



ST. PAUL UNIVERSITY MANILA

HOW TO ENROLL SY 2026-2027

ONLINE APPLICATION PROCESS



ST. PAUL UNIVERSITY MANILA

ONLINE APPLICATION PROCESS

Email Address: admissions@spumanila.edu.ph

For Senior High School, the student is required to apply directly.

For Kindergarten to Grade 10, applications shall be filed by the parents.



ST. PAUL UNIVERSITY MANILA

HOW TO ENROLL

FOR SENIOR HIGH SCHOOL STUDENTS

There is no admissions fee and no entrance examination. Evaluation will be based on submitted documents and interview results (as needed).

1 Fill out the APPLICATION FORM.
All fields with asterisk (*) are mandatory.

2 UPLOAD the REQUIREMENTS.
All mandatory requirements are necessary for the initial screening. Other documents may be submitted at a later time.

3 Click SUBMIT and wait for an email and SMS confirmation of your application. The automated message will include your login details, which you will use to access your portal.



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FOR SENIOR HIGH SCHOOL STUDENTS

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You may be INVITED to interviews if further evaluation is needed. Otherwise, results will be sent via email and/or SMS within 3 to 5 working days. Please provide a valid email address and mobile number to receive all communications from the SPU Manila Admissions Office.



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FOR BASIC EDUCATION KINDER TO GRADE 10



HOW TO ENROLL
FOR BASIC EDUCATION

Prepare digital or scanned copies of the following requirements:

FOR KINDERGARTEN APPLICANTS

- 1.PSA birth certificate*
- 2.Baptismal certificate (for Catholics)
- 3.Two (2) recent 2x2 pictures in white background*

FOR GRADE 1–10 APPLICANTS

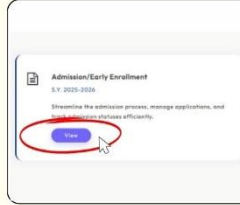
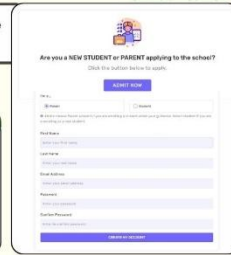
- 1.PSA birth certificate*
- 2.Baptismal certificate (for Catholics)
- 3.Confirmation certificate (if confirmed, for Catholics)
- 4.Report card of previous Grade level attended*
- 5.Certificate of Attendance (for Grade 1 applicants)*
- 6.Certificate of Completion (for Grade 7 applicants)*
- 7.Two (2) recent 2x2 pictures in white background*



HOW TO ENROLL
FOR BASIC EDUCATION

Step 1: Create a SchoolAide Parent Account

Create your SchoolAide account by visiting <http://schoolaide.spumanila.edu.ph>
Create a Parent Account.



Step 2: Early Enrollment

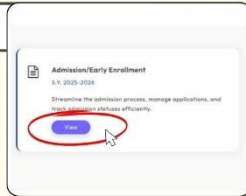
On the dashboard, click "View" on "Admission/Early Enrollment".



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FOR BASIC EDUCATION

Step 3: Early Enrollment

On the dashboard, click "View" on "Admission/Early Enrollment".



Step 4: Fill out the necessary information



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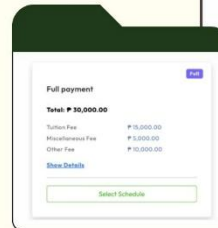
Step 6: Submit your application

Click SUBMIT and wait for an email and SMS confirmation of your application. The automated message will include your login details, which you will use to access your portal.



Step 7: Select Payment Schedule

Wait for the approval before selecting the desired payment schedule.



MODES OF PAYMENT



Account Name:
St. Paul University Manila
BDO Account Number:
000-480-156-158

Account Name:
St. Paul University Manila
BPI Account Number:
3693-0392-65



Account Name:
(Sister) Maria Vicenta Estrella
GCash Account Number:
0977154637

Account Name:
St. Paul University Manila
BPI Dollar Account Number:
3694-0001-09
SWIFT CODE: BOPIPHMM



(under the paylite and straight payment schemes) are likewise accepted for payment
For any inquiries, you may call SPU Manila Finance Office at (02) 8524-5687 local 207

