

ADMISSION GUIDELINES

At the San Carlos School of Cebu, we believe that education is a shared journey between students, their parents and guardians, with the School.

These official admission guidelines outline the steps, requirements, and expectations for enrollment. They provide clear direction to ensure applicants and families are well-informed. We ask for your attention and compliance to foster a smooth and meaningful start to your educational journey at the San Carlos School of Cebu.

Age Requirement and Grade Placement

San Carlos School of Cebu follows the **Department of Education (DepEd) age requirements** for students entering Preschool.

- **Preschool applicants** must have reached the required age for the intended grade level **on or before October 31** of the school year.
- **All other applicants** must present a **Certificate of Eligibility to Transfer** to be considered for enrolment to the next grade level.
- For clarifications regarding age eligibility and grade placement, kindly contact the Admissions Team.

Entry Age by October 31	Grade
3 years old	Preschool 1*
4 years old	Preschool 2*
5 years old	Preschool 3*
6 years old	G1
7 years old	G2
8 years old	G3
9 years old	G4
10 years old	G5
11 years old	G6
12 years old	G7
13 years old	G8
14 years old	G9
15 years old	G10
16 years old	G11
17 years old	G12

Admission Screening

All applicants are required to undergo the **admission screening process**. The Admission Committee carefully evaluates the following:

- Academic credentials
- Results of the standardized entrance examination administered by the Testing Office
- Recommendation from the previous school
- Interview conducted through the Principal's Office, if deemed necessary

⚠ Important: Applications with incomplete or incorrect documents may be delayed or denied.

Admission vs. Enrollment

- **Admission** – The process of being accepted into the school after meeting all requirements and passing the screening.
- **Enrollment** – The official registration of accepted applicants who have received a **Notice of Acceptance**.

Admission Process

Step 1: Create an Account



Create an account through the online admission portal: <https://sancarlos.app/>

Step 2: Prepare Required Documents

Please prepare clear scanned or digital copies of the following documents for upload.

ADMISSION REQUIREMENTS for PRESCHOOL FILIPINO CITIZENS
<ul style="list-style-type: none">✓ PSA Birth Certificate✓ 2×2 most recent picture with white background (upload .jpg or .png file)
ADMISSION REQUIREMENTS for GRADE 1 to GRADE 11 FILIPINO CITIZENS
<ul style="list-style-type: none">✓ PSA birth certificate✓ 2×2 most recent picture with white background (upload .jpg or .png file)✓ 2nd grading Report Card or Grade Slip which includes:<ul style="list-style-type: none">- Student Information- School Name

Step 3: Online Application

Log-in to your account that you have registered in <https://sancarlos.app/>

sancarlos.app

 **SAN CARLOS**
SCHOOL of CEBU
FORMERLY USC BASIC EDUCATION DEPARTMENT

Login to your account

Username

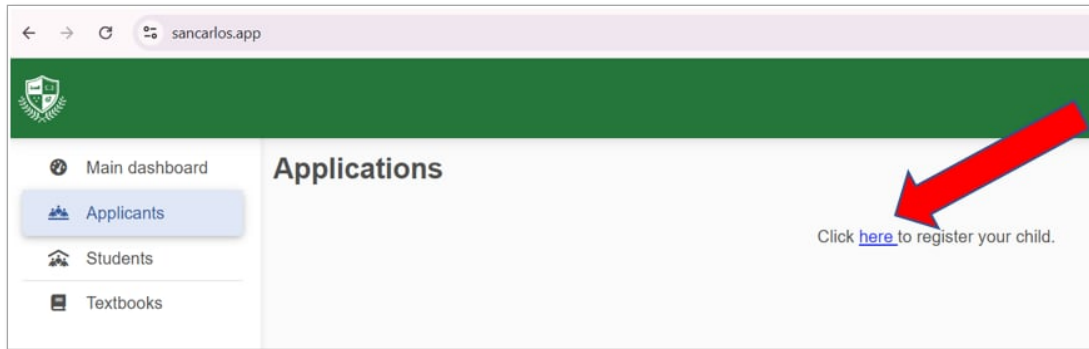
Password

Login

Create account
Forgot Password

Note for Students – First Login:
If your birthdate doesn't work, please go to the Registrar's Office to verify your birthday information saved in the system.

Fill out the online application form and upload the required documents.



Step 4: Application Fee Payment

Pay the **application fee of ₱500.00 per child** via:

- San Carlos Portal, or
- Onsite payment at the North, South, or Montessori Campus Teller

Step 5: Application Review


The Admissions Team will review your application after payment validation by the Finance Office. Applications submitted on weekends will be reviewed on the next working day.

Step 6: Schedule Entrance Exam

Once reviewed, schedule your child's **onsite entrance examination/assessment** through the admissions portal.

Step 7: Entrance Exam

Present the test permit and proceed to the Testing Office on your assigned date.

 For assistance, call **(032) 2300-100** or **(032) 401-2300**

local 808 (North Campus)

local 714 (South Campus).

local 838 (Montessori Academy)

Step 8: Results and Interview

- Results will be released within **7 working days**.
- Additional interviews may be required.
- Applicants may access the result through the Portal once available.

Step 9: Reservation Fee Payment

Accepted applicants must pay the **reservation fee within 15 days** to secure a slot. *The reservation fee is non-refundable but deductible from tuition fees.* Payments can be made via San Carlos Portal or onsite at the North, South or Montessori Campus Teller

Level	Reservation Fee	Enrolment Fee
Preschool	P 5,000.00	P 10,000.00
Lower Elementary (Grades 1-3)	P 5,000.00	P 5,000.00
Upper Elementary (Grades 4-6)	P 5,000.00	P 5,000.00
Junior High School/ Erdkinder (Grades 7 - 10)	P 5,000.00	P 5,000.00
Senior High School	P 5,000.00	P 5,000.00

Step 10: Enrollment

Official enrollment starts in **May 2026**.










Accepted applicants must:

- Submit original documents to the School Registrar
- Pay enrollment fees at the Campus Teller



Classes begin on July 13, 2026

For further information, please send your inquiries to the Office of the School Registrar via the following contact details during office hours:

North Campus (Senior High School)
<p> shsadmission-apply@usc.edu.ph</p> <p> +63 999 226 7546</p> <p> (032) 401-2300 / (032) 2300-100 locals 806, 807, 850</p>
South Campus (Preschool to Grade 10)
<p> bedscadmissions@usc.edu.ph</p> <p> +63 955 372 5452</p> <p> (032) 401-2300 / (032) 2300-100 locals 709, 706</p>
Montessori Academy (Elementary to Erdkinder)
<p> montessorischoolrecords@usc.edu.ph</p> <p> +63 927 329 3415</p> <p> (032) 401-2300 / (032) 2300-100 local 843</p>