XAVIER UNIVERSITY GRADE SCHOOL

- ONLINE ADMISSION APPLICATION STEP-BY-STEP PROCEDURE
- Check exam result
- Access the main page: <u>https://gsapply.xu.edu.ph</u> and click the "I have a test result" link.

<i>I</i> ∕∕	Register for Entrance Exam. Already registered? Click this button to check registration data and status.
	For Inquiries: XUGS Testing, Admissions, and Scholarships Office Macasandig, Cagayan de Oro City, Philippines Phone: (08)852-9800 Local 9537, 9538, 9576 Email: gstaso@xu.edu.ph
	idy have a test result dy have an account
	•

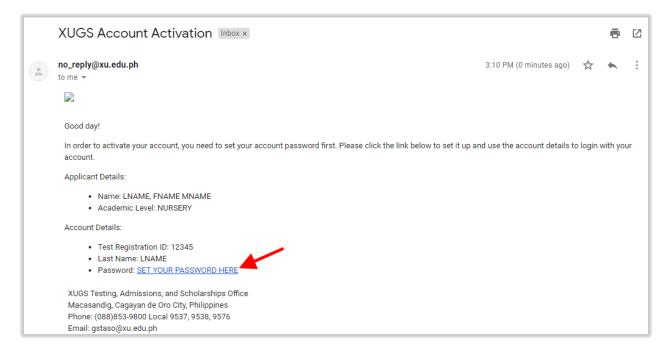
- You can also directly access the exam result page through this link: <u>http://gsapply.xu.edu.ph/exam_result</u>
- Fill out the required fields to view exam result.

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

• Open your email account and follow instructions given.

Online Appli	cation	_
O Success! Please check your email xuoatest@g follow the instructions given on how account.		
Check your entrance example	m result.	
Test Registration ID	W	
Last Name	1	
Select Academic Level	<i>j</i> r	
Get Result		
For Inquiries: XUGS TASO Phone: (088)853-9800 Local Email: gstaso@xu.edu.ph	9537, 9538, 9576	
I forgot my password I already have an account		

• 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.

XU Grade So Online Appli	
Successfully updated password. Plea now to your account.	× se try logging in
Login to start processing your	application.
Test Registration ID	U
Last Name	Ŧ
Password	a
Sign In	
For Inquiries: For Inquiries: XUGS TASO Phone: (08)853-9800 Local Email: gstaso@xu.edu.ph I forgot my password I already have an account	9537, 9538, 9576

- Login page: <u>https://gsapply.xu.edu.ph/login</u>
- 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.

Login to start processing your application. 123456 III name I Sign In I Sign In I Sign In I For Inquirise: XUSS TASO Phone: (088)853-9800 Local 9537, 9538, 9576 Email: gataso@xu.edu.ph I forgot my password I already have an account I already have an account I arready nave an account	XU Grade S Online Appl	
name	Login to start processing you	ur application.
Sign In Sign In For Inquiries: XUGS TASO Phone: (088)853-9800 Local 9537, 9538, 9576 Email: gtaso@xu.edu.ph I forgot my password Lafready have an account	123456	UII
Sign In For Inquiries: XUGS TASO Phome: (088)853-9800 Local 9537, 9538, 9576 Email: gstaso@xu.edu.ph I forgot my password I already have an account	name	1
For Inquiries: XVGS TASO Phone: (088)853-9800 Local 9537, 9538, 9576 Email: gstaso@xu.edu.ph I forgot my password I already have an account		a
XUGS TASO Phone: (088)853-9800 Local 9537, 9538, 9576 Email: gstaso@xu.edu.ph I forgot my password I already have an account		
I already have an account	XUGS TASO Phone: (088)853-9800 Loca	ıl 9537, 9538, 9576
	I already have an account	

- (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.

XUGSOAA	=	Sign out 🕩
USER LOGGED IN: 123456 Home Applicant Profile Educational Background	Welcome NAME NAME NAME! T Introduction Welcome to the Xavier University Grade School online application. For us to be able to completely process your application, please fill out all information asked in the online Since you are about to join us in the University, we consider it essential to get to know the applicant so we can serve you well.	forms.
Family BackgroundSubmit Application	A Not Ready For Submission 2	
Change Password	 	

© Ateneo de Cagayan Xavier University 2019

• Applicant Profile Section: Fill out the required information.

XUGSOAA				Sign out 🖨
USER LOGGED IN: 123456				
🏶 Home	Applicant Profile			
Applicant Profile	Biographical Details			
🞓 Educational Background	Registration ID	Full Name	Date of Birth*	Gender*
Family Background	123456	NAME NAME NAME	2012-12-12 - 6.8 years old	м •
	Mobile Number*	Email address*	Citizenship*	Religion*
Submit Application	1111111111	jpalabao@xu.edu.ph	Select Citizenship 💌	Select Religion 🔻
Change Password	Place of Birth *	ss If you can't find your CITY in the c	frop down list, please select the OTHER	'S option
	Country*	Province	City*	House/Building/Village/StreetName*
	Select Country *	Select Province 🔻	Select City 🔻	
	© Ateneo de Cagayan Xavier University 20	19		

- 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	Educational Ba	ackground							
🖀 Home		_							
🛔 Applicant Profile	Previous Schools	Attended							
🞓 Educational Background	School	Academic Level		Address	,	Years Attended		Actions	
📽 Family Background	Add Devidently At								
Submit Application		mic Level Entries. Plea	se input the following acade	emic levels:				Fields marked with * are requ	uired!
Change Password	 NURSER KINDERC If you can't find 	GARTEN	n the drop down list, please	e select the OTHERS o	ption.				
	School*		Academic Level*		Year Started	•	Yea	r Ended*	
	Select School	▼	Select Academic Level	l 🔻					
		lf you can't find tl	he School's CITY in the	e drop down <mark>l</mark> ist,		ct the OTHERS opti			
	Country* Select Country	*	Province Select Province	•	City*	v		eet Address*	
			ocicerrionite		- octoor only	1			
	Save	-							
	© Ateneo de Cagayan X	avier University 2019							
	e Ateneo de ougujun A	uner university 2015							
XUGSOAA	≡							Sign	out 🕩
XUGSOAA USER LOGGED IN: 123456		I concernent						Sign	out 🗭
	≡ Educational Ba	ackground						Sign	out 🕩
USER LOGGED IN: 123456		-						Sign	out 🕒
USER LOGGED IN: 123456	Educational Ba	-	Academic Level	Address			Years Atten		out 🖨
USER LOGGED IN: 123456 Home Applicant Profile	Educational Ba	Attended	Academic Level NURSERY	Address street Cagayan de	e Oro City Philip	ppines	Years Atten 2000 - 2001		out 🗗
USER LOGGED IN: 123456 Home Applicant Profile Educational Background Family Background	Educational Barrevious Schools	Attended			e Oro City Philip	opines		ded Actions	out 🗗
USER LOGGED IN: 123456 Home Applicant Profile Educational Background	Educational Ba Previous Schools School Xavier University Grav Add Previously At • Required Acade • NURSER • KINDER	Attended de School tended School mic Level Entries. Plea: SARTEN		street Cagayan de		opines		ded Actions	
USER LOGGED IN: 123456 Home Applicant Profile Educational Background Family Background Submit Application	Educational Ba Previous Schools School Xavier University Grav Add Previously At • Required Acade • NURSER • KINDER	Attended de School tended School mic Level Entries. Plea: SARTEN	NURSERY	street Cagayan de			2000 - 2001	ded Actions Edit Delete	
USER LOGGED IN: 123456 Home Applicant Profile Educational Background Family Background Submit Application	Educational Ba Previous Schools School Xavier University Grav Add Previously At • Required Acade • NURSER • KINDERK • If you can't find	Attended de School tended School mic Level Entries. Plea: SARTEN	NURSERY se input the following acade n the drop down list, please	street Cagayan de emic levels: e select the OTHERS of	ption.		2000 - 2001	ded Actions Edit Delete	
USER LOGGED IN: 123456 Home Applicant Profile Educational Background Family Background Submit Application	Educational Ba Previous Schools School Xavier University Grad Add Previously Att • Required Acade • NURSER • NURSER • KINDERC • If you can't find School* School Address	Attended de School tended School mic Level Entries. Pleas your SCHOOL or CITY in your SCHOOL or CITY in	NURSERY see input the following acade the drop down list, please Academic Level* Select Academic Level he School's CITY in the	street Cagayan de emic levels: e select the OTHERS of	ption. Year Started' 	•	2000 - 2001	ded Actions Total Delete Fields marked with * are requested r Ended*	
USER LOGGED IN: 123456 Home Applicant Profile Educational Background Family Background Submit Application	Educational Ba Previous Schools School Xavier University Grad Add Previously At • Required Acade • NURSER • KINDERC • If you can't find School* School Address Country*	Attended de School tended School mic Level Entries. Pleas SARTEN your SCHOOL or CITY in your SCHOOL or CITY in If you can't find th	NURSERY see input the following acade the drop down list, please Academic Level* Select Academic Level the School's CITY in the Province	street Cagayan de emic levels: e select the OTHERS of e drop down list,	ption. Year Started' please sele City*	ct the OTHERS opti	2000 - 2001 Yea	ded Actions Edit Delete	
USER LOGGED IN: 123456 Home Applicant Profile Educational Background Family Background Submit Application	Educational Ba Previous Schools School Xavier University Grad Add Previously Att • Required Acade • NURSER • NURSER • KINDERC • If you can't find School* School Address	Attended de School tended School mic Level Entries. Pleas your SCHOOL or CITY in your SCHOOL or CITY in	NURSERY see input the following acade the drop down list, please Academic Level* Select Academic Level he School's CITY in the	street Cagayan de emic levels: e select the OTHERS of	ption. Year Started' 	ct the OTHERS opti	2000 - 2001	ded Actions Total Delete Fields marked with * are requested r Ended*	
USER LOGGED IN: 123456 Home Applicant Profile Educational Background Family Background Submit Application	Educational Ba Previous Schools School Xavier University Grad Add Previously At • Required Acade • NURSER • KINDERC • If you can't find School* School Address Country*	Attended de School tended School mic Level Entries. Pleas SARTEN your SCHOOL or CITY in your SCHOOL or CITY in If you can't find th	NURSERY see input the following acade the drop down list, please Academic Level* Select Academic Level the School's CITY in the Province	street Cagayan de emic levels: e select the OTHERS of e drop down list,	ption. Year Started' please sele City*	ct the OTHERS opti	2000 - 2001 Yea	ded Actions Total Delete Fields marked with * are requested r Ended*	
USER LOGGED IN: 123456 Home Applicant Profile Educational Background Family Background Submit Application	Educational Ba Previous Schools School Xavier University Grad Add Previously At • Required Acade • NURSER • NURSER • KINDERC • If you can't find School* School Address Country* Select Country	Attended de School tended School mic Level Entries. Pleas SARTEN your SCHOOL or CITY in your SCHOOL or CITY in If you can't find th	NURSERY see input the following acade the drop down list, please Academic Level* Select Academic Level the School's CITY in the Province	street Cagayan de emic levels: e select the OTHERS of e drop down list,	ption. Year Started' please sele City*	ct the OTHERS opti	2000 - 2001 Yea	ded Actions Total Delete Fields marked with * are requested r Ended*	

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

XUGSOAA	=					Sign out 🕒
USER LOGGED IN: 12345	Educational Realizational	1				
🖀 Home	Educational Background					
🛔 Applicant Profile	No update needed to this section!]				
Educational Background	School Academic Level		Address	Years Attended		Actions
Family Background						
 Submit Application Change Password 	Add Previously Attended School • Required Academic Level Entries. Plea • If you can't find your SCHOOL or CITY is				Field	s marked with * are required!
 Change Password 	School*	Academic Level*	Year Starte	d*	Year Ended*	
	Select School	Select Academic Level	T			
	School Address If you can't find t			ect the OTHERS option		
	Country*	Province Select Province	City*	:ity v	Street Addres	55*
	Select country	Select Hovince	Select	ity		
	Save					
	© Ateneo de Cagayan Xavier University 2019					

• Family Background Section: Provide required family member information.

XUGSOAA						Sign out 🕀
USER LOGGED IN: 123456						
倄 Home	Family Background					
Applicant Profile	Family Members					
🕿 Educational Background	Name Relatio	n	Living?	Em	ergency Contact?	Actions
Family Background				-		
Submit Application			Only add GUARDIAN if applicabl	e.		Fields marked with * are required!
Change Password	Please make sure you SET of	it least ONE entry a	s Emergency contact.	-		
	Relation*	First M	lame*		Middle Name(N/A if not applicable)*	Last Name*
	Select Relation	Ŧ				
	Living?*	Conta	ct Number*		Email address	Citizenship*
	Select Option	•				Select Option
	Religion*	Highe	st Educational Attainment*		Current Occupation*	Name of Firm/Employer*
	Select Option	▼ Sel	ect Option	•		
	Overseas Filipino Worker?*	Marita	al Status*		Combined Gross Monthly Income*	Set as Emergency Contact?"
	Select Option	▼ Sel	ect Option	*	Select Option 🔻	Select Option 🔻
	Current Address If you co	an't find your Cl	TY in the drop down list,	pleas	se select the OTHERS option	
	Country*	Provi	nce		City*	Street Address*
	Select Country	* Se	lect Province	*	Select City 💌	
	Save					
	© Ateneo de Cagayan Xavier Unive	arcity 2010				

XUGSOAA	≡			Sign out 🗗				
USER LOGGED IN: 123456	Family Background							
🖀 Home								
Applicant Profile	Family Members							
😤 Educational Background	Name	Actions						
Family Background	name name name	Mother Yes	Yes	Edit Delete				
Submit Application								
Change Password	Add Family Member Please add an entry for FATHER and I Please make sure you SET at least Of	NOTHER. Only add GUARDIAN if applicable. IE entry as Emeraency contact.		Fields marked with * are required!				
	Relation*	First Name*	Middle Name(N/A if not applicable)*	Last Name*				
	Select Relation							
	Living?"	Contact Number*	Email address	Citizenship*				
	Select Option			Select Option				
	Religion*	Highest Educational Attainment*	Current Occupation*	Name of Firm/Employer*				
	Select Option 🔻	Select Option	Y					
	Overseas Filipino Worker?*	Marital Status*	Combined Gross Monthly Income*	Set as Emergency Contact?*				
	Select Option	Select Option	Select Option	Select Option V				
	Current Address If you can't fina	your CITY in the dren down list	large coloct the OTHEDS option					
	Country*	Province	City*	Street Address*				
	Select Country 💌	Select Province	▼ Select City ▼					
	Save							
	© Ateneo de Cagayan Xavier University 201							

- 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 Applicant Profile Educational Background South Application Change Password	Application Image: Addition of the control of the				
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 GRADE 1 Macasandig Campus Select Color GRADE 1 Macasandig Campus VELLOW - Stay out for lunch, to be fetched in the afternoon. GRADE 1 Macasandig Campus Select Color In the afternoon. GRADE 1 Macasandig Campus Select Color RED - To be fetched in the afternoon. GRED - 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 🕩
USERLOGGED IN: 123456 Applicant Profile Educational Background Submit Application Change Password	of your application for ad information may only be profiling and statistical da To ensure that all persons from you or from the appl Kindly indicate your ackn //we confirm that //we ha School to use the persons i hereby agree to abide by	mission to Xavier University G disclosed for legitimate purpo ta gathering, il data submitted are accurate icant. owledgment and consent by t ve read and understood the D il data provided in the XU Onli all the rules and regularities :	73), we would like to secure your co rade School with any member of the ses in relation to the processing of y , complete, and up-to-date, Xavier U icking the checkbox below. ata Privacy Consent Statement and i ne application for admission system which apply to students of Xavier Ur tion are complete and correct to the	e university and/or to your admission to Xa Jniversity, through tf do hereby give my/o n in accordance to th niversity Grade Schoo	y third parties. These d vier University Grade S le Admissions Office, π ur acknowledgment ar e Data Privacy Act. ol and acknowledge th	ata, which may include ser chool such as but not limit nay regularly request updat nd consent to Xavier Univer	sitive ed to students red information sity Grade
XUGSOAA	Application Details	Academic Level GRADE 1	Campus Macasandig Campus			tatus IOT YET SUBMITTED	Action Criti
USERLOGGED IN: 123456 # Home Applicant Profile Educational Background E Submit Application Change Password		submitted. You may check you , please do not hesitate to cor and Scholarships Office ro City, Philippines	ur E-mail (INBOX or SPAM Folder) or y tact us.	your DASHBOARD pa	ge every now and then	for the result of your applic	ation. If you
	Application Details Name NAME NAME NAME	Academic Level GRADE 1	Campus Macasandig Campus	Session	Color Code RED	Status SUBMITTED	Action Cat

• 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.

XUGSOAA	=	Sign out 🖨			
USER LOGGED IN: 123456	Welcome NAME NAME NAME!				
Applicant Profile Educational Background	T Introduction Welcome to the Xavier University Grade School online application. For us to be able to completely process your application, please fill out all information asked in the online forms. Since you are about to join us in the University, we consider it essential to get to know the applicant so we can serve you well.				
 Family Background Submit Application 	✓ Submitted	≰ Application Status			
Change Password	Applicant Profile Completed!	OPEN Your application is now set as received and will be open for initial review.			
	Educational Background Completed!				
	✓ Family Background Completed!				
	© 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.