



GRADUATE SCHOOL RECORDS UNIT

2ND TRIMESTER ENROLLMENT, AY 2022-2023

ENROLLMENT SCHEDULE

Regular Enrollment

- January 09 - 20, 2023 - for new students
- January 16 - 20, 2023 - for old or continuing students

Late Enrollment

- January 21 – February 03, 2023 (with penalty)

Start of Classes

- January 21, 2023



Enrollment Procedure for Old or Continuing Students

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/cGisFiuHkytLBYzKA>)
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.



REGISTRAR'S DEPARTMENT

If with back account, the GSRA will advise the student enrollee to settle his/her back account. If without back account, the GSRA will process student enrollee's enlistment

4. 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 on the next following working day upon receipt of proof of payment.

Notes:

- a) *If immediately in need of an official receipt, onsite payment is suggested.*
- b) *The Office of the Dean of the Graduate School will facilitate the registration of new students.*



**LETRAN
CALAMBA**
COLEGIO DE SAN JUAN DE LETRAN CALAMBA

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*)