



LYCEUM OF THE PHILIPPINES UNIVERSITY

Enrollment Procedures & Requirements

AY 2020-2021

- Grade 11 Senior High School
- College Freshmen
- Transferees



STEP-BY-STEP PROCEDURES

1

REQUIREMENTS

Previously Step 6 in the
1st Guidelines released

- Login to Aims Application Portal. Click this link <https://aims.lpu.edu.ph/lpumnl/applicants>
- Click “APPLY” for new applicant. Specify required information and select “Continue”.
- Fill up the online application form and click "Submit"
- Take note of the User Name and Default Password that will appear.

Send a scanned copy of the initial admission requirements to the official email of the Admission Office:
admission_lpumnl@lpu.edu.ph

Your email should indicate the following information:

1. Full Name (Last Name, First Name, Middle Name):

Example: Dela Cruz, Juana Santos

2. Preferred Program:

Example: BS International Travel and Tourism Management.

3. Date of Birth: (Month/Date/Year)

Example: July 7, 2003

4. Nationality:

Example: Filipino

5. Gender (Male, Female or Non-binary)

Example: Female

STEP-BY-STEP PROCEDURES

1 REQUIREMENTS

Previously Step 6 in the
1st Guidelines released

6. Mobile Number: (Example: 0917*****)
7. Email Address: (Example: juandelacruz@gmail.com)
8. Last School Attended: (Name of School and Address)
Example: Paco Catholic School, Paco, Manila
9. Mode of Payment*:
Example: Installment
10. AIMS Applicant ID (if Available):
Example: 12345678901 or NA (If Not Applicable)

**Modes of Payment:*

Senior High School:

a) Monthly, b) Quarterly, c) Semi-Annual, d) Full Payment

College:

a) Full Payment, b) Installment

LIST OF REQUIREMENTS

GRADE 11 SENIOR HIGH SCHOOL

1. Grade 10 School ID
2. Grade 10 report card
3. PSA Birth Certificate (if available)
4. GWA/GPA of at least 80%

GRADE 12 TRANSFEREES

1. Grade 11 School ID
2. Grade 11 report card
3. GWA/GPA of at least 80%
4. Certificate of Good Moral Character

ALTERNATIVE LEARNING SYSTEM (ALS) GRADUATES

1. Certificate of Completion or Diploma
2. PSA Birth Certificate (if available)
3. Official ID

GRADUATES OF NON-FORMAL EDUCATION (NFE)

1. NFE Result
2. Official ID
3. PSA Birth Certificate (if available)

PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT) HOLDERS

1. PEPT Result
2. DepEd Eligibility for College Admission
3. PSA Birth Certificate (if available)



LIST OF REQUIREMENTS

COLLEGE FRESHMEN

1. Grade 12 School ID
2. Latest available report card (if available)
3. PSA Birth Certificate (if available)

GRADUATES OF PREVIOUS SCHOOL YEAR (GPSY). ENROLLEES WHO DID NOT ENROLL THE FOLLOWING SCHOOL YEAR IN COLLEGE:

For applicants from schools in the Philippines or schools abroad under DepEd and did not enroll in any College/university after graduation:

1. Grade 12 Report Card
2. School ID
3. Certificate of good moral character
4. Certification from the high school principal that the student's Form 137-A is still in the school file and has not been forwarded to another college/university.
5. PSA Birth Certificate (if available)

GRADUATES OF ASSOCIATE DEGREE PROGRAMS:

1. Transcript of Records
2. Good Moral Certificate
3. Honorable Dismissal/Certificate of Transfer Credential
4. PSA Birth Certificate
5. School ID/Official ID



LIST OF REQUIREMENTS

TRANSFEREES

1. Transfer credential or Honorable Dismissal
2. Certificate of Good Moral Character
3. Transcript of Records/True Copy of Grades/Certification of Grades
4. School ID/Official ID

FOR ENROLLEES COMING FROM SCHOOLS ABROAD (EXCEPT FOR FILIPINO SCHOOLS UNDER DEPED):

1. Scholastic Records, duly authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence; if the country or territory of origin is already a member of the Apostille Convention, authentication of the Philippine Foreign Service is no longer necessary. Certificate of completion of secondary education (senior high school / grade 12 or its equivalent)
2. Certificate of Good Moral Character or Recommendation from the School Guidance Counselor or Principal



LIST OF REQUIREMENTS

3. For Filipino applicants:

- a. PSA birth certificate
- b. Data page of Passport

4. For foreign nationals:

- a. Alien Certificate of Registration (ACR) or Special Study Permit (SSP) or Visa
- b. Data page of the applicant's passport showing date and place of birth.
- c. Birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post.
- d. Student's Personal History (PHS) duly signed by the applicant, both in English, and in his/her national alphabet accompanied by his/her personal seal, if any, and containing, among others, his left and right thumbprints.
- e. A notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses.



STEP-BY-STEP PROCEDURES

2 VERIFICATION

Admission staff will verify the submitted documents. After verification, Admission staff will send the enrollment registration link to the applicant.

3 ENLISTMENT

Once the applicant has completed the online registration form, he/she will receive via email the following: Unofficial Assessment Form, Applicant Payment ID and Payment Procedures.



STEP-BY-STEP PROCEDURES

4 PROOF OF PAYMENT

Please email your deposit slip or proof of payment to admission_lpumnl@lpu.edu.ph

5 OFFICIALLY ENROLLED

The applicant will receive his/her Official Enrollment Assessment Form from the Admission Office within seven (7) working days once payment transaction has been confirmed by the Cashier's Office and enrolment has been completed



SUBMISSION OF COMPLETE REQUIREMENTS

Students should email to admission_lpumn1@lpu.edu.ph the scanned copies (in PDF file) of the complete admission requirements on or before October 30, 2020.

The original copies/hard copies should be sent through a courier service provider (ex. LBC, JRS, Grab, Lalamove) to this address:

Registrar's Office, Lyceum of the Philippines University Manila, Muralla St., Intramuros, Manila 1002.



For further assistance, you can email:
admission_lpumnl@lpu.edu.ph

You can also call Admission Office
through the following numbers:
8527-27-17; 8527-82-51 to 56 local 103 / 104
+639155465179 (Globe)
+639995668477 (Smart)
8:00 a.m. to 5:00 p.m., Monday to Friday
8:00 a.m. to 12:00 p.m., Saturday