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### School Address

**Ateneo de Manila University**  
Loyola Heights 1108,  
Quezon City, Philippines  
Trunkline: (+632) 426 6001 local 4037  
Tel/Fax: (+632) 426 5907, (+632) 927 4534  
Email: oir@ateneo.edu  
Website: [www.ateneo.edu/oir](http://www.ateneo.edu/oir)

### Office Address and contact persons

**Office of International Relations**  
Rm. 304 3/F Faber Hall  
Ateneo de Manila University  
Loyola Heights 1108,  
Quezon City, Philippines  
Website: [http://ateneo.edu/oir](http://ateneo.edu/oir)

- **Mr. Glenn F. De Leon**  
  *Director*  
  Trunkline: (+632) 426 6001 local 4040  
  Email: gdeleon@ateneo.edu

- **Ms. Maria Paz ‘Bu’ G. Villanueva**  
  *Operations Coordinator*  
  Trunkline: (+632) 426 6001 local 4036  
  Email: mgvillanueva@ateneo.edu

- **Mr. Jayson G. Cervantes**  
  *Coordinator for Inbound Exchange Students*  
  Trunkline: (+632) 426 6001 local 4041  
  Email: jcervantes@ateneo.edu

- **Ms. Suzzane Ann A. Andaya**  
  *Coordinator for Outbound Exchange Students*  
  Trunkline: (+632) 426 6001 local 4038  
  Email: sandaya@ateneo.edu

- **Coordinator for Special Programs**  
  Trunkline: (+632) 426 6001 local 4043

### Last Update of this Information

29 January 2016
# APPLICATION REQUIREMENTS
## UNDERGRADUATE STUDENT EXCHANGE PROGRAM (Loyola Campus)

### 1st PART:
Submission of Initial Application Requirements for Inbound Exchange Students (Submission Instructions are on p. 5)

The submitted initial requirements shall be checked and evaluated. After checking for study eligibility, the student will then be sent the **CERTIFICATION of ELIGIBILITY to STUDY (COES)**.

1. **IES Application Form** (computer written only & saved in EXCEL version, sent through email attachment)
2. **Student Information Sheet** (computer written only & saved in EXCEL version, sent through email attachment)
3. Original transcript of records (TOR). **If the TOR is not written in English, please have this translated.**
4. Photocopy of passport bio-page
5. Letter of Nomination/Endorsement from International Office (certifying that the applicant is an official exchange student from partner university)
6. Certificate of English Language Proficiency (for those whose mother-tongue is not English) - any of the three below:
   a. TOEFL (Paper based test) minimum score: **550**
   b. TOEFL (Internet Based Test) minimum score: **79**
   c. IELTS minimum score: **6.0**
7. Health Certificate in English language (stating that the applicant is fit to travel and study abroad)
8. Two (2) pieces of 2”x2” photo (white background, no eyeglasses, contact lenses and headwear) for the **Certification of Eligibility to Study (COES)**

### 2nd PART:
Submission of other required documents for completion of application process (Submission Instructions are on p. 5)

Upon receiving the **COES**, the student will proceed to submit other remaining required documents to complete the application process. See requirements below.

For **UNDERGRADUATE EXCHANGE STUDENTS** (Loyola Campus)

1. **Special Study Permit Data Form** (computer written only & saved in EXCEL version, sent through email attachment)
2. Medical/Travel Insurance
3. Scanned copy - AIRLINE e-ticket
4. Scanned copy - Online NISSAN Taxi Arrival Confirmation Slip
5. Housing/Accommodation Form
<table>
<thead>
<tr>
<th>SUBMISSION INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNDERGRADUATE EXCHANGE STUDENTS (Loyola Campus)</td>
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</tbody>
</table>

The application requirements are sent in 2 batches. Please refer to instructions below. Also, please note Application Requirements which should be scanned for e-mail and sent via express mail.

**1st Part:**
- The following application requirements must be **scanned and emailed to Mr. Jayson Cervantes:**
  - [jcervantes@ateneo.edu](mailto:jcervantes@ateneo.edu):
    1. Application Form (computer-written & saved in excel version)
    2. Student Information Sheet (computer-written & saved in excel version)
    3. Passport Bio-page
    4. Official Transcript of Record
    5. TOEFL or IELTS Certificate
    6. Health Certificate (Translated in English)

- The only documents sent **VIA EXPRESS MAIL** are the following: *(Mailing address is on p.3)*
  1. Application Form (computer-written & printed in excel version) - **1 copy**
  2. Student Information Sheet (computer-written & printed in excel version) - **3 copies**
  3. Passport Bio-page - **3 copies**
  4. Official Transcript of Record - **1 copy**
  5. Two (2) pieces of 2”x2” photo (white background, no eyeglasses, contact lenses and headwear) for the **Certification of Eligibility to Study (COES)**

**2nd Part:**
- The following requirements shall only be submitted once the student/s receive/s the **Certification of Eligibility to Study (COES)**, which **certifies acceptance**. For the **2nd** part, the following documents (items #1-4) must only be scanned and emailed to:
  1. Medical / Travel Insurance
  2. Scanned copy - AIRLINE e-ticket
  3. Scanned copy - Online NISSAN Taxi Arrival Confirmation Slip
  4. Housing Accommodation Form
  5. **Special Study Permit Data Form** (computer written only & saved in EXCEL version, sent through email attachment)
**IMPORTANT DATES of Academic Calendar 2016-2017**

### FIRST SEMESTER: (FALL) 8 August - 10 December 2016*

1. Nomination & Application Deadlines:
   - Nomination Deadline: **30 March 2016**
   - Application Submission Deadline: **30 April 2016**
   - Notice of Acceptance (sending of COES): **13-17 June 2016**

   *Please refer to p.5 for Instructions on application submission. The Certification of Eligibility to Study will only be issued to the student if all 1st batch requirements are completely submitted and deemed acceptable.*

2. Expected Arrival Dates: **24-31 July 2016**

   Students are required to arrive within these dates in order to start processing their Special Study Permit (SSP); to settle in their chosen housing accommodation; and to attend the mandatory ORIENTATION DAYS (1-3 August 2016).

3. Registration Period: **4-5 August 2016***

   OIR assists in the pre and post registration process. All students are required to be physically present during this period in order to individually register for their classes.

*Tentative dates

### SECOND SEMESTER: (SPRING) 18 January - 20 May 2017*

1. Nomination & Application Deadlines:
   - Nomination Deadline: **30 August 2016**
   - Application Submission Deadline: **30 September 2016**
   - Notice of Acceptance (sending of COES): **14-18 November 2016**

   *Please refer to p.5 for Instructions on application submission. The Certification of Eligibility to Study will only be issued to the student if all 1st batch requirements are completely submitted and deemed acceptable.*

2. Expected Arrival Dates: **2-6 January 2017**

   Students are required to arrive within these dates in order to start processing their Special Study Permit (SSP); to settle in their chosen housing accommodation; and to attend the mandatory ORIENTATION DAYS (3 days in January - to be confirmed).

3. Registration Period: **To be confirmed**

   OIR assists in the pre and post registration process. All students are required to be physically present during this period in order to individually register for their classes.

*Tentative dates
**Mandatory Orientations:**

*All incoming and exiting exchange students are required to attend the orientation sessions.*

<table>
<thead>
<tr>
<th>For 1st Semester: August-December 2015</th>
<th>1-3 August 2016* - Orientation Days for International Exchange Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>For 2nd Semester: January-May 2016</td>
<td>3 days in January 2017 (To be confirmed) - Orientation Days for International Exchange Students</td>
</tr>
</tbody>
</table>

* Tentative dates

**EXIT Orientation Sessions:**

1st Semester: Mid-November
2nd Semester: End of April

The ADMU requires exit clearances prior to leaving the University at the end of every semester. All exit clearance requirements should be accomplished. Should the student fail to complete all requirements for clearance, the ADMU Registrar will not release the TOR to the Office of International Relations.

**Academic & Course Related Information**

**Course Information**

All courses will be finalized only by early August for the first semester and late December for the second semester.

List of course offerings will be made available on this link:

http://aisisonline.ateneo.edu/class_schedule.php

Course descriptions (based on old list) are also available here:


**Allowable number of units**

Exchange students are allowed to take a minimum of 12 units and a maximum of 15 - 18 units. Most subjects have 3 (American) credits or 6 ECTS.

**Course restrictions**

Undergraduate exchange students are NOT allowed to take graduate-level courses.

However, graduate exchange students are allowed to take undergraduate-level courses.
### Credit and Grading System

One subject usually has a 3-credit unit. One unit of credit is equal to one hour lecture or two to four hours of laboratory per week for the period of a complete semester.

**OFFICIAL GRADES**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent (92 – 100)</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>Very Good (87 – 91)</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Good (83 – 86)</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory (79 – 82)</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Sufficient (75 – 78)</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td></td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failure (0)</td>
<td></td>
</tr>
</tbody>
</table>

### Academic Transcripts of exchange students

Transcript of records (TOR) will be available a month after the exchange period. One (1) original copy of the student’s official TOR will be sent to the student’s home university through express airmail. Scanned copy of TOR will be sent to student’s and university coordinator’s e-mail.

Students who request for extra copies of their TOR can do so by paying additional fees, such request should be e-mailed directly to registrar@admu.edu.ph

### Preparatory English Language Course for Incoming Students

Students who need preparatory courses in English may join the Intensive English Language Program offered by Ateneo Language Learning Center (ALLC).

Queries should be e-mailed directly to allc.soh@ateneo.edu
**Arrival & Housing: Transportation and Accommodation Information**

<table>
<thead>
<tr>
<th>Airport arrival pick-up service</th>
<th>An arrival guide with maps will be sent in a separate sheet. If students wish to be picked up at the Ninoy Aquino International Airport (NAIA Terminal 1 or 2 or 3), please process your booking online at <a href="http://www.nissanrentacar.com">www.nissanrentacar.com</a>, click &quot;Make Reservation Online&quot; and fill out the necessary details. Instructions on online registration are given in the Arrival Guide Document.</th>
</tr>
</thead>
</table>
| **Deadline for submission of arrival details:** | Scanned copy of: 1. e-Ticket 2. NISSAN Confirmation Form (for students booking with Nissan)  
**1st Semester: 8 July 2016**  
**2nd Semester: December 9, 2016** |
| **Housing/Accommodation Information:** | Students may choose from the following housing options:  
a. Off-campus (houses, apartments and condominium near Ateneo-within 5-15 minute walk)  
b. On-campus (university dormitory) |
| **On campus dormitory** | **University Dormitory**  
| **Cost** | **Period** | **No. of occupants per room** |
| Php 43,000.00* | 1 semester (4-5 months) | Four (4) |
| **Note:** Fees may change without prior notice |

On-campus dormitory reservation will be facilitated by OIR. Student should submit their final housing accommodation statement form **on or before July 10, 2015 (for 1st semester) and December 18, 2015 (for 2nd semester)** via email at (coordinator’s email address)
### Off-campus housing

Upon arrival in Manila, students who choose to live off campus will be lodged temporarily (at their own expense) at nearby hostels until they are able to find a studio/apartment of their choice with the assistance of the OIR staff. Below is the information of the temporary lodging:

**PhilDHRRA Partnership Center**  
59 C. Salvador Street, Varsity Hills  
Loyola Heights, Quezon City  
1108 Metro Manila, Philippines  
(+632) 426 6737 local 101  
[http://partnershipcenter.webnode.com/](http://partnershipcenter.webnode.com/)  
Email: phildhrra.pc@gmail.com  
Daily dormitory rate (Php 500)*  
Daily single room rate (Php 1,100)*

**My Place Residence Hall**  
22 F. De La Rosa Loyola Heights  
Katipunan Quezon City  
(+632) 426-73-35, (+632) 426-73-35  
Email: christie_d@myplace.ph  
Daily double room hotel rate (Php 2,000)*

**Institute of Social Order (ISO) Facilities**  
Walter Hogan Conference Center &  
Benigno Mayo Hall (ISO Office Building)  
[http://www.wix.com/isofacilities/isofacilities](http://www.wix.com/isofacilities/isofacilities)  
Daily room rate (with air condition unit) – per person (Php 650)*  
Daily room rate (w/out air condition unit) – per person (Php 375)*

*Note: Fees may change without prior notice

Students who wish to reserve off-campus housing units should e-mail their housing and accommodation forms on or before the determined deadline.

We are providing here the link to the ADMU Accredited Off-Campus Student Housing Facilities Directory:  
[Directory of Accredited Off-Campus Housing 2013 FINAL July 2013 FINAL Oct 2013 v2.pdf](#)
Living Expenses and other helpful information

**Living Expenses**

Depending on the housing category you choose and your lifestyle, living expenses may range from US $410 to US $590/month.

Below is a breakdown of the estimated living expenses for an international student in Manila. *(US$ 1.00 ≈ PhP 45.00)*

**A. International students with tuition-waived privilege**

| Housing Accommodation (depending on category) | US$175 - 355 (Php 7,875 - 15,975) /month |
| Food | US$ 205 - 405 (Php 9,225 -18,225 ) /month |
| Transportation | 35 (Php 1,575) /month |
| Miscellaneous | 35 (Php 1,575) /month |
| **TOTAL** | **US$ 450 - 830** *(Php 20,250 - 37,350) /month* |

**B. International students without tuition-waived privilege**

| Housing Accommodation (depending on category) | US $175 - 355 (Php 7,455 - 15,123) /month |
| Food | US$ 205 - 405 (Php 9,225-18,225 ) /month |
| Transportation | 35 (Php 1,575) /month |
| Miscellaneous | 35 (Php 1,575) /month |
| Tuition and fees with maximum number of units (laboratory fees not included) | 1,718 (76,494)/semester |
| **TOTAL** | **US $2,168 - 2,548** *(Php 97,560 - 114,660) /month* |

**Other Relevant Academic and non-Academic Information for Incoming Exchange Students**

Please refer to info found at: [www.ateneo.edu/oir](http://www.ateneo.edu/oir)