking days.

b. Banco De Oro (BDO)(use Cash/Check transaction slip or bills payment)

Company Name: Lyceum of the Philippines University Inc.
Subscriber's Account No.: Student Number (ex: 2019-12345)
Subscriber's Name: Student's Name

Note: The bank accept only 9 digits student number. Please DO NOT write 1 found in the middle of your student ID number. All cash payment will be credited to their account next working day and for check payment after three (3) banking days.



c. Metrobank (Metropolitan Bank & Trust Company)(use green deposit/ payment slip or bills payment)

Company Name: LPU – Manila
Subscriber's Account Name: Student's Name
Subscriber's Account No.: Student Number (ex: 2019-1-12345)
Reference No: 192

Note: All cash payment will be credited to their account next working day and for check payment after three (3) banking days.

d. MLHUILLIER(use ML Kwartá Padala payment slip form)

Payment to: Lyceum of the Philippines University Inc.
Account Name: Student's Name
Account Number: Student Number (ex: 2019-1-12345)
Payor's Name:
Address:
Contact Number:
Payment/ Amount

Note: Payment will be credited to their account next working day. (Cash payment only)

e. BAYAD CENTER(use Transaction Form/Bills payment)

Billor: Lyceum of the Philippines University Inc.
Account Name: Student's Name
Account Number: Student Number (ex: 2019-1-12345)

Note: Payment will be credited to their account next working day. (Cash payment only)

Other Important Matters:

- Refer to your Curriculum for the subjects according to your year level & semester (Downloadable in your AIMS)
- Follow the enrollment schedule provided by your College
- Regularly check your Office 365 Account (Make sure it is activated)
- Keep your important documents (ID, EAF, Scanned Curriculum, payment's official receipt)
- Keep yourself informed at all times on updates and announcements (LPU Website & LPU FB Page)
- Start of Online Classes, September 7, 2020