

Colegio de San Juan de Letran Calamba

A Culture of Conscience, Discipline, and Excellence

GRADUATE SCHOOL ENROLLMENT SCHEDULE OLD/CONTINUING LEARNERS 3RD TRIMESTER, AY 2025-2026

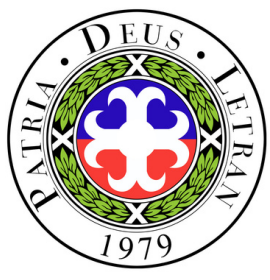
May 06 - 08 Regular enrollment for new and old or continuing learners

May 12 - 22 Late Enrollment
(except Mondays, Saturdays, Sundays & Holidays)

START OF THIRD TRIMESTER CLASSES

MAY | 09 | 2026

Registrar's Department



5 STEPS

GS ENROLLMENT PROCEDURES OLD/CONTINUING LEARNERS

01 ACCOMPLISH GOOGLE FORM

Learner enrollee visits the Letran Calamba website at www.lettran-calamba.edu.ph and accomplish the Letran Graduate School Online Enrollment Google Form via this link: <https://forms.gle/AwgjtwUwmo9xCj3b6> or scanning the QR code:



02 COURSE ENLISTMENT

Once completed, the Graduate School Records Evaluator (GSRE) will update the learner enrollee on the status of his/her course enlistment through his/her knightmail account.



03 ASSESSMENT

The Accounting Department will email the learner enrollee his/her Official Enrollment Form (OEF) in PDF format, together with payment instructions.

04 PAYMENT OF ENROLLMENT FEES AND VALIDATION

Learners must review the Data Privacy Consent on the back of the OEF and confirm their understanding and agreement to the terms outlined. They should then proceed to the Cashier's Office for payment of fees and enrollment validation.

Enrollees may pay using any of the Colegio's payment options and must upload the proof of payment through the Google Form (<https://bit.ly/paymentvalidation2021>) for verification and enrollment validation. Please complete the Google Form and select ENROLLMENT PAYMENT as the payment type.

Validation of enrollment for online payments will be completed within two (2) working days upon receipt of the proof of payment. Once enrollment is validated, the Cashier's Office will send a notice of official enrollment to the enrollee's Knightmail account, and the ITD will upload the enrolled subjects in the LMS.

PAYMENT OPTIONS  **Letran Calamba**
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Account Name:
COLEGIO DE SAN JUAN DE LETRAN CALAMBA, INC.

BDO
012570049766
BANCO DE ORO (BDO) Halang Branch
SWIFT CODE: BNORPHMM

Payment Validation:
Kindly upload the deposit slip/s and/or bank transactions receipt/s with complete details (Bank Account Number, Transaction Date, Amount Deposited/Transferred, Confirmation/Reference Number and student's name and ID number) to this link /QR code.

<https://bit.ly/paymentvalidation2021>

QR Ph
SCAN NA ALL!
NO FEES










05 ENROLLMENT EVALUATION

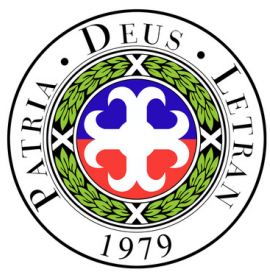
Please complete the enrollment evaluation via Google Form by clicking the link below or scanning the QR code:

<https://forms.gle/kVfgx23RASVbKXrBA>



CONTACT US

-  (049) 545-5453 local 2052
-  gradschool_records@lettran-calamba.edu.ph
-  LetranCalamba Registrar's Department



ENROLLMENT REMINDERS

Late Enrollment




May 12 – 22, 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.*
- c) *The Dean's Office will send each continuing learner's coursework to their respective knightmail account.*

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