

# Incoming College Applicants

## College – New Student

(Note: The list is not applicable to MCM Grade 12 Graduates who will continue to the MCM College Department.)

- Original **grade 12 report card** (SF9) duly signed by the Senior High School Principal showing (a) Applicant's eligibility for admission to college and (b) Learner Reference Number
  1. The principal/adviser must countersign the report card if it has erasures or alterations
  2. The applicant must submit a certificate of the school's numerical equivalent if the report card contains alpha grades
  3. If the applicant is a graduate of an international school, he/she must submit a report card duly authenticated by the Philippine Foreign Service Post
  4. If the applicant is a graduate of previous years, the applicant must submit an original certificate from the Senior High School Principal stating that School Form 10 (Formerly Form 137-A) is still in the school file and has not been forwarded to any colleges or universities.
- Photocopy of **Senior High School Diploma**
- **Certificate of Good Moral Character** from the Senior High School Principal (issued **January 2021** onwards and with school seal)
- Original copy or Authenticated **PSA birth certificate**.
  1. If the applicant is not a Filipino citizen, submit (a) original and photocopy of passport with at least 6 months validity; (b) Alien Certificate of Registration; (c) Student visa (9f) or student study permit
  2. If the applicant has dual citizenship, submit (a) Certificate of recognition as Filipino citizen or Philippine Passport; (b) Original copy or Authenticated PSA birth certificate
- Two (2) pieces **1.5" x 1.5" recent identical pictures** (with plain background and signature at the back)
- One (1) piece long brown envelope

## College – Transferee

- Original copy of any of the following:
  1. Transfer Credential Certificate
  2. Honorable Dismissal Certificate
  3. Clearance to Transfer Certificate
  4. Certificate of Graduation (for degree holders)
- Original **Transcript of Records** (TOR)
  1. The applicant must submit a Transcript of Records. Authenticated by the Philippine Embassy from the country of origin if the applicant is a graduate from an international school.
- Original or certified true **copy of course/subject description**
- Original **good moral character certificate**
- Two (2) original recommendation letters (for degree holders)
- Original copy of **PSA birth certificate**
  1. If the applicant is not a Filipino citizen, submit (a) original and photocopy of passport with at least 6 months validity; (b) Alien Certificate of Registration; (c) Student visa or student study permit
  2. If the applicant has dual citizenship, submit (a) Certificate of recognition as Filipino citizen or Philippine Passport; (b) Authenticated birth certificate
- Two (2) pieces **1.5” x 1.5” recent identical pictures** with a plain background
- One (1) piece long brown envelope

## College – From MCM Grade 12

Only enrollment forms will be required from MCM Grade 12 graduates.

## Notes

- DepEd Vouchers will be deducted from the total fees upon submission of the original document.
- Instructions on school ID processing and activation of student's Outlook and MCM Digital accounts will be sent through the mobile number provided on the online Application Form.

- Schedule of parents' and students' orientations will be sent to the student's Outlook account; and will be announced through MCM's website, social media pages, and on the student's MCM Digital account.
- For scholarship applications, requirements and guidelines can be accessed on the [MCM Scholarships](#) webpage.