

## GRADUATE SCHOOL RECORDS UNIT

### ENROLLMENT SCHEDULE

#### 3<sup>rd</sup> Trimester, AY 2024-2025

May 19-23, 2025	Regular enrollment for new and old or continuing students
May 24, 2025	<b>START OF THIRD TRIMESTER CLASSES</b>
May 26- June 4, 2025	Late Enrollment (except Saturdays & Sundays)



# ENROLLMENT PROCEDURES

## *for OLD or CONTINUING STUDENTS – Online Enrollment*

1. Student enrollee visits the Letran Calamba website at [www.lettran-calamba.edu.ph](http://www.lettran-calamba.edu.ph) and accomplish the Letran Graduate School Online Enrollment Google Form [https://docs.google.com/forms/d/e/1FAIpQLSfjZ1\\_dAD5oaXQ-hz5HJnYHZh\\_RWOt2uubP1JuBYrOvn25\\_bQ/viewform?usp=sharing](https://docs.google.com/forms/d/e/1FAIpQLSfjZ1_dAD5oaXQ-hz5HJnYHZh_RWOt2uubP1JuBYrOvn25_bQ/viewform?usp=sharing)
2. Once completed, the Graduate School Records Evaluator (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.



## ONLINE BANK PAYMENT

**1** 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.

Please complete the Google forms and select ENROLLMENT PAYMENT as the payment type.

Validation of enrollment for online payment is within two (2 ) working days upon receipt of proof of payment.

**2** The Cashier will send a notice thru student's knight mail account that payment has been posted and validated.





Believe  
in Yourself  
Believe  
Letran



### 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*)



### PAYMENT OPTIONS

Account Name:  
**COLEGIO DE SAN JUAN  
DE LETRAN CALAMBA, INC.**



Gcash Message: Type the ID No. and Name



### PAYMENT VALIDATION

Kindly upload the deposit slip/s and/or bank transactions receipt/s with complete details  
(*Bank, Bank Account Number, Transaction Date, Amount Deposited/Transferred and  
Confirmation/Reference Number*) to this link /QR code  
<https://bit.ly/paymentvalidation2021>.

www.lettran-calamba.edu.ph



REGISTRAR'S DEPARTMENT



## ENROLLMENT REMINDERS

<b>Late Enrollment</b> <b>May 26 – June 04, 2025</b> Onsite payment at the Cashier's Office is encouraged for real-time enrollment validation.	Within the day (penalty will be applied)  May 26 – 29, 2025, Php 250.00 May 30, June 2–4, 2025, Php 500.00
<b>Notes:</b> a) <i>If immediately in need of an official receipt and official enrollment form, onsite payment is suggested.</i> b) <i>The Office of the Dean of the Graduate School will facilitate the registration of new students.</i> c) <i>There is a penalty for late enrollment.</i>	

