

ATENEO DE DAVAO UNIVERSITY  
GRADE SCHOOL

***ENROLLMENT***  
*Guide*

<https://newgs.addu.edu.ph/enrollment/>



# ***STEPS FOR ENROLLMENT***

## **FOR NEW PUPILS:**

After receiving the notice of acceptance (N.O.A.)

- 1. Submit all requirements to the Registrar's Office**
  - 2. Enlist at the Registrar's Office.**
  - 3. Settle the required down payment at the GS Cashier and submit the accomplished enrollment form.**
  - 4. A Welcome Letter will be received via email.**
- For non-Davao City residents, submit thru courier service.**
  - Provisional Enrollment status is given to applicants whose requirements are pending**



## FOR OLD/CURRENT PUPILS:

Check the clearance status & the basic information at the portal: <https://basiced.addu.edu.ph:8077/>

1. Update pupils' information using:

**ONLINE:** Access this Google Form:

[https://bit.ly/ADDUGS\\_EnrollmentForm2627forCurrent](https://bit.ly/ADDUGS_EnrollmentForm2627forCurrent)

**ON-SITE:** Visit the GS Registrar's Office

2. Settle the required down payment at the GS Cashier and submit the accomplished enrollment form.

3. A Welcome Letter will be received via email.



***ENROLLMENT IS NOW OPEN FOR NEW,  
TRANSFEREE, AND OLD/CURRENT PUPILS  
FOR SY 2026-2027.***

