



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.



ST. PAUL UNIVERSITY MANILA

HOW TO ENROLL FOR SENIOR HIGH SCHOOL STUDENTS

4

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.



ST. PAUL UNIVERSITY MANILA

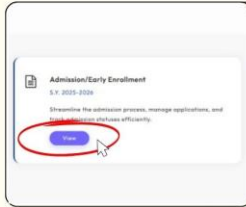
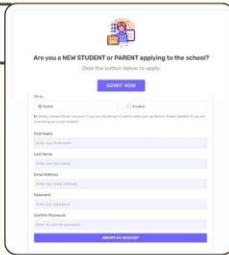
HOW TO ENROLL SY 2026-2027

FOR SENIOR HIGH SCHOOL STUDENTS



Step 1: Create a SchoolAide Account

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



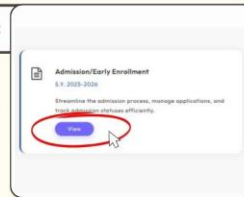
Step 2: Early Enrollment

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



Step 3: Early Enrollment

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



Step 4: Fill out the necessary information



HOW TO ENROLL FOR SENIOR HIGH SCHOOL STUDENTS

Prepare digital or scanned copies of the following requirements:

1. Latest grade report for Grade 10 (complete grade report for Grade 9)*
2. Complete grade report for Grade 11 (for Grade 12 applicants/transferees)
3. Latest Certificate of Good Moral Character *
4. Two (2) recent 2x2 pictures in white background*
5. PSA birth certificate*
6. Two (2) letters of recommendation from any of the following personnel: class adviser, subject teacher, guidance counselor, club moderator, school principal. Please download the official SPU Manila template [HERE](#) and send to the evaluators. They will email the completed forms directly to the SPU Manila Admissions Office.
7. Baptismal certificate (for Catholics)
8. Confirmation certificate (if confirmed, for Catholics)



Step 6: Submit your application



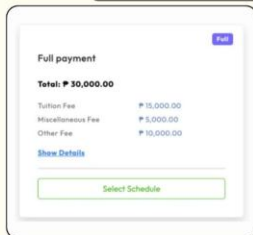
Click SUBMIT and wait for an email and SMS confirmation of your application. The automated message will include your login details, which you will use to access your portal.

Step 7: Requirements Screening

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.



Step 8: Select Payment Schedule



Wait for the approval before selecting the desired payment schedule.

Step 9: Payment

Choose your mode of payment.



MODES OF PAYMENT

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

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

GCash
Account Name: (Sister) Maria Vicenta Estrella
GCash Account Number: 09771154637

BPI
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

