



ST. PAUL UNIVERSITY MANILA

# HOW TO APPLY SY 2026-2027

## ONLINE APPLICATION PROCESS



ST. PAUL UNIVERSITY MANILA

# ONLINE APPLICATION PROCESS COLLEGE AND GRADUATE

Local Applicants: [admissions@spumaniila.edu.ph](mailto:admissions@spumaniila.edu.ph)

Foreign Applicants: [aim@spumaniila.edu.ph](mailto:aim@spumaniila.edu.ph)



ST. PAUL UNIVERSITY MANILA

### Step 1: Access the Application Portal



Go to the application website: <https://college.spumaniila.edu.ph/>

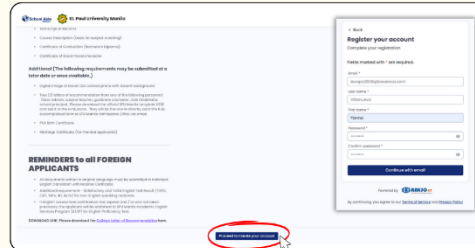
Choose your online application type:

- **Undergraduate** (New Regular)
- **Undergraduate** (Transferee)
- **Postgraduate**



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### Step 2: Create a SchoolAide Account

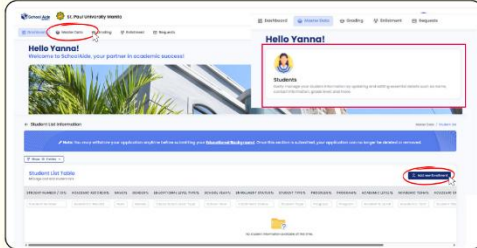


Register using your email to create an account. Open the link sent to your email, and you will be redirected to the account registration page.

Fill out all required fields to complete your registration.



### Step 3: Start Your Application



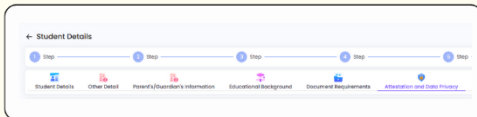
Once your account is created, you will be redirected to your dashboard.

1. Click **Master Data**.
2. Select **Students Card**.
3. You will be redirected to the Student List page. Click the **Add New Enrollment** button to proceed.

### Step 4: Fill Out Initial Information

Please complete all required fields for **New Student Admission for S.Y. 2026-2027**. Fields marked with \* are mandatory. Make sure to select the correct options to ensure a smooth application process.

### Step 5: Complete All Required Information



Complete all sections of the application, including:

1. **Student Details**
2. **Other Details**
3. **Parent/Guardian information** (*not applicable for graduate applications*)
4. **Educational Background**

Ensure that all required fields are accurately filled out before proceeding.

### Step 6: Upload All Required Documents



Upload all documents listed in the application form.

Ensure that all mandatory documents are submitted.

After submitting all required documents, please confirm the **Attestation and Data Privacy** statements.

You will receive an email confirming your application. Please wait for further instructions, as your submission is still under evaluation. An interview (on-site or online) may be scheduled if needed. Otherwise, the final result will be sent directly.