GRADUATE SCHOOL RECORDS UNIT

ENROLLMENT SCHEDULE
2nd Trimester, AY 2024-2025

January 06- 10, 2025	Regular enrollment for new students
January 13 - 17, 2025	Enrollment for old or continuing students
January 18, 2025	**START OF SECOND TRIMESTER CLASSES**
January 20 –February 03, 2025	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.letran-calamba.edu.ph and accomplish the Letran Graduate School Online Enrollment Google Form

    https://forms.gle/BkZXScR2d8HyHe1P6

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.

Colegio de San Juan de Letran Calamba

www.letran-calamba.edu.ph

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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.

Please complete the Google forms and select ENROLLMENT PAYMENT as the payment type.

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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LETRAN CALAMBA

PAYMENT OPTIONS

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

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

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

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

UnionBank
10-107-007323-0
UNION BANK
Calamba Branch

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

LETRAN CALAMBA

PAYMENT OPTIONS

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

GCash

Gcash Message: Type the ID No. and Name

PAYMENT VALIDATION

SCAN ME

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

Late Enrollment **January 20 – February 03, 2025** Onsite payment at the Cashier's Office is encouraged for real-time enrollment validation.	Within the day (penalty will be applied) January 20 – 24, 2025, Php 250.00 January 27 – February 03, 2025, Php 500.00

Notes:
a) *If immediately in need of an official receipt and official enrollment form, onsite payment is suggested.*
b) *The Office of the Dean of the Graduate School will facilitate the registration of new students.*
c) *There is a penalty for late enrollment.*