



## Admission Process

### Evaluation For New Students only

1. Submit all requirements to the Registrar prior to paying for the Testing Fee and Scheduling of Test

	PRESCHOOL DEPARTMENT	ELEMENTARY JUNIOR HIGH SENIOR HIGH
1. Photocopy of PSA issued birth certificate	*	*
2. Medical Certificate	*	*
3. 2 pcs 2x2 ID picture	*	*
4. MMIS form E-01	*	*
5. MMIS form E-02 (applicable to applicants with previous schooling)	*	*
6. MMIS form E-03	*	*
7. Photocopy of past report card with second or third grading grades (applicable to applicants with previous schooling)	*	*
8. Certificate of good moral character (applicable to applicants with previous schooling)	*	*
9. Baptismal certificate (for Catholics only)	*	*
10. NCAE result (For Senior High)		Senior High only
11. For foreign students:		*
a. Original and photocopy of Transcript of Records		
a.1. Translated to English for students from Non-English speaking Countries.		
a.2. Preferably stating the next academic level of the child		
b. Photocopy of the passports of the student and parents	*	*

2. Information on the Age Requirements

	Age by August 31
Playgroup (Talamban Campus only)	2 years old
Nursery	3 years old
Pre-Kindergarten	4 years old
Kindergarten	5 years old
Grade 1	6 years old

3. Get a Testing and Interview schedule from the Guidance Counselor
4. Pay for the Testing fee on the date/ prior to taking the test.

Test Administered	Pre-school	Elementary Junior High Senior High
1. Interview with the Guidance Counselor	*	*
2. Test with Montessori Materials	*	
3. Standardized Test		*

5. The Test and Interview results are released ON or BEFORE three (3) working days after the test was taken.

**Enrolment  
For New Students and Old Students**

1. Submit all the requirements prior to Enrolment at the Business Office.

	Old Student	New Student
1. Original Report Card from the previous school/ year	*	*
2. MMIS Form A-01 and A-02		*
3. MMIS Form A-03	*	
4. MMIS Form A-04	*	*
5. Filled-out SSP Form (Foreign Students)	*	*

2. Pay for the Tuition Fee
3. If applicable: Get the following
  - a. School Supplies List R-01
  - b. Books List R-02
  - c. Uniform Design R-03
  - d. GSP and BSP Uniform R-04
  - e. School Opening Reminders R-05
  - f. Bus/Carpool Service Information R-06
  - g. English Book Report List R-07
  - h. Consolidated General Application Form for Special Study Permit (For foreign students)
4. Visit the MMIS Bookstore to purchase Books and Uniforms