

## **ONLINE ENROLMENT GUIDE FOR NEW STUDENTS**

### **STEP 1: Fill-out and Submit Online Application Form.**

Visit [wsosonline.net](https://wsosonline.net) and [Click the Application Form for New Student Link](#) which is located near the Admissions Tab. Follow the online instructions and fill out all the fields that requires information about the student. You will receive a system generated Acknowledgement letter thru an Email after a successful submission.

Requirements when filling out the application form:

1. Learner's Reference Number or LRN. Follow the instructions specified in the Online Form [for students without an LRN](#).
2. Valid Phone and Email Address.

**IF YOU PREFER TO BE ASSISTED IN FILLING OUT THE ONLINE FORMS, please don't hesitate to Call us at 8875.1200 or drop by at our office during office hours from Monday to Saturday.**

### **STEP 2 Submission of Student Records.**

After a successful submission of the application, the following documents shall be prepared and sent to the Admissions Office at [registrar@wsos.edu.ph](mailto:registrar@wsos.edu.ph). You may also submit these documents personally to us during office hours from Monday to Saturday.

1. Original Copy of Student Report Card for Incoming K to G12
2. Certificate of Good Moral Character for Incoming G1 to G12 Students.
3. NSO/PSA Birth Certificate
4. Recent 2 x 2 Colored Picture of the Student.

### **STEP 3 Online Interview of the Student Along with the Parent or Guardian.**

The Admissions Office will conduct an Interview of the student along with the parent or guardian. The student is required to wear a proper attire during the interview. The interview will be done online through a Zoom Meeting. The Log-in credentials will be sent to the student/parent/guardian prior to the schedule interview. Normally, the [Zoom Conference Link](#) can be found and accessed thru the admissions portal at [wsosonline.net](https://wsosonline.net).

### **STEP 4 Issuance of Admission Notice.**

Once an Admission Notice is issued, the Student can proceed for enrollment. The enrollment/registration can be accessed through [wsosonline.net](https://wsosonline.net).

### **STEP 5 Pre-Enrollment/Registration.**

Go to [wsosonline.net](https://wsosonline.net) and proceed to the [Enrolment Tab](#) and [Click the Enrolment link](#). [The LRN or Reference Number of the student is required to access the application](#). Find time to read and print the enrolment agreement, applicable waivers and other pertinent information/documents before filling out the pre-enrolment form. The schedule of matriculations and other school fees is automatically calculated and generated in the pre-enrolment form.

After a successful submission the student/encoder will receive a confirmation letter through Email.

### **STEP 6 Payment of Upon Enrollment Fee (UE)**

After a successful submission of the Pre-Enrolment Registration, choose your desired option to settle the Upon Enrolment Fee. You may choose to pay online (the Bank Details can be found from the Confirmation Email sent to the parent/encoder/student) or go to the Cashier's Office of the school. Payment of the UE will complete the process of the Enrollment.

**NOTE: The Processing Fee and Entrance Examinations are WAIVED for SY2021-2022.**