



# SAINT LOUIS UNIVERSITY COLLEGE ADMISSIONS COMMITTEE

## SUPPLEMENTAL ADVISORY TO THE ONLINE ENROLMENT OF SLU CEE QUALIFIERS OF AY 2020-2021

01 July 2020

Dear Freshies,

SLU reopens the online enrolment starting **July 6, 2020**. The enrolment of **SLU-CEE Qualifiers** will continue until the end of the month however, please be reminded that your slots are assured for you until **July 17, 2020** only. After the said date, your enrolment will be subject to availability of *SLU slots as SLU will then start to open admission for new applicants.*

Please read carefully the Online Enrolment procedures found below to guide you to complete your enrolment in Saint Louis University.

1. For **QUALIFIED Applicants and were able to Log in and submit documents through Philsmile last June 22-23, 2020, follow **PROCEDURE A.****
2. For **SLU-CEE Qualifiers WHO WERE NOT ABLE TO LOG IN through Philsmile last June 22-23, 2020, follow **PROCEDURE B.****

Please note that for the 1<sup>st</sup> semester of AY 2020 – 2021, classes shall be through Flexible Learning Options. Students may choose **Online-Based Learning (OBL)** or **Correspondence-Based Learning (CBL) modality.**

In the **OBL approach**, the courses will be facilitated through the Google Classroom Course Sites to be prepared by the faculty-in-charge; hence, strong internet connection is needed. Monitoring and feedbacks will be done through the SLU student portal and Google Classroom participation supported by short message services (SMS) or mobile calls (as needed).

In the **CBL approach**, the school will provide the students with printed copies of learning packets and soft copies stored in a USB OTG (on-the-go) through express courier. These learning packets contain course guides, study schedule, and assessment guides that will help the students manage their course requirements. CBL is recommended for those who have limited or no internet connectivity. The actual costs of the learning packets and delivery will be included in the student's account.

For additional information, please contact the Dean through the following:

School	Official FB Account	Contact
SAMCIS	<a href="https://www.facebook.com/SLU.bravoSAMCIS">https://www.facebook.com/SLU.bravoSAMCIS</a>	<a href="mailto:samcisdean@slu.edu.ph">samcisdean@slu.edu.ph</a>
SEA	<a href="https://www.facebook.com/SLU.biboSEA">https://www.facebook.com/SLU.biboSEA</a>	<a href="mailto:seadean@slu.edu.ph">seadean@slu.edu.ph</a>
SON	<a href="https://www.facebook.com/SLU.volaraltoSON">https://www.facebook.com/SLU.volaraltoSON</a>	<a href="mailto:sondean@slu.edu.ph">sondean@slu.edu.ph</a>
SNS	<a href="https://www.facebook.com/SLU.aribaSNS">https://www.facebook.com/SLU.aribaSNS</a>	<a href="mailto:snsdean@slu.edu.ph">snsdean@slu.edu.ph</a>
STELA	<a href="https://www.facebook.com/SLU.arangkadaSTELA">https://www.facebook.com/SLU.arangkadaSTELA</a>	<a href="mailto:steladean@slu.edu.ph">steladean@slu.edu.ph</a>

For your information and guidance.

The SLU Administration

## PROCEDURE A

Steps for the ONLINE ENROLMENT of QUALIFIED Applicants who were able to Log in and submit documents through Philsmile last June 22-23, 2020:

1. For the SLU-CEE Qualifiers who submitted their documents through the [slu.philsmile.com](http://slu.philsmile.com), the continuation of your enrolment in SLU will be through your **iSLU Portal Account**. However, please be reminded that the **Online Application will resume on July 6, 2020, 8:00 am**. The **iSLU portal** will not be accessible before the said date. Please be guided accordingly.

For those who **DID NOT take the SLU-CEE** but who submitted their documents, an advisory will be sent to your email.

2. Open your iSLU Portal account and check the **Class Schedule** and **Breakdown of Fees**. In your Class Schedule, please find below it the Breakdown of Fees and required down payment. You are to pay **NOT LESS THAN** the required down payment through any of the suggested payment methods on or before the due date indicated. If not paid within the due date, your assigned subjects will be cancelled. Payments may be made through the following banks:

**Metrobank**

**Philippine National Bank**

**Eastwest Bank**

**Security Bank**

**United Coconut Planters Bank**

**Banco de Oro (Please check your email for instructions for payment thru this bank)**

**Landbank (Please check your email for instructions for payment thru this bank)**

For more information on the payment method, please contact: [college.tuition@slu.edu.ph](mailto:college.tuition@slu.edu.ph)

3. After payment, send a photocopy of your Transaction/Payment slip **immediately** through the iSLU Portal. Please allow 5 (five) SLU working days for **confirmation** of your payment which will be sent to your **iSLU Portal**.
4. Once payment is confirmed and your status is **“OFFICIALLY ENROLLED”** as indicated in your **iSLU Portal**, you may then send the original copies of all required enrolment documents not later than **August 28, 2020** through **express courier** addressed to:

**The University Registrar  
University Registrar’s Office  
Saint Louis University  
Bonifacio Street, Baguio City,  
2600 Philippines  
Mobile Number: 09060567334**

Please **DO NOT** send the original copies of the documents if you have **NOT** received acknowledgement of payment.

- a. **SHS Grade 12 Report Card** (if not yet available, Certificate of Graduation and date of release of your Report Card);
- b. **Photocopy of Birth Certificate** (PSA or NSO Copy);
- c. **Certificate of Good Moral Character**;
- d. **Random Drug Testing Acknowledgment Form** (This form is attached to your Official SLU-CEE Result. Random Drug Testing is NOT required)
- e. **2 (Two) 2X2 ID Pictures** with Name Tag and White Background;
- f. **OSA Form\***
- g. **Promissory Note\*** (If any of a, b, and c is/are not available yet)
- h. **Certificate of Scholarship for SLU CEE Topnotcher or Certification for Top 1 or Top 2\*** students. The appropriate Tuition Fee discount will be applied to your individual account for the First Semester, AY 2020-2021 after you have been officially enrolled.
- i. **For Persons with Disability** – Download the **Student With Special Needs Form\*** to be sent together with the other documents. In addition, a Medical Certificate stating that the applicant is “**FIT to ENROL**” must be e-mailed to the Guidance Center at [gcdir@slu.edu.ph](mailto:gcdir@slu.edu.ph) within the first three (3) weeks of classes. An applicant who fails to submit the required certification from his/her attending physician may be asked to withdraw with permission as the main intention is to ensure his/her well-being or best interest.
- j. **For QUALIFIED International Students:** For International students, who are in the Philippines, they will need to submit the additional requirements (1) Photocopy of Valid Visa, (2) Photocopy of Passport Bio Page, (3) Recommendation Letter, and (4) NBI Clearance. For those who are abroad/or in their home countries, there is no need to submit the additional documents.
- k. **FOR BSN QUALIFIERS ONLY:**
  1. **Medical Certificate & Laboratory Results or Medical Examination Waiver for BSN Qualifiers\***;
  2. **School of Nursing Undertaking\***.

(\* **Downloadable at the SLU website:** [www.slu.edu.ph](http://www.slu.edu.ph), **Admissions Tab**

Kindly arrange all the documents in the order above, place in a brown envelope and label the front with your Full Name, Course, and Mobile Number. Failure to submit the above documents can result in the cancellation of your enrolment in Saint Louis University.

Once sent, please wait for a confirmation from the University Registrar’s Office that your documents have been received through your iSLU Portal.

5. For **BLISTT (Baguio, La Trinidad, Itogon, Sablan, Tuba, and Tublay) residents only**, you may personally submit your documents or through your authorized representative at the SLU Parking Building, Bonifacio St., Baguio City during SLU workdays and office hours (8-3 pm only). An SLU representative per school will be there to receive and check your documents. Submission will be done on an appointment basis. You will need to text your school’s mobile number (please refer to the list below) for appointment and wait for a text confirmation of

your schedule before you may come to submit. Please take note that without an appointment, your documents may not be accepted.

<b>School</b>	<b>Contact Number</b>	
SAMCIS	Smart:	0961 540 1849
	Globe:	0966 623 2211
SEA	Smart:	0908 731 1578
	Globe:	0956 378 6588
SON	Globe :	0995 971 9594
SNS	Smart:	0961 016 7007
	Globe:	0945 274 7573
STELA	Smart:	0938 757 7842
	Globe:	0953 134 9220

Safety and Health protocols shall be strictly enforced in the area.

6. Picture-taking for your Official SLU School ID will be announced at a later date.
7. Please check your iSLU Portal account regularly.

## PROCEDURE B

### Steps for the ONLINE Enrolment of SLU-CEE Qualifiers WHO WERE NOT ABLE TO LOG IN through Philsmile last June 22-23, 2020:

1. Your application for Admission in SLU will be through your **iSLU Portal account**. However, please be reminded that the **Online Enrolment will resume on July 6, 2020, 8:00 am**. The iSLU portal will not be accessible before the said date. Please be guided accordingly.
2. Open your iSLU Portal account and Fill-in the information required and upload a scanned copy of your **SHS Grade 12 Report Card**. If your Report Card is not yet available, please upload your Certification of Graduation duly signed by the SHS Principal. For **BSN Qualifiers**, in addition to your SHS Grade 12 Report Card, please email your Medical Certificate, Laboratory Results, or Medical Examination Waiver Form and School of Nursing Undertaking Form to [sondean@slu.edu.ph](mailto:sondean@slu.edu.ph). For **International Students**, please upload your **SHS Transcript of Record**. Please allow 3 working days for your enlistment.
3. After 3 working days, open your iSLU Portal account and check the **Class Schedule and Breakdown of Fees**. In your Class Schedule, please find below it the Breakdown of Fees and required down payment. You are to pay **NOT LESS THAN** the required down payment through any of the suggested payment methods on or before the due date indicated. If not paid within the due date, your assigned subjects will be cancelled. Payments may be made through the following banks:

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SEA	Smart: 0908 731 1578
	Globe: 0956 378 6588
SON	Globe : 0995 971 9594
SNS	Smart: 0961 016 7007
	Globe: 0945 274 7573
STELA	Smart: 0938 757 7842
	Globe: 0953 134 9220

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