



Saint Michael's College of Laguna
Biñan, Laguna

Office of the President

www.smcl.edu.ph (049) 513-SMCL (7625) or (02) 520-6749

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GUIDELINES ON THE ACCEPTANCE OF FOREIGN STUDENTS

APPLICATION PROCESS

A. During Application

Applicants should take the SMCL Entrance Test (SMET). If applicant cannot be in the Philippines, photocopy of the results of the Scholastic Aptitude Test I (SAT I) taken within the last two years may be submitted together with all other requirements.

No financial aid is granted to foreign applicants.

B. Upon Acceptance

An annual "foreign/non-resident student fee" will be collected upon enrollment from accepted foreign students / non-resident Filipinos. A Filipino is considered "non-resident" if she or he has not met the residency requirement of three years of schooling in a local high school or college. Exemptions may be granted to missionaries and religious; Filipinos who are children of Overseas Filipino Workers; and children of returning Filipino expatriates. A letter requesting for exemption and supporting papers must be submitted upon confirmation.

The foreign student / non-resident student fee is not applicable to the following: special exchange students, non-degree students and students on audit.

Based on the results of the admissions tests in English, the foreign students may be required to enroll in at least 3 units of English before they are accepted in the academic program.

Accepted foreign students are required to take Fil 1 – Sining ng Pakikipagtalastasan, Fil 2 – Pagbasa at Pagsulat sa Iba't ibang Disiplina, and Fil 3 – Retorika o Mabisang Pagpapahayag as part of the Michaellean curriculum.

C. Acquisition of Application Forms

Applicants may secure the application form from the Office of Admission, Saint Michael's College of Laguna or may download the application form at <http://www.smcl.edu.ph> . In downloading the SMCL application kit, please take note of the following guidelines:

- a. Print the SMCL application kit using black ink and short bond paper (8.5" x 11").
- b. Make sure to print out all required forms listed below:
 - Application Form
 - Principal's Recommendation Form and Secondary School Record
 - Two (2) Recommendation Form
 - Exam Permit
 - Acknowledgement Slip

D. Filling up the Application Form

- a. Fill out the application form carefully by printing (using ink) or typing all the information requested. Write N/A if the information is not applicable to you.
- b. Omissions can delay processing of application.
- c. Only application forms correctly and completely filled out will be accepted and processed.

E. Submission of Requirements

- a. Submit all the requirements listed below:
 - Accomplished Application Form
 - Principal's Recommendation and Secondary School Record (in sealed envelope)
 - Recommendation Form 1 (in sealed envelope)
 - Recommendation Form 2 (in sealed envelope)
 - Personal Essay
 - Exam Permit
 - Acknowledgement Slip
 - Notarized copy of affidavit of support and name and address of guardian and guarantor in the Philippines
- b. Submit or mail requirements to the following address: Office of Admission, Saint Michael's College of Laguna, Platero, Biñan, Laguna, Philippines 4024.
- c. Make sure to enclose the application fee of \$50. Cheques must be from a major US bank or its affiliated local banks. Please make cheque payable to "Saint Michael's College of Laguna". Application fee is non-refundable.
- d. Deadline for submission:
 - Applicants taking the SMET must submit all requirements on or before August 17, 2007.
 - Applicants replacing the SMET with the SAT I must submit all requirements on or before the start of the school year. If the applicant cannot meet the deadline, he/she must inform the office as soon as possible.

F. Application Decisions

- Decision letters will be mailed directly to the applicant.
- Please get in touch with the office if no decision letter is received within two (2) weeks after application.

G. Fees

Basic tuition fees will be \$20 per unit for college and \$450 for basic education. Likewise, miscellaneous fees will be changed at 150% of existing miscellaneous fees.

LOURDES ALMEDA-SESE, Ed.D.
President