



Ateneo de Zamboanga University

APPLICATION FOR FIRST YEAR COLLEGE ADMISSION

School Year _____

Recent
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PICTURE
(2 pieces)
Please Staple

- 1) Fill out this form carefully and **PRINT** or **TYPE** all information requested. Only Application Forms correctly and completely filled out will be accepted. **INCOMPLETE FORMS WILL NOT BE PROCESSED.**
- 2) **READ** the University Privacy Notice for Applicants

PERSONAL INFORMATION

LAST NAME

FIRST NAME

MIDDLE NAME

DATE OF BIRTH (MM/DD/YYYY) / / AGE PLACE OF BIRTH

CIVIL STATUS SEX CITIZENSHIP

Single Married Male Filipino

Separated Widowed Female Others (pls specify) _____

RELIGION _____

ETHNIC AFFILIATION: Visayan Samal Zamboangueño Yakan Tausug Others: _____

FATHER'S NAME _____ Living Deceased

If employed, name of company/employer? _____ Position _____

If self-employed, nature of work? _____ Name of Business _____

MOTHER'S NAME _____ Living Deceased

If employed, name of company/employer? _____ Position _____

If self-employed, nature of work? _____ Name of Business _____

GUARDIAN (If you have any) _____ Occupation _____

BROTHERS' AND SISTERS' EDUCATIONAL ATTAINMENT. Where studying or graduated – eldest to youngest.

Name	Name of Grade/High School	Name of College	Year/Course
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____
d. _____	_____	_____	_____

CONTACT INFORMATION

HOME ADDRESS

House No. Street/Subdivision/Village

Barangay City/Province

CONTACT NUMBER/S

Person to contact in case of emergency:

Name: _____ Relationship: _____

Complete Address: _____

Contact Numbers at the following:

Residence: _____ Mobile Phone: _____

Place of Employment: _____

ACADEMIC INFORMATION

PRESENT SENIOR HIGH SCHOOL _____ Track/Strand: _____

Beginning from the lowest grade, list in order all schools attended. This must be a complete listing of every school in which you have enrolled.

Elementary	Address	Grade _____ to Grade _____	20__ to 20__
_____	_____	Grade _____ to Grade _____	20__ to 20__
_____	_____	Grade _____ to Grade _____	20__ to 20__

Junior High School	Address	Grade _____ to Grade _____	20__ to 20__
_____	_____	Grade _____ to Grade _____	20__ to 20__
_____	_____	Grade _____ to Grade _____	20__ to 20__

Senior High School	Address	Grade _____ to Grade _____	20__ to 20__
_____	_____	Grade _____ to Grade _____	20__ to 20__
_____	_____	Grade _____ to Grade _____	20__ to 20__

Name of the PRINCIPAL or DIRECTOR and GUIDANCE COUNSELOR of your present senior high school:
 Principal _____ Guidance Counselor _____

Did you ever repeat a year in junior/senior high school? If so, which grade level? _____
 Were you ever dismissed, suspended, or placed on probation by your high school? _____
 Dates, Offenses, Penalties _____

PROGRAMS OF STUDY. Check (√) the program you wish to follow. Indicate a second choice by placing the number 2 before the name of the program. Also, make a 3rd choice by placing the number 3 before the name of the program.

- | | |
|---|---|
| _____ BA Economics | _____ Bachelor of Elementary Education |
| _____ BA English Language Studies | _____ Bachelor of Secondary Education |
| _____ BA Interdisciplinary Studies | _____ BS Information Technology |
| _____ BA International Studies | _____ BS Internal Auditing |
| _____ BA Philosophy | _____ BS Legal Management |
| _____ BA Communication | _____ BS Management Accounting |
| _____ BS Accountancy | _____ BS Mathematical Sciences |
| _____ BS Accounting Information System | _____ BS Mathematics |
| _____ BS Biology | _____ BS New Media and Computer Animation |
| _____ BS Biomedical Engineering | _____ BS Nursing |
| _____ BS Business Administration | _____ BS Office Administration |
| _____ BS Computer Engineering | _____ BS Psychology |
| _____ BS Computer Science | _____ BS Statistics |
| _____ BS Electronics and Communications Engineering | _____ Associate in Electronics Engineering Technology |

CONFORME:

By signing this form, I hereby certify that all the information written in this application is complete and accurate, and I will update the College Admissions and Aid office for any changes. I agree, if accepted as a student, that my admission, matriculation, and graduation are subject to the rules and regulations of the Ateneo de Zamboanga University.

I acknowledge to have read and understood the College Admissions and Aid Privacy Notice attached to this form.

Applicant's Signature over Printed Name _____ Date signed: _____



Ateneo de Zamboanga University

DATA PRIVACY NOTICE

for Applicants

CHAPTER I: INTRODUCTION

Buenas! Welcome to the Ateneo de Zamboanga University! As an educational institution, we are committed to ensure that your data privacy is protected. This privacy notice tells you how we collect, use, disclose and transfer data obtained from you. If you are the parent or guardian of an applicant or student who is a minor, please be informed that this policy refers to the personal data of the applicant or your child/ward.

In compliance with the Data Privacy Act of 2012 (DPA), and the implementing rules and regulations set by the National Privacy Commission (NPC), the University ensures that the data we collect is protected, and at the same time, there is a free flow of information necessary in our operations.

Data collected include information classified as personal information, sensitive personal information and privileged information, as stipulated in the DPA. These are information that identifies you which are protected by law and should be handled according to the policies stated herein.

CHAPTER II: WHEN AND HOW WE CREATE, COLLECT, ACQUIRE, OR GENERATE INFORMATION

We collect, acquire or generate personal information in various forms such as written or electronic records, photographic and video images, and biometric information, through the following:

- a. Admission. When you apply for admission, we collect information such as name, email address, telephone number, and other contact details. We also collect data about personal circumstances such as family history, previous school attended, academic performance, disciplinary record, employment record, medical record, etc.
- b. Enrollment and Period of Residency. After enrollment, we collect information about (1) academic or curricular undertakings, such as classes enrolled in, scholastic performance, attendance record, etc.; (2) co-curricular activities engagements, such as service learning, outreach programs, internship or apprenticeship; (3) extra-curricular activities, such as membership in student organizations, leadership positions, and participation and attendance in seminars, competitions, programs, outreach activities, and study tours; and (4) disciplinary case/s involved in, including accompanying sanctions.

Other forms of data that may be acquired in the course of your stay in the University include pictures or videos of activities you participate in, via official documentation of such activities, or through recordings from closed-circuit security television cameras installed within the school premises.

- c. Unsolicited Information. There might be instances wherein information about you will be received by us without your prior consent. If such information is not relevant to our educational purpose, it shall be discarded. If the information is relevant to pursue our legitimate educational interests, then they will be treated with utmost protection, according to the DPA.

CHAPTER III: HOW WE USE YOUR INFORMATION

We process the data collected to the extent that the law permits, in order to pursue our legitimate educational interests. Thus, the data may be used for academic, administrative, research, historical, and statistical purposes, specifically, to do the following:

- a. Evaluate applications for admission to the University;
- b. Process enrollment of old, new, and transfer students;
- c. Record, generate, and maintain records of academic, co-curricular and extra-curricular progress of students;
- d. Record, store, and evaluate student work such as homework, seatwork, quizzes, long tests, exams, term papers, theses, research papers, reflection papers, essays and presentations;
- e. Record, generate, and maintain records, whether manually, electronically, or other means, of class attendance and participation in curricular, co-curricular, and extra-curricular activities;
- f. Establish and maintain student information systems;
- g. Share grades between and among faculty members, and others with official need for academic deliberations and evaluation of student performance;
- h. Process scholarship applications, grants, and other forms of financial assistance;
- i. Investigate incidents relating to student behavior for implementation of appropriate disciplinary measures;
- j. Maintain directories and alumni records;
- k. Provide services such as health, insurance, counseling, information technology, library, sports/recreation, transportation, parking, campus mobility, safety and security;
- l. Manage and control access to campus facilities and equipment;
- m. Communicate official school announcements;
- n. Share marketing and promotional materials regarding school-related functions, events, projects and activities;
- o. Compile and generate reports for statistical and research purposes;
- p. Solicit participation in research and non-commercial surveys;
- q. Share information with persons or institutions as stated in no. 4 of this policy.

The processing of personal data for the abovementioned purposes is necessary for our operations as an educational institution and in fulfilling our contractual obligations with you and other institutions. We understand that the DPA imposes stricter rules for the processing of sensitive personal information and privileged information, and we are fully committed to complying with it.

If we will require your consent for any specific use of personal data not mentioned above, we will collect it at the appropriate time and you may also withdraw your consent at any time, unless otherwise provided by law. We will not use your personal data without your prior consent, to carry out any wholly automated decision-making process that affects you.

CHAPTER IV: HOW WE SHARE, DISCLOSE, OR TRANSFER INFORMATION

To the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations, in order to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, research, historical, and statistical purposes. Thus, we may share, disclose, or transfer your personal data, or specifically, do the following:

- a. Post acceptance to the University, financial aid awards and merit scholarship grants, class lists, and class schedules online, in school bulletin boards and other places within the campus;
- b. Share personal data with parents, guardians or next of kin, as required by law, or on a need-to-know-basis, as determined by the University, in order to promote best interests of parties concerned, or to protect their health, safety and security, or that of others;
- c. Disclose information with potential donors, funders or benefactors for purposes of scholarship, grants, and other forms of assistance;
- d. Publish scholar's graduation brochures for distribution to donors, funders, or benefactors;
- e. Distribute the list of graduates and awardees during commencement exercises;
- f. Report and/or disclose information to the NPC or other government agencies or bodies when required by law;
- g. Share information with entities or organizations for accreditation and university ranking purposes;
- h. Supply information with entities or organizations for determining eligibility in sports or academic competitions, as well as other similar events;
- i. Comply with court orders, subpoenas and/or other legal obligations;
- j. Conduct internal research or surveys for purposes of institutional development;
- k. Publicize academic, co-curricular and extra-curricular achievements and success in school bulletin boards, website, social media sites and publications;
- l. Publish communications with journalistic content, such as news information in University publications, bulletin boards, website, and social media sites.
- m. Market or advertise to promote the school, including its activities and events, through photos, videos, brochures, website posting, newspaper advertisements, physical and electronic bulletin boards, and other media;
- n. Broadcast University event through live stream;

CHAPTER V: HOW WE STORE AND RETAIN YOUR INFORMATION

The data we have collected is stored in a variety of paper and electronic formats, including databases that are shared between the University and its different units or offices. Access to the stored data is limited to authorized personnel who have a legitimate interest in it for the purpose of carrying out their contractual duties. Please be assured that the University shall use the collected data according to its legitimate purposes only.

Unless otherwise provided by law, or by appropriate University policies, we will retain your personal data indefinitely for historical or statistical purposes. Where a retention period is provided by law and/or a University policy, all affected records will be properly disposed of after such period.

CHAPTER VI: HOW YOU MAY EXERCISE YOUR RIGHTS WITH RESPECT TO YOUR PERSONAL DATA

You have rights as specified in the DPA and if you decide to exercise any of your rights, we will respect your decision, and deal with it in accordance with the law.

Should you have any concern or question regarding your rights, this Privacy Notice, or any matter involving the University and Data Privacy, you may contact:

The Data Protection Officer
Address: BC 106, Bellarmine Campion Bldg. Salvador Campus,
La Purisima Street 7000 Zamboanga City, Philippines
Landline: (62) 9910871 Local 1006/1018;
Email: dpo@adzu.edu.ph

If you are dissatisfied with the way your data is being handled, or if you suspect that there has been a breach in security involving your personal data, you may file a complaint or notify us at the addresses and contact number above.

We may, from time to time, make changes to this Policy. On such occasions, we will let you know through our website, and when permissible, other means of communication. Any modification is effective immediately upon posting on the website.

Other policies of the University, which are consistent with this one, will continue to apply. If any provision of this Policy is found to be unenforceable or invalid by any court having competent jurisdiction, the invalidity of such provision will not affect the validity of the other provisions, which shall remain in full force and effect.