

Incoming High School Applicants

Junior High School – New Student

- Original **report card**/SF9 showing applicant's eligibility for admission to specific grade level, duly signed by the School Principal (with Learner Reference Number, applicable to grades 7 to 10 only)
 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
- Photocopy of **Elementary Certificate of Completion** signed by the Principal and with Date of Completion.
- Recent certificate of Good Moral Character (issued January 2021 onwards) from the High School Principal with school seal
- 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

Senior High School – New Student

- Original **Grade 10 report card/SF9** showing applicant's eligibility for admission to Senior High School, duly signed by the High School Principal (with 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
- Photocopy of **Junior High School Certificate of Completion** signed by the Principal and with Date of Completion.
- For Voucher Redemption:
 1. ESC Grantees – ESC Certification Letter from Junior High School Principal (format available through the ESC IMS)
 2. Qualified Voucher Applicants – QVR Certificate
- Recent certificate of **Good Moral Character** (issued **January 2021** onwards) from the High School Principal with school seal
- 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

Senior High School – Transferee

- Original **Grade 10 report card/SF9** showing applicant's eligibility for admission to Senior High School, duly signed by the High School Principal (with 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
- Photocopy of **Junior High School Certificate of Completion** signed by the Principal with Date of Completion.
- For Voucher Redemption:
 1. ESC Grantees – ESC Certification Letter from Junior High School Principal (format available through the ESC IMS)
 2. Qualified Voucher Applicants – QVR Certificate
- Recent certificate of **Good Moral Character** (issued **January 2021** onwards) from the High School Principal with school seal
- 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

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.