

GRADUATE SCHOOL RECORDS UNIT

ENROLLMENT SCHEDULE

2nd Trimester, AY 2025 - 2026

Jan. 15-16, 2026	Regular enrollment for new and old or continuing learners
Jan. 17, 2026	START OF SECOND TRIMESTER CLASSES
Jan. 19-30, 2026	Late Enrollment (except Saturdays, Sundays & Holidays)



ENROLLMENT PROCEDURES

for OLD or CONTINUING LEARNERS – Online Enrollment

1. Learner 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/enJbkBG41sVJbv179>
2. Once completed, the Graduate School Records Evaluator (GSRE) will update the learner enrollee on the status of his/her course enlistment through his/her knight mail account.
3. The Accounting Department will email the learner enrollee his/her Official Enrollment Form (OEF) in PDF format, together with payment instructions.



ONLINE BANK PAYMENT

1 Learner 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 learner's knight mail account that payment has been posted and validated.



PAYMENT OPTIONS

Account Name:

COLEGIO DE SAN JUAN DE LETRAN CALAMBA, INC.



245610-0137-43

PHILIPPINE NATIONAL BANK Bucal Branch
SWIFT CODE: PNBHPMM



007710086613

BANCO DE ORO (BDO) Canlubang I-Mall Branch
SWIFT CODE: BNORPHMM



1-352-55100-3

RIZAL COMMERCIAL BANKING CORPORATION
RCBC Calamba Crossing Branch
SWIFT CODE: RCBCPHMM

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> 



Letran Calamba
A Culture of Conscience, Discipline, and Excellence



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

GCash Message:
Type the ID. No and Name



ENROLLMENT REMINDERS

Late Enrollment

Jan. 19 – 30, 2026

Onsite payment at the Cashier's Office is encouraged for real-time enrollment validation.

Notes:

- a) *If immediately in need of a service invoice and official enrollment form, onsite payment is suggested.*
- b) *The Office of the Dean of the Graduate School will facilitate the registration of new learners.*

