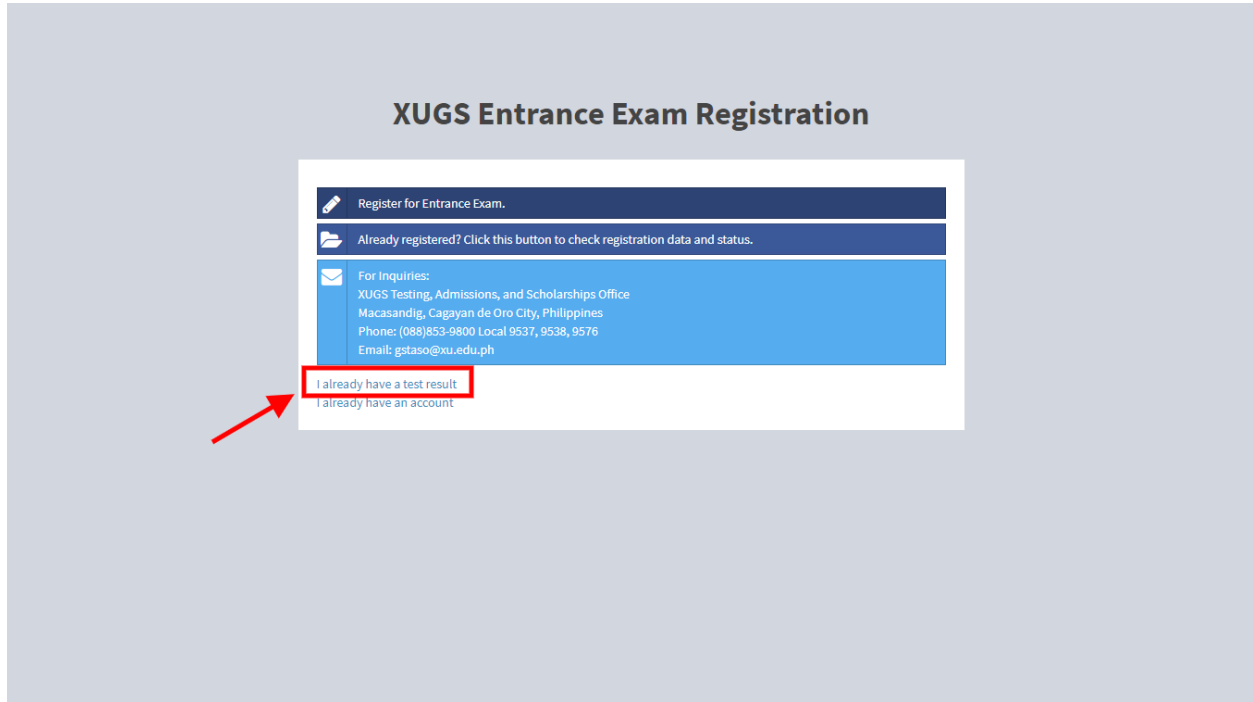


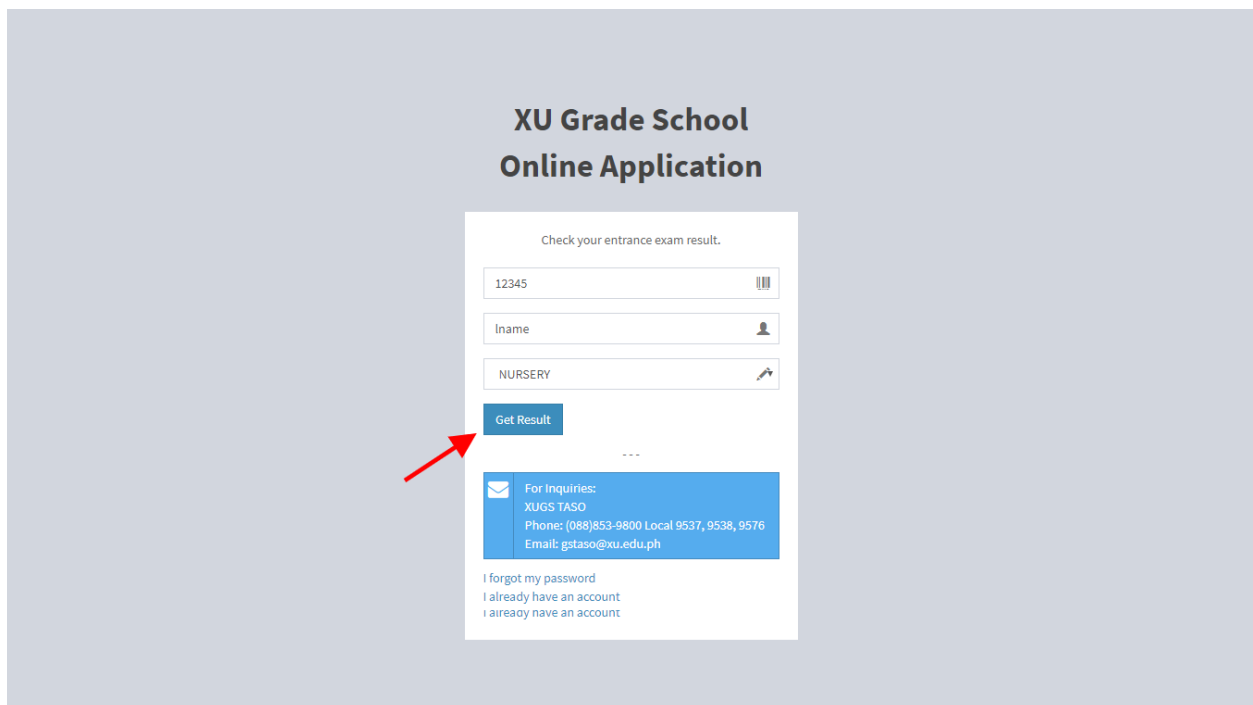
XAVIER UNIVERSITY GRADE SCHOOL

ONLINE ADMISSION APPLICATION STEP-BY-STEP PROCEDURE

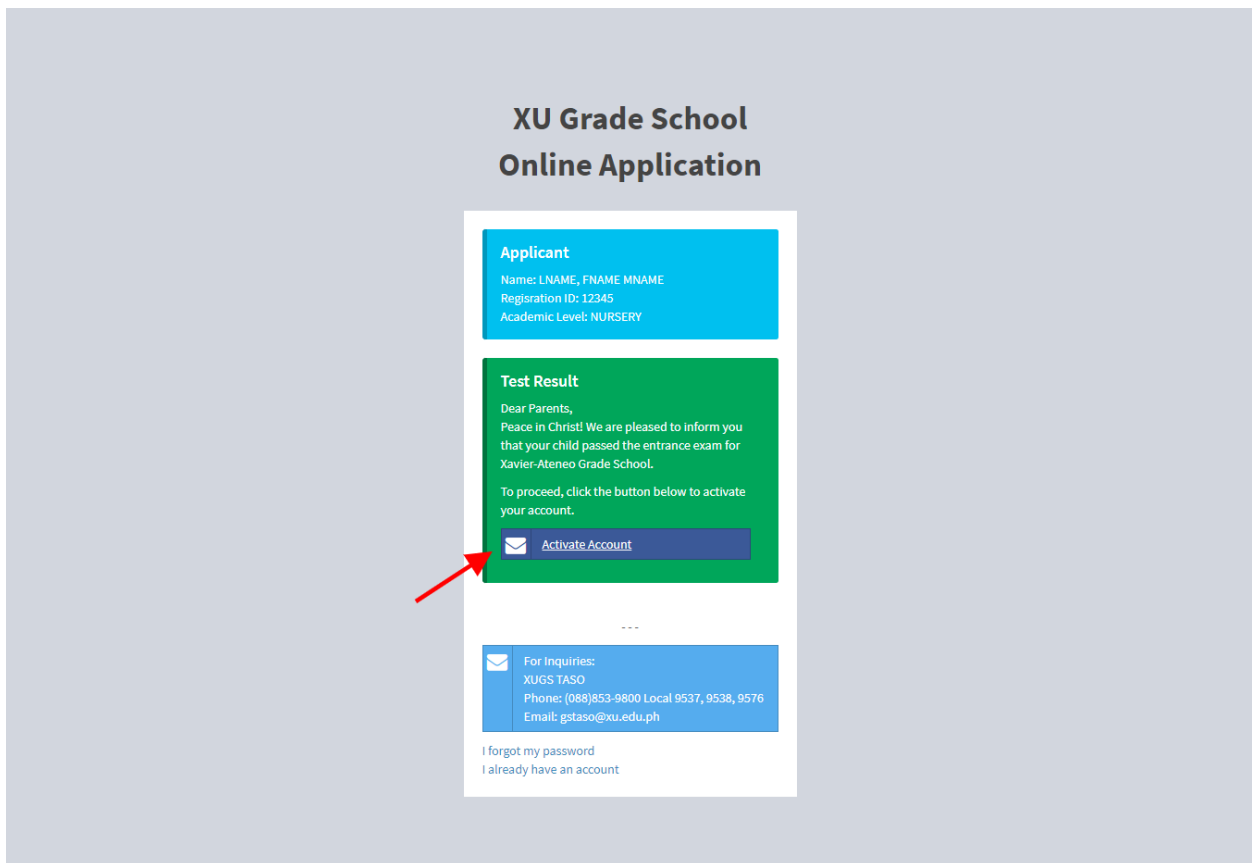
- Check exam result
- Access the main page: <https://gsapply.xu.edu.ph> and click the "I have a test result" link.



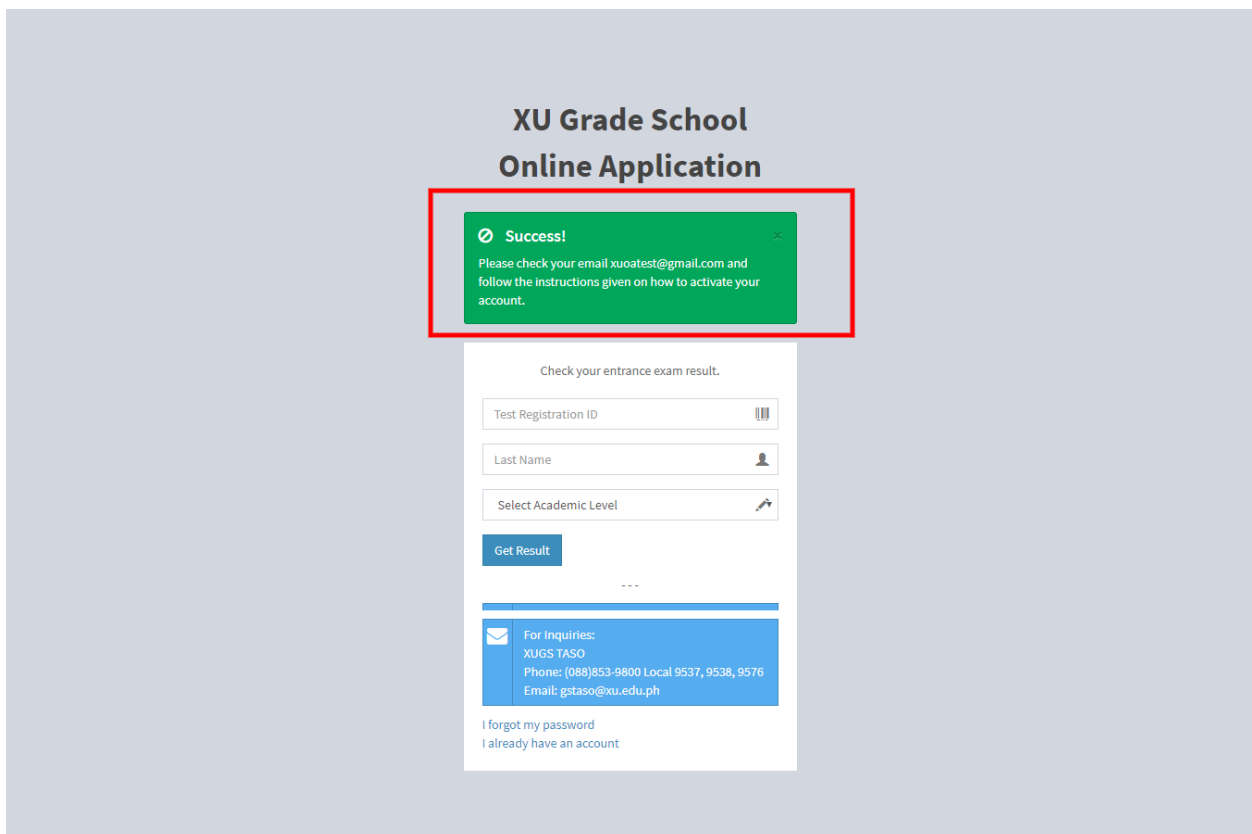
- You can also directly access the exam result page through this link: http://gsapply.xu.edu.ph/exam_result
- Fill out the required fields to view exam result.



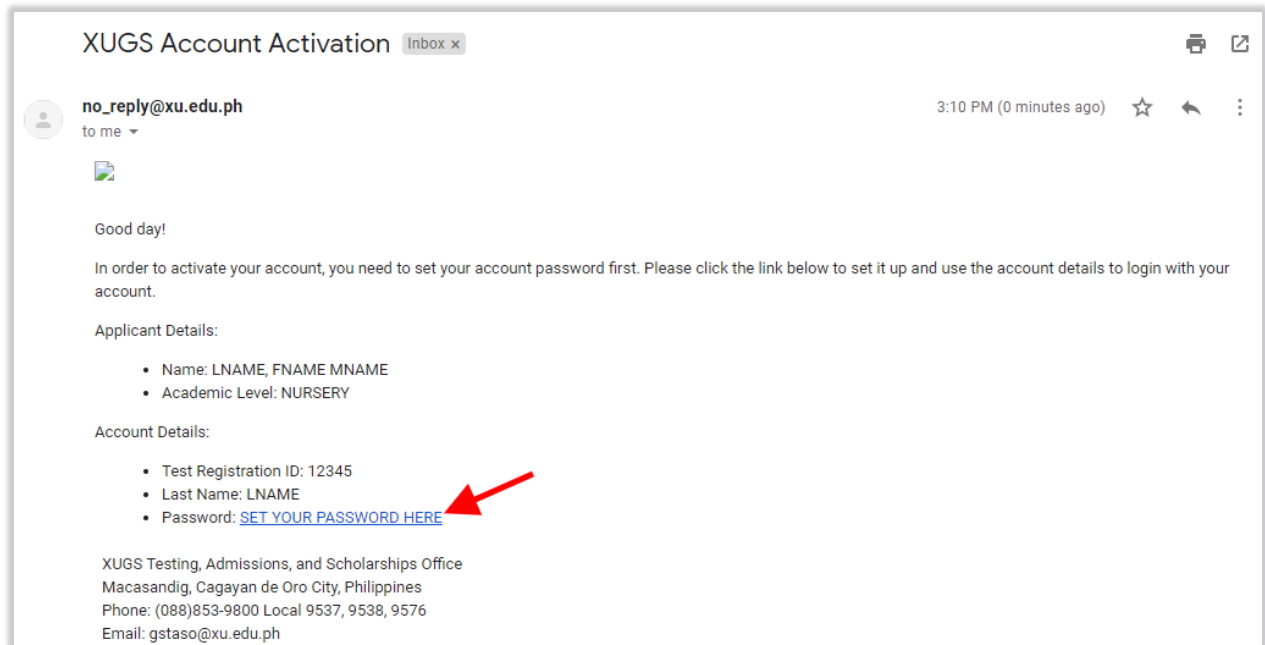
- Activate account by clicking the "Activate Account" link.
- An email will be sent with further instructions.



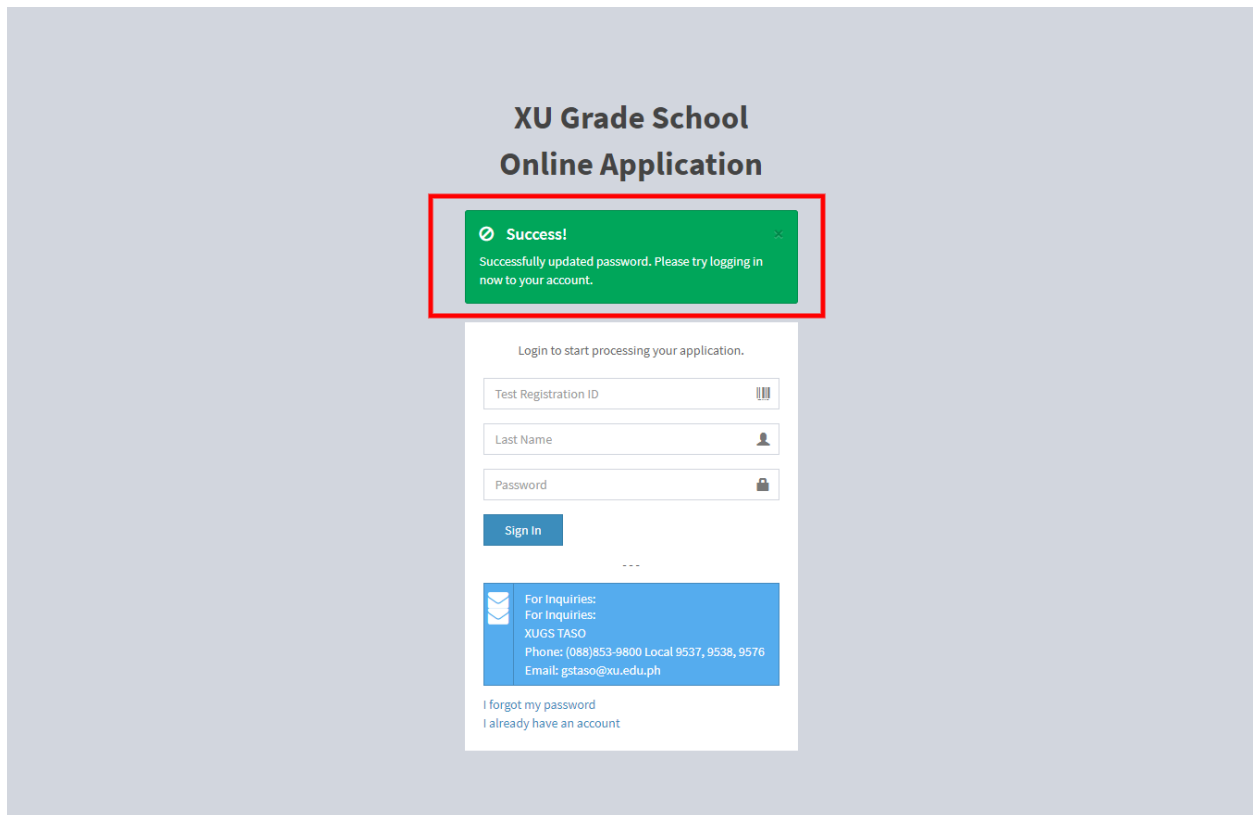
- Open your email account and follow instructions given.



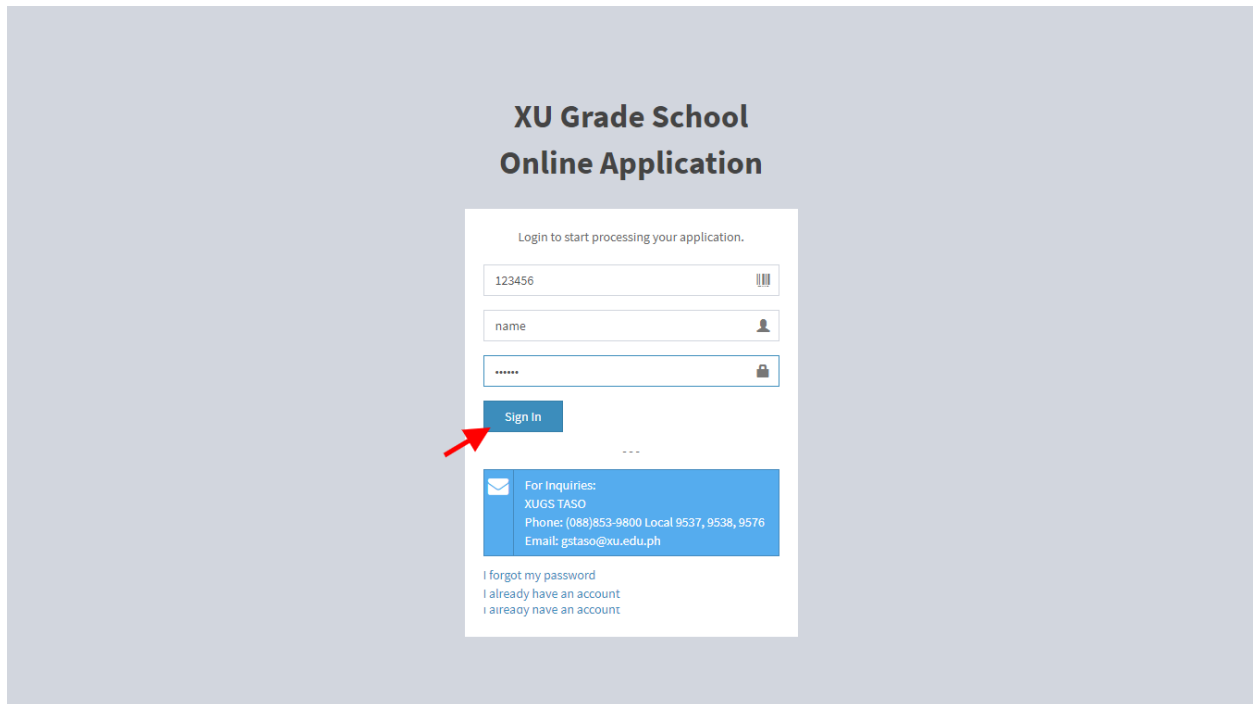
- Take note of your account details and click the “Set your password here” link to create your password.



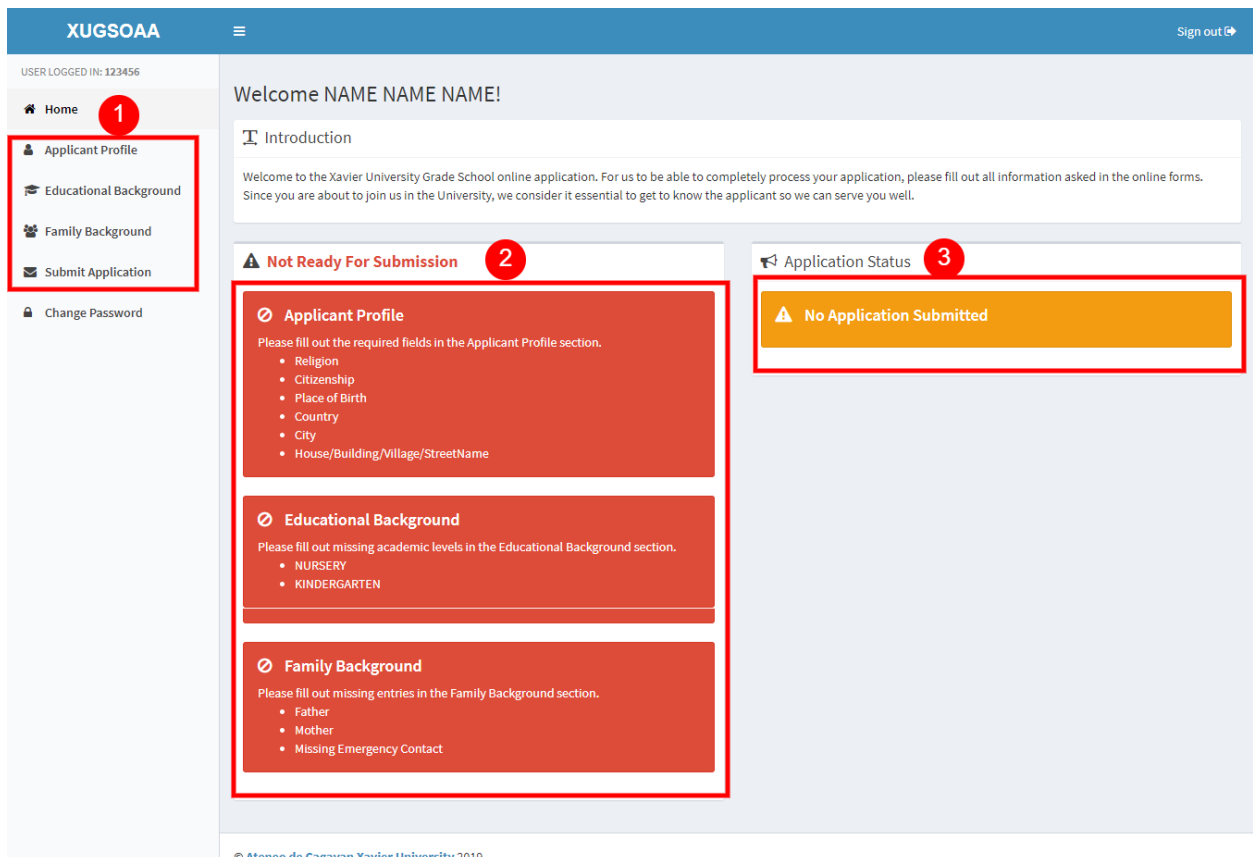
- After setting up your password, you may now login with your account.



- Login page: <https://gsapply.xu.edu.ph/login>
- If you forgot your password, you may request a password change by clicking the "I forgot my password" link. Just provide the information needed and follow the instruction given in the email letter.



- (1) – You can access the required data sections through the Sidebar Menu Links.
- (2) – In this section, the required information are listed for the applicant to comply.
- (3) – This section will display current application status.



- Applicant Profile Section: Fill out the required information.

XUGSOAA Sign out

USER LOGGED IN: 123456

Home

Applicant Profile

Educational Background

Family Background

Submit Application

Change Password

Applicant Profile

Biographical Details

Registration ID: 123456

Full Name: NAME NAME NAME

Date of Birth: 2012-12-12 - 6.8 years old

Gender: M

Mobile Number: 1111111111

Email address: jpalabao@xu.edu.ph

Citizenship: Select Citizenship

Religion: Select Religion

Place of Birth:

Complete Home / Mailing Address -- *If you can't find your CITY in the drop down list, please select the OTHERS option*

Country: Select Country

Province: Select Province

City: Select City

House/Building/Village/StreetName:

Save

© Ateneo de Cagayan Xavier University 2019

- Education Background Section: Please provide previously attended school by academic level.
- Please take note of the required academic level entries.

XUGSOAA Sign out

USER LOGGED IN: 123456

Home

Applicant Profile

Educational Background

Family Background

Submit Application

Change Password

Educational Background

Previous Schools Attended

School	Academic Level	Address	Years Attended	Actions

Add Previously Attended School *Fields marked with * are required!*

- Required Academic Level Entries. Please input the following academic levels:
 - NURSERY
 - KINDERGARTEN
- If you can't find your SCHOOL or CITY in the drop down list, please select the OTHERS option.

School: Select School

Academic Level: Select Academic Level

Year Started:

Year Ended:

School Address -- *If you can't find the School's CITY in the drop down list, please select the OTHERS option*

Country: Select Country

Province: Select Province

City: Select City

Street Address:

Save

© Ateneo de Cagayan Xavier University 2019

XUGSOAA Sign out

USER LOGGED IN: 123456

Home

Applicant Profile

Educational Background

Family Background

Submit Application

Change Password

Educational Background

Previous Schools Attended

School	Academic Level	Address	Years Attended	Actions
Xavier University Grade School	NURSERY	street Cagayan de Oro City Philippines	2000 - 2001	Edit Delete

Add Previously Attended School *Fields marked with * are required!*

- Required Academic Level Entries. Please input the following academic levels:
 - NURSERY
 - KINDERGARTEN
- If you can't find your SCHOOL or CITY in the drop down list, please select the OTHERS option.

School: Select School

Academic Level: Select Academic Level

Year Started:

Year Ended:

School Address -- *If you can't find the School's CITY in the drop down list, please select the OTHERS option*

Country: Select Country

Province: Select Province

City: Select City

Street Address:

Save

© Ateneo de Cagayan Xavier University 2019

- If the student is applying for NURSERY, no update needed in the educational background section.

XUGSOAA Sign out

USER LOGGED IN: 12345

- Home
- Applicant Profile
- Educational Background**
- Family Background
- Submit Application
- Change Password

Educational Background
 No update needed to this section!

School	Academic Level	Address	Years Attended	Actions
--------	----------------	---------	----------------	---------

Add Previously Attended School *Fields marked with * are required!*

- Required Academic Level Entries. Please input the following academic levels:
- If you can't find your SCHOOL or CITY in the drop down list, please select the OTHERS option.

School* **Academic Level*** **Year Started*** **Year Ended***

School Address -- *If you can't find the School's CITY in the drop down list, please select the OTHERS option*

Country* **Province** **City*** **Street Address***

© Ateneo de Cagayan Xavier University 2019

- Family Background Section: Provide required family member information.

XUGSOAA Sign out

USER LOGGED IN: 123456

- Home
- Applicant Profile
- Educational Background
- Family Background**
- Submit Application
- Change Password

Family Background

Family Members

Name	Relation	Living?	Emergency Contact?	Actions
------	----------	---------	--------------------	---------

Add Family Member
 • Please add an entry for FATHER and MOTHER. Only add GUARDIAN if applicable.
 • Please make sure you SET at least ONE entry as Emergency contact.

Relation* **First Name*** **Middle Name(N/A if not applicable)*** **Last Name***

Living?* **Contact Number*** **Email address** **Citizenship***

Religion* **Highest Educational Attainment*** **Current Occupation*** **Name of Firm/Employer***

Overseas Filipino Worker?* **Marital Status*** **Combined Gross Monthly Income*** **Set as Emergency Contact?***

Current Address -- *If you can't find your CITY in the drop down list, please select the OTHERS option*

Country* **Province** **City*** **Street Address***

© Ateneo de Cagayan Xavier University 2019

XUGSOAA Sign out

USER LOGGED IN: 123456

- Home
- Applicant Profile
- Educational Background
- Family Background**
- Submit Application
- Change Password

Family Background

Name	Relation	Living?	Emergency Contact?	Actions
name name name	Mother	Yes	Yes	Edit Delete

Add Family Member *Fields marked with * are required!*

- Please add an entry for FATHER and MOTHER. Only add GUARDIAN if applicable.
- Please make sure you SET at least ONE entry as Emergency contact.

Relation*
First Name*
Middle Name(N/A if not applicable)*
Last Name*

Living?*
Contact Number*
Email address
Citizenship*

Religion*
Highest Educational Attainment*
Current Occupation*
Name of Firm/Employer*

Overseas Filipino Worker?*
Marital Status*
Combined Gross Monthly Income*
Set as Emergency Contact?*

Current Address -- *If you can't find your CITY in the drop down list, please select the OTHERS option*

Country*
Province
City*
Street Address*

[Save](#)

© Ateneo de Cagayan Xavier University 2019

- Submit Application Section
- If the student is applying as Graders, please edit the application details and provide the Color Code preference.

XUGSOAA Sign out

USER LOGGED IN: 123456

- Home
- Applicant Profile
- Educational Background
- Family Background
- Submit Application**
- Change Password

Application

Attestation

Sorry, before you proceed, please edit your Application Details, make sure you have selected an entry for the COLOR CODE column.

Application Details

Name	Academic Level	Campus	Session	Color Code	Status	Action
NAME NAME NAME	GRADE 1	Macasandig Campus			NOT YET SUBMITTED	Edit

© Ateneo de Cagayan Xavier University 2019

XUGSOAA Sign out

USER LOGGED IN: 123456

- Home
- Applicant Profile
- Educational Background
- Family Background
- Submit Application**
- Change Password

Application Details

Edit Application *Fields marked with * are required!*

To promote discipline and most of all, safety of our children, we are implementing the **Color-Coded ID system**.
To do this, please select your preferred color code scheme.

Color Code*
Academic Level
Campus
Session

Select Color

BLUE - Stay in for lunch, to be fetched in the afternoon.

ORANGE - Stay out for lunch, to be fetched in the afternoon.

GREEN - Stay in for lunch, can go home alone.

YELLOW - Stay out for lunch, can go home alone.

RED - To be fetched for lunch and in the afternoon.

- When all required information are complied, please read the attestation message and submit your application.

XUGSOAA Sign out

USER LOGGED IN: 123456

- Home
- Applicant Profile
- Educational Background
- Family Background
- Submit Application**
- Change Password

Application

Attestation

In compliance with the Data Privacy Act of 2012 (RA 10173), we would like to secure your consent on the general use and sharing of information obtained from you in the course of your application for admission to Xavier University Grade School with any member of the university and/or to third parties. These data, which may include sensitive information may only be disclosed for legitimate purposes in relation to the processing of your admission to Xavier University Grade School such as but not limited to students profiling and statistical data gathering.

To ensure that all personal data submitted are accurate, complete, and up-to-date, Xavier University, through the Admissions Office, may regularly request updated information from you or from the applicant.

Kindly indicate your acknowledgment and consent by ticking the checkbox below.

I/we confirm that I/we have read and understood the Data Privacy Consent Statement and do hereby give my/our acknowledgment and consent to Xavier University Grade School to use the personal data provided in the XU Online application for admission system in accordance to the Data Privacy Act.

I hereby agree to abide by all the rules and regularities which apply to students of Xavier University Grade School and acknowledge that my right to remain at XU is subject to my observance of them. The information in this application are complete and correct to the best of my knowledge.

I Confirm

[Submit Application](#)

Application Details

Name	Academic Level	Campus	Session	Color Code	Status	Action
NAME NAME NAME	GRADE 1	Macasandig Campus		RED	NOT YET SUBMITTED	Edit

© Ateneo de Cagayan Xavier University 2019

XUGSOAA Sign out

USER LOGGED IN: 123456

- Home
- Applicant Profile
- Educational Background
- Family Background
- Submit Application**
- Change Password

Application

Application has been submitted!

Your application has been submitted. You may check your E-mail (INBOX or SPAM Folder) or your DASHBOARD page every now and then for the result of your application. If you have any further questions, please do not hesitate to contact us.

XUGS Testing, Admissions, and Scholarships Office
 Macasandig, Cagayan de Oro City, Philippines
 Tel. No.: (088)853-9800 Local 9537, 9538, 9576
 Email: gtasao@xu.edu.ph

Application Details

Name	Academic Level	Campus	Session	Color Code	Status	Action
NAME NAME NAME	GRADE 1	Macasandig Campus		RED	SUBMITTED	Edit

© Ateneo de Cagayan Xavier University 2019

- To check your application status, you may access the Home page and check the application status section. You can also check your email from time to time for the update.

The screenshot displays the XUGSOAA application portal. At the top, the header includes the logo 'XUGSOAA', a menu icon, and a 'Sign out' link. Below the header, the user is logged in as '123456'. The main content area is titled 'Welcome NAME NAME NAME!' and includes an 'Introduction' section. A red arrow points to the 'Home' link in the left sidebar. The 'Submitted' section, highlighted with a red box, lists three completed components: 'Applicant Profile', 'Educational Background', and 'Family Background'. The 'Application Status' section, also highlighted with a red box, shows the status as 'OPEN' with the message: 'Your application is now set as received and will be open for initial review.' The footer contains the copyright notice '© Ateneo de Cagayan Xavier University 2019'.

- At this point, the admissions office will review your application and will provide feedback regarding the applicant's status through email.