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GRADUATE SCHOOL RECORDS UNIT

ENROLLMENT SCHEDULE

1st Trimester, AY 2024-2025

Aug. 27- Sept. 06, 2024	Regular enrollment for new students
Sept. 02 - 06, 2024	Enrollment for old or continuing students
September 07, 2024	START OF THIRD TRIMESTER CLASSES
Sept. 09 -20, 2024	Late Enrollment (except Saturdays & Sundays)





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ENROLLMENT PROCEDURES

for OLD or CONTINUING STUDENTS – Online Enrollment

1. Student enrollee visits the Letran Calamba website at www.lettran-calamba.edu.ph and accomplish the Letran Graduate School Online Enrollment Google Form <https://forms.gle/S7CH7zLjeUHiPhCQ9>
2. Once completed, the Graduate School Records Assistant (GSRA) will update the student enrollee on the status of his/her course enlistment through his/her knight mail account.
3. The Accounting Services Department will email the student enrollee his/her Official Enrollment Form (OEF) in PDF format, together with payment instructions.





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ONLINE BANK PAYMENT

1 Student enrollee pays the amount via accredited banks and payment centers and forwards the proof of payment together with the electronic file of the OEF to Google Form (<https://bit.ly/paymentvalidation2021>) for verification and validation of enrollment. Validation of enrollment for online payment is within two (2) working days upon receipt of proof of payment.

2 The Cashier will send a notice thru student's knight mail account that payment has been posted and validated.





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PAYMENT OPTIONS

Account Name:
**COLEGIO DE SAN JUAN
DE LETRAN CALAMBA, INC.**



245610-0137-43
PHILIPPINE NATIONAL BANK(PNB)
Bucal Branch



Sender's Name: **Student's Name**
Receiver's Name: **Letran Calamba**
Transaction Type: **Collections**
Amount: **Amount to be Paid**
Reference No.: **Student Number**



007710086613
BANCO DE ORO(BDO)
Canlubang i-Mall Branch



10-107-007323-0
UNION BANK
Calamba Branch



0923-3236-19
BANK OF THE PHILIPPINE ISLANDS(BPI)
Calamba Real Branch (*Online Banking Only*)



PAYMENT OPTIONS

Account Name:
**COLEGIO DE SAN JUAN
DE LETRAN CALAMBA, INC.**



Gcash Message: Type the ID No. and Name



PAYMENT VALIDATION



Kindly upload the deposit slip/s and/or bank transactions receipt/s with complete details
(*Bank, Bank Account Number, Transaction Date, Amount Deposited/Transferred and
Confirmation/Reference Number*) to this link /QR code
<https://bit.ly/paymentvalidation2021>.





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ENROLLMENT REMINDERS

<p style="text-align: center;">Late Enrollment</p> <p>September 09 – 20, 2024</p> <p>Onsite payment at the Cashier's Office is encouraged for real-time enrollment validation.</p>	<p>Within the day (penalty will be applied)</p> <p>Sept. 09 – 13, 2024, Php 250.00</p> <p>Sept. 16 – 20, 2024, Php 500.00</p>
<p>Notes:</p> <ul style="list-style-type: none">a) <i>If immediately in need of an official receipt and official enrollment form, onsite payment is suggested.</i>b) <i>The Office of the Dean of the Graduate School will facilitate the registration of new students.</i>c) <i>There is a penalty for late enrollment.</i>	

