

3rd/4th Level, NBS College, Sct. Borromeo cor. Quezon Avenue, Quezon City, Metro Manila, Philippines 1113  
[www.nbscollege.edu.ph](http://www.nbscollege.edu.ph) Call: 216-5716 Email: [info@nbscollege.edu.ph](mailto:info@nbscollege.edu.ph) [f@nbscollegeph](https://www.facebook.com/nbscollegeph)

Applying for: ☐ 1st Semester \_\_\_\_\_ (year) ☐ 2nd Semester \_\_\_\_\_ (year)

Application Status: ☐ Freshman ☐ Transfer Student ☐ 2nd Degree

## PERSONAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Middle Name \_\_\_\_\_ Age \_\_\_\_\_ Sex ☐ Male ☐ Female

Civil Status \_\_\_\_\_ Citizenship \_\_\_\_\_

Date of birth (mm/dd/yyyy) \_\_\_\_\_ Place of Birth \_\_\_\_\_

Home Address \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

Attach  
2"x2" Photo  
Here

## EDUCATIONAL BACKGROUND

Grade School \_\_\_\_\_ Address \_\_\_\_\_ Year of Graduation \_\_\_\_\_

High School \_\_\_\_\_

Senior High School \_\_\_\_\_

"STRAND" for Senior High School ☐ ABM ☐ STEM ☐ HUMSS ☐ GAS

College (if applicable) \_\_\_\_\_

## PROFESSIONAL BACKGROUND (if applicable)

Company \_\_\_\_\_ Position \_\_\_\_\_ Name of Immediate Supervisor \_\_\_\_\_ Duration (mm/yyyy to mm/yyyy) \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

## PARENTS/ LEGAL GUARDIAN'S INFORMATION

FATHER/ LEGAL GUARDIAN

MOTHER / LEGAL GUARDIAN

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## DESIRED PROGRAM

Choose one: ☐ Accountancy ☐ Accounting Information System ☐ Entrepreneurship  
☐ Library and Information Science ☐ Computer Science ☐ Tourism Management

"Acceptance to the applicant's desired program will depend on NBS College's evaluation of his or her qualifications, submitted requirements, interview, and other relevant factors."

## ADDITIONAL INFORMATION

Languages Spoken \_\_\_\_\_

Extra Curricular Activities and Leadership Roles \_\_\_\_\_

How did you find out about us?

- ☐ Family/friends   ☐ Schoolmate   ☐ Teacher/Guidance Counselor/School Personnel  
☐ Career Talk/College Fair   ☐ In school?   ☐ Outside school (please specify): \_\_\_\_\_  
☐ Radio   ☐ Newspaper Ad/ Article   ☐ Email  
☐ Online   ☐ Facebook   ☐ Instagram   ☐ Twitter   ☐ Website   Others: \_\_\_\_\_  
☐ National Book Store Branch (please specify): \_\_\_\_\_ Others: \_\_\_\_\_

Name of National Book Store or NBS College employee who referred? \_\_\_\_\_

## QUALIFICATIONS AND REQUIREMENTS

1. Should be a graduating candidate, a graduate of Grade 12 of an accredited DepEd Senior High School Program OR graduated in high school before the implementation of Senior High.
2. Should be a Filipino Citizen.
3. Should take NBS-CAT and be interviewed by the Program Head.
4. Original and Photocopy of Form 137.
5. Original and Photocopy of NSO Birth Certificate.
6. 2 Pieces 2x2 photo.
7. Additional documents may be required to be submitted on a case-to-case basis. Scholarships are available. Please visit [www.nbscollege.edu.ph](http://www.nbscollege.edu.ph) or call 216-5716 for more information.

## GENERAL ADMISSIONS PROCEDURES

### STEP 1 Secure an Application Kit

Proceed to the Admissions Office to secure an Application Form. The admissions documents are also available for download at the NBS College website [www.nbscollege.edu.ph](http://www.nbscollege.edu.ph)

### STEP 2 Accomplish Form and Schedule Test Date

Accomplish the Application Form and approach the Admissions Officer to set a schedule for the NBS-CAT (NBS College Assessment Test). Prepare all admissions requirements for submission on scheduled test date. Pay P300.00 through Robinsons Bank or NBS College Cashier for NBS-CAT Fee.

### STEP 3 Take the NBS-CAT

On scheduled test date, proceed to the Admissions Office before taking the exam. Bring a pencil (no. 2) and a black/blue pen for the exam. Proceed to the Guidance Office to take the NBS-CAT. After taking the test, test results will be released to the Admissions Office and applicant will be notified of test results.

### STEP 4 Undergo Interview with Program Head

After taking the NBS-CAT, applicant shall be interviewed by Program Head of his or her chosen course for evaluation. The results of the interview will be considered in the evaluation of NBS College on applicant's acceptance to his or her chosen course or program.

### STEP 5 Secure Registration Notice and Course Schedule

Successful applicants may proceed to the Admissions Office to process pre-enrolment requirements and make the necessary enrolment payments. A registration notice and course schedule will be given to applicant to signify his/her successful enrolment for incoming school year.

## CERTIFICATION

By signing this form, I certify that I have read and fully understood all instructions regarding my application for admission at NBS College, and the information supplied in this application and the documentation supporting it are correct and complete. I understand that incomplete or inaccurate information could be prejudicial to my admission and retention. If accepted as a student of NBS College, I agree to abide by all its policies and regulations.

I confirm that I secured the consent of the relevant third parties prior to providing their personal information above. I further confirm that the personal information provided above is accurate, complete and up-to-date and that I explicitly and unambiguously consent to the collection, processing and storage of such personal information by NBS College for the following purposes: for NBS College's internal record keeping, to enable it to perform processes related to providing education services and to periodically send new and updates or other information which I may find interesting using the e-mail address I provided. In particular, I consent to NBS College's use of my information to facilitate my application, process my registration as student, administer my education and allow my use of the NBS College facilities.

I understand that NBS College: (a) is committed to ensuring that my personal information is secure and have restricted access to such personal information to qualified and authorized personnel who hold my information with strict confidentiality; (b) will not sell, distribute or lease or lease my personal information to third parties unless it has my permission or it is required by law or regulation to do so; and (c) will keep my personal information for 10 years from submission or after the end of the academic year in which I graduate from, or otherwise leave NBS College, unless I request my data to be deleted from NBS College's database and hard copies destroyed immediately.

I understand that I may request NBS College by a written letter or email to exercise my rights with respect to my personal information, which include the right to access, modify, erase, and object to processing of my personal data within a reasonable time after such request, subject to any exceptions under applicable laws.

Applicant's signature over printed name

Parent/Guardian's signature over printed name

Date (mm/dd/yyyy)