

### **Step 1: Fill Out the Application Form Online**

Complete the admission form on our website: [www.lettran.edu.ph/admission](http://www.lettran.edu.ph/admission).

### **Step 2: Submit Admission Requirements Online**

Instead of an admissions test, submit the following documents for evaluation:

- Certified True Copy of Transcript of Records
- Certificate of Employment
- Transfer Credentials
- Photocopy of PSA Birth Certificate
- Photocopy of Marriage Certificate (for married female applicants only)

### **Step 3: Application Approval**

Receive approval via text and email, including your student number and access to the Knight Portal.

### **Step 4: Online Enrollment**

Access the Knight Portal ([knight.lettran.edu.ph](http://knight.lettran.edu.ph)) to view your tentative class schedule and payables.

### **Step 5: Payment**

Settle school fees either over-the-counter or online after subject enlistment:

- If paying through bank or online banking, email proof of payment to the Finance Office ([arlettran@lettran.edu.ph](mailto:arlettran@lettran.edu.ph)).

### **Step 6: School ID**

Once enrolled, present the registration form for ID details and capturing.

For concerns, email us at [gradschool@lettran.edu.ph](mailto:gradschool@lettran.edu.ph).

Arriba!