

STUDENT INFORMATION SYSTEM (SIS)

Student Online Print EAF

User: Students



Step 1: Open your browser and type
<http://www.benilde.edu.ph/sis/>



A screenshot of a web browser window. The address bar shows the URL "http://www.benilde.edu.ph/sis/" which is highlighted with a red box. A red arrow points from the text in the first block to this box. The browser tab is labeled "Student Information System". The page content includes a green header with "De La Salle-College of Saint Benilde" and "Student Information System". Below the header, there are sections for "REMINDERS" (with links like "To All Students", "To All International Students", "View your Course Offering/Schedules", and "GO Online Don't Wait Inline"), "GUIDES" (with a link for "Online Adjustment Process [pdf]"), and a login form titled "Enter your CSB Infonet username and password". The login form has fields for "Username" (containing "11122333") and "Password" (masked with dots), and buttons for "Login" and "Clear", along with a "forgot password?" link. An "ANNOUNCEMENT" section is partially visible at the bottom.

Step 2: A log-in page will appear. Use your CSBInfonet account to log-on.



Enter your CSB Infonet username and password

Username :

Password :

Login

Clear

Step 3: After successful login, click **Print EAF** from the menu (right side of the screen).



Welcome, [Sign out]
Today is 7/27/2016

MENU

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2nd Term
Student Name
Student Number
Degree



Step 4: A screen will appear for you to print your own EAF. Click **Print EAF** button to display your EAF



De La Salle-College of Saint Benilde

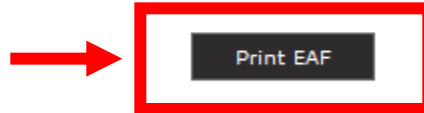
Student Information System

PRINT EAF

IMPORTANT ANNOUNCEMENT

Online EAF Printing through the SIS has been upgraded. We would appreciate your immediate feedback if you detect any discrepancies on your EAF. This will assist us in addressing any technical irregularities that may have been caused by the upgrade. To report, please contact us through e-mail registrar@benilde.edu.ph. Thank you!

EAF for SY 2015-2016 2nd Term



Step 5: Print your EAF



DE LA SALLE-COLLEGE OF SAINT BENILDE STUDENT ENROLLMENT RECORD

000011429718

EAF2015201-349358 Second TRIM 2015 - 2016 DATE 7/25/2016 STUD. ADJ. NO. _____

NAME _____ GRADUATING? NO
STUDENT NO _____ STUDENT TYPE Old Student
DEGREE _____ COLLEGE SMIT YEAR 2

Attention transferees, foreigners, & ID 101 and below, please inquire on your community service program at the CSA at (02)2305100 loc 1514/1515

NO.	COURSE CODE	SEC	UNITS	DAYS	HOURS	BLDG	FACULTY
1	PRINMAR	TC04	3.0	MW	16:20-17:50	M606	
2	ORGABEH	TH001	3.0	MW	18:00-19:30	M602	
3	LABSTAN	TH002	3.0	TH	11:20-12:50	M605	
4	PRINAC3	TH001	3.0	TH	13:00-14:30	M605	
5	BUSECON	TC001	3.0	TH	16:20-17:50	B404	
6	RESELE	TH003	3.0	TH	18:00-19:30	M401	

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Record updated. Previous EAF invalid. Print updated EAF for Finance Department (FD) reference.

*Enrollment is valid only upon acceptance of payment by DLS-CSB

Deadline of payment w/o surcharge : 05 JAN 2016

Deadline of payment with surcharge : 28 MAR 2016 (No enrollment will be accepted beyond this date.)

Acad 18.0
TOTAL UNITS Non-Acad 0.0 ASSESSED AMT. 51,740.00



DE LA SALLE-COLLEGE OF SAINT BENILDE STUDENT ENROLLMENT RECORD

000011429718

EAF2015201-349358 Second TRIM 2015 - 2016 DATE 7/25/2016 STUD. ADJ. NO. _____

NAME _____ GRADUATING? NO
STUDENT NO _____ STUDENT TYPE Old Student
DEGREE _____ COLLEGE SMIT YEAR 2
ADDRESS _____ TEL _____

TYPES OF FEES ASSESSMENT
TUITION FEE
MISCELLANEOUS FEES
SPECIAL FEES

ASSESSED AMT. _____ OTHER FEES 0.00
TOTAL AMT. DUE _____
TERMS OF PAYMENT PVA _____ TRIMESTRAL _____ 2 - INST. _____
() CASH () INSTALLMENT
IF SECOND ASSESSMENT: AMOUNT PREVIOUSLY PAID 0.00
EXCESS FR. PREV. AMOUNT PAID : 0.00 BALANCE _____

De La Salle-College of Saint Benilde
Breakdown of Tuition and Fees
Second Trimester, SY 2015-2016

Date Printed: 7/25/2016 5:03:56 PM
Printed By _____

Student No : _____
Student Name : _____

School : SMIT
Degree : BSBA-HRM
Track : NOTRK

Assessment	Amount
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TUITION FEE
TUITION FEE
MISCELLANEOUS FEES
ACADEMIC ADVISING FEE
ATHLETICS FEE
DEVELOPMENT FEE
GUIDANCE FEE
INTERNET FEE
LIBRARY FEE
MEDICAL/DENTAL FEE
PUBLICATIONS FEE
STUDENT SERVICES/ACTIVITIES FEE
TRIMESTRAL REGISTRATION FEE
SPECIAL FEES
ALUMNI FEE
INSURANCE
ASSESSED AMOUNT

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IMPORTANT



- You can print your EAF as long as within the Student Print EAF Period. The dates will be announced by the Registrar's Office.
- The system will NOT allow you to print your EAF if:
 - You have no pre-enrollment record; or
 - You have due and/or not yet due pending clearance record.
However, if your not yet due pending clearance record is held by Finance Department (FD) and/or Student Grants Office (SGO) **only**, you will be allowed to print your EAF; or
 - Your International document(s) such as Visa, ACR, and/or Foreign Passport has expired. (Applicable to International Students only).
- To print your EAF, your computer needs to be connected to a printer. Use clean and blank white Letter sized paper. Also, make sure that the Paper Size (Printer Properties) is set to "Letter".
- Make sure that you have printed your latest EAF. Note that your old EAF, if any, will automatically be voided.
- If you find any discrepancies on your EAF, kindly report it through email registrar@benilde.edu.ph

Step 6: When you are finished, click **Sign out** (upper right of the screen) for security purposes.



Welcom Today [\[Sign out\]](#)

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