



INSTITUTE FOR CONSECRATED LIFE IN ASIA

Recent
2 x 2
Photo of Applicant

APPLICATION FOR ADMISSION TO GRADUATE STUDIES

Instructions:

Fill out this form carefully. Print or type all information requested. Use separate sheets to answer some of the items, if necessary.

Only application forms properly accomplished and submitted with the complete requirements will be processed.

For the School Year _____ [] First Semester [] Summer [] Second Semester	Graduate Degree Program(s) Applied for: [] Thesis [] Non-Thesis [] Others (Pls. specify)
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PERSONAL INFORMATION

Legal Name	(Name in Birth Certificate) Last Name			First Name		Middle Name	
Permanent Address	Street No.	Street		Subdivision/Barangay		City/Municipality	
	Province			Country		ZIP Code	
Mailing Address (if not the same as the permanent address)	Street No.	Street		Subdivision/Barangay		City/Municipality	
	Province			Country		ZIP Code	
Telephone Numbers	Residence	() Area Code		Mobile No.	() Area Code		
	Fax	() Area Code		Office	() Area Code		
E-mail Address				Gender	[] M	[] F	
Date of Birth	/ /	Age		Place of Birth		Blood Type	
	month/day/year						
Citizenship				Date of First Profession			
Congregation					Ordination Date	/ /	
						month/day/year	
Diocese				Contact Nos.	Office No. () Area Code		
Person to contact in case of emergency				Contact Nos.	Residence () Area Code		
	Last Name	First Name	Middle Name	Address			

Please do not write below this line.

APPLICATION FEE PAID

OR No.	Amount Paid	Date	Prepared by
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Date Received	Secretariat	Graduate Department	Faculty Secretary	Cashier	Registrar
By					

Legal Name	<i>(Name in Birth Certificate)</i> Last Name	First Name	Middle Name
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EDUCATIONAL BACKGROUND – SCHOOLS ATTENDED

	Complete Name and Location of All Schools Attended	Dates of Attendance	Degree and Year Received or Expected
Graduate School			
College			
High School			

ACADEMIC HONORS OR PROFESSIONAL/SPECIAL AWARDS RECEIVED

Award(s) Received	Awarding Institution	Date

TEACHING EXPERIENCE

Subject(s) Taught	School(s)	Inclusive Dates

RESEARCH EXPERIENCE

Research Projects	Institution Where Conducted	Position in Project	Inclusive Dates

Legal Name	<i>(Name in Birth Certificate)</i> Last Name	First Name	Middle Name
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PUBLISHED RESEARCH PAPERS / UNPUBLISHED RESEARCH PRESENTED

Titles	Publication(s)/Conference(s)	Date

OTHER WORK EXPERIENCE AFTER GRADUATION FROM COLLEGE

Position	Company/Firm/Congregation	Date

SEMINARS/TRAINING

(relevant to the program of study you are applying for, if any)

Seminars/Workshops Training Programs Attended	Organizing Institution(s)	Inclusive Dates

REFERENCES

(Please see the RECOMMENDATION FOR GRADUATE ADMISSION Form. The instructions given there indicate which names are to be written below.)

	Name	Position, Institution, Telephone No. & E-mail Address
1		
2		

<i>Legal Name</i>	<i>(Name in Birth Certificate) Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
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PERSONAL

ESSAY

(The essay should be written in English, 2 to 3 pages long, typewritten, double-spaced, and printed on short bond paper.)

Please write a personal essay that covers the following:

- a. reasons for pursuing graduate studies at this time;
- b. reasons for choosing your program of study;
- c. personal qualities, abilities or special skills which you feel will help you do well in your chosen program of study;
- d. constraints or difficulties that you anticipate to encounter while taking graduate studies;
- e. potential contribution to your profession, to your congregation and to society/to the world, in general.

Important:

Credentials filed in support of this application become the property of the Institute for Consecrated Life in Asia (ICLA) and will not be returned to the applicant.

ADDITIONAL INFORMATION REQUIRED FROM INTERNATIONAL APPLICANTS	DO NOT FILL UP (For Registrar's Use)														
<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Passport No.</td> <td></td> </tr> <tr> <td>Issued at</td> <td></td> </tr> <tr> <td>Expiry Date</td> <td></td> </tr> </table>	Passport No.		Issued at		Expiry Date		<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">I-CARD No.</td> <td></td> </tr> <tr> <td>Issued at</td> <td></td> </tr> <tr> <td>Issued on</td> <td></td> </tr> <tr> <td>Visa Required</td> <td></td> </tr> </table>	I-CARD No.		Issued at		Issued on		Visa Required	
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Contact Information	Province	Country	ZIP Code	Telephone No.											

I hereby certify that all information written in this application is complete and accurate. If accepted as a student, I agree that my admission, registration, and graduation are subject to the rules and regulations of the Institute for Consecrated Life in Asia (ICLA).

APPLICANT'S SIGNATURE _____ DATE _____



INSTITUTE FOR CONSECRATED LIFE IN ASIA

RECOMMENDATION FOR GRADUATE ADMISSION

Name of Applicant	Graduate Degree Program Applied for
<div style="display: flex; justify-content: space-between;"> Last Name First Name Middle Name </div>	

To the applicant:

Please submit two (2) recommendations.

- The first must be from a former professor, dean, or head of the college or graduate school that you attended.
- The second must be from your immediate superior or recognized authorities in the discipline/field or area of specialization.

I agree that the recommendation(s) I am requesting shall be held in confidence by the Institute for Consecrated Life in Asia [] Yes [] No (ICLA) and I hereby waive my rights to examine it (them).	Applicant's Signature	Date
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To the recommending person:

The student named above is applying for graduate studies at the Institute for Consecrated Life in Asia (ICLA) and has given your name as reference. Your evaluation, along with the materials submitted by the applicant, will help us in evaluating his/her application.

1. How long have you known the applicant? _____
2. How did you come to know the applicant? _____
3. How would you rate the applicant in terms of the following factors? (Please check corresponding box)

CRITERIA	Excellent	Above-Average	Average	Fair	Not Observed
1. Intellectual Ability					
2. Clarity of Oral Expression					
3. Written Expression					
4. Maturity					
5. Initiative					
6. Emotional Stability					
7. Leadership Ability/Qualities					
8. Diligence in Study & Work Habits					

4. Please write below your overall impression of the applicant's skills, abilities, and personality traits that will have a direct bearing on the applicant's success in completing the graduate degree program. Thank you. Your recommendation is highly appreciated.

Recommending Person's Complete Name and Signature	
Institution, Complete Address and Contact Numbers/E-mail Address	

Note: This form should be submitted to the ICLA - Office of the Secretary in a sealed envelope and signed on the flap by the recommending person together with the rest of the requirements for applying for graduate studies. The Institute reserves the right to contact the persons making the recommendations to confirm or

verify information.

CHECKLIST OF REQUIREMENTS:

- Application for Admission for Graduate Studies
- Two (2) Recommendations for Graduate Admission
- Personal Essay
- Original Transcript of Records with Special Order (for Filipino applicants)
- Copy of Diploma or Certificate of Graduation
- Written permission to study from the respective Superior or Local Ordinary
- Results of English Diagnostic Test
- Interview
- 5 copies 2x2 ID photos
- Application fee of P500.00

Additional requirements for foreign students:

- Passport (photocopy pages where name, photo, birthdate, birthplace and valid visa appear)
- Immigration Card (photocopy)
- Study Permit
- Original Transcript of Records and its English translation, bearing the original signature of the Registrar and school seal and authenticated by the Philippine embassy in the country of origin.