

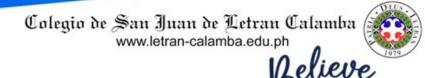
Believe Letran

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)





ENROLLMENT PROCEDURES

for OLD or CONTINUING STUDENTS - Online Enrollment

- Student enrollee visits the Letran Calamba website at <u>www.letran-calamba.edu.ph</u> and accomplish the Letran Graduate School Online Enrollment Google Form <u>https://forms.gle/BkZXScR2d8HyHe1P6</u>
- 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.
- The Accounting Services Department will email the student enrollee his/her Official Enrollment Form (OEF) in PDF format, together with payment instructions.



ONLINE BANK PAYMENT

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.

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





OPTIONS

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



OPTIONS

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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

Gcash Message: Type the ID No. and Name



007710086613

BANCO DE ORO(BDO) Canlubang i-Mall Branch



10-107-007323-0

Calamba Branch







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.

REGISTRAR'S DEPARTMEN

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.

