Concordia College Online Enrollment

Welcome to Concordia College Online Enrollment! In compliance with the guidelines set by Inter Agency Task Force (IATF) regarding physical distancing, the school has provided you an online platform as a venue for parents to enroll their children in the safety of their homes. In this light, please be guided with the following steps for a smooth online transaction regarding enrollment.

PROCEDURES FOR ENROLLMENT

For New Students and Transferees of IBED, HED, MSN Graduate Program

(From June 1- 14, 2020 only)

1. Click **Pre-Registration** for "new students", complete the required fields.
2. Upload the proof of payment using the button "Choose File". (Note: **File name** of documents to be uploaded should be your **full name)**.
3. **Accept** and **submit** terms and conditions, to receive an SMS confirming your pre-registration.
4. **Your enrollment will be processed by the School Registrar.**
5. You will receive confirmation from the **School Registrar.**
6. Pay online your tuition Fee.

For IBED Old Students' Pre-Registration (From June 1- 14, 2020 only)

1. Log-in using your student number and password**, click log-in and proceed to 2.d**.
2. If you forgot your password, please **select recovery of account password**.
   a. Enter Student number and., **click search**
   b. Click **recover** (You will receive a confirmation text thru your registered number)
   c. Log- in using your password.
   d. Select **Pre-Registration button.**
   e. Update your data.
   f. Upload the proof of payment.
   g. Click **Submit**

For IBED Old Students' Enrollment (June 15 onwards)

1. Log-in using your student number and password, **click log-in and proceed to 2.d**.
2. If you forgot your password, please select recovery of account password.
   a. Enter Student number and., **click search**
   b. Click **recover** (You will receive a confirmation text thru your registered number)
   c. Log- in using your **student number** and **password**.
   d. Select **Enrollment button**.
   e. Update your data.

     f. Click **Submit**
     g. Upload the **proof of payment** and other **required documents**.
     h. Click **Submit**
     i. You will receive **confirmation** from the **School Registrar** and **Accounting**.

3. You are only **officially enrolled** once you have settled your previous accounts and have paid your initial down payment.

For HED and MSN Old Students' Enrollment (June 15 onwards)

*Use your student online portal for your enrollment.

Concordia College Bank Accounts

Account Name: CONCORDIA COLLEGE
BPI Account#: 3223-3882-98
Metrobank Account#: 231-323150463-0

For inquiries please call (02) 8563-4352.