



ATENEUM DE MANILA UNIVERSITY OFFICE OF INTERNATIONAL RELATIONS

International Exchange Students Arrival Guide 2015-2016: For ON-CAMPUS and OFF-CAMPUS STUDENTS

Mabuhay!

We are pleased to welcome you this coming semester (2nd Sem 2015-2016). To facilitate your arrival at the Ateneo de Manila University, please follow the steps below.

STEP 1: Make sure you submit by email the following to the Inbound Coordinator, Mr. Jayson Cervantes (jcervantes@ateneo.edu) ON or BEFORE the given deadline: **11 December 2015**

- **Scanned AIRLINE e-Ticket**
- **Online NISSAN Taxi Arrival Confirmation Slip** (this pre-supposes that you are taking NISSAN)

STEP 2: NISSAN TAXI Reservation System - Online Booking

The OIR will no longer make taxi reservations for the International Exchange Student. Reservations may be done online with NISSAN TAXI.

1. Visit www.nissanrentacar.com
2. Click on "Make a Reservation Online".
3. Fill up the required booking details. Please note that Marked Sentra GX & Marked Innova has the lower rate than Sentra GX & Innova 2.5 MT. For multiple reservations, you may click on "MULTIPLE/GROUP RESERVATION" at the bottom of the page.
4. After submitting your booking, a summary of your booking will be sent to your e-mail for your review. Please review your booking then click on the link provided in the e-mail message to continue with your booking.
5. We will then give you the rate through the system which you will receive through your e-mail.
6. If the rate and its terms and conditions are acceptable to you, please proceed with your booking by uploading the fully accomplished and approved LOA (sample attached), or you may click "Cancel" should you not wish to proceed with your booking.
7. We will then review your booking based on the attached LOA then confirm/cancel your booking. If you clicked "Cancel", your booking will automatically go to "Cancelled" transactions in our system.
8. You will receive through your e-mail a confirmation (with Confirmation Number) if we confirmed your booking or Cancellation Notice (with reason for cancellation) if we cancelled your booking.
9. For Intercity (Drop-off/Pick-up) & Airport Transfer (Departure) Service, driver and vehicle details will be forwarded to your e-mail 1-2 hours before the pick-up time or upon dispatch of the vehicle.
10. You may change/cancel your booking by clicking on "Change Booking Details" or "Cancel Booking" on our home page (www.nissanrentacar.com).



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Please feel free to call us at 8869931 for any clarifications/concerns. Our office hours are 0700H-2100H Mondays – Fridays, 0800H-1700H Saturdays, Sundays & Holidays.

Upon arrival, proceed to the **NISSAN TAXI RENTAL COUNTER** at the airport (see maps pages 5-6). Present to the NISSAN counter your **online confirmation slip**. Also, present any valid proof of identity (i.e. valid ID, passport, etc.).

STEP 3A: For ON-CAMPUS STUDENTS

Your **Airline e-ticket** and **Online NISSAN Taxi Arrival Confirmation Slip** will serve as the official reservation reference for the on-campus university residence/dormitory. The Coordinator for Inbound Exchange Students will reserve you a room at the university residence/dormitory.

Note: The university dormitory only accepts students who shall stay for at least one semester. Transients will not be accommodated.

After exiting the airport arrival area (NAIA Terminal 1 or 2 or 3), go to the NISSAN Taxi counter and present your confirmation slip. The driver will take you to the Ateneo Dormitory.

University Dormitory
Ateneo de Manila University
Loyola Heights 1108
Quezon City, Philippines
(632) 426 6001 local 5801

Upon arrival at the **University Dormitory**, please present any ID as proof of identity (e.g. passport, school ID, etc.). The housing staff will ask you to fill out some important documents for billing concerns and other related matters.

Below is the standard rate fare of the university dormitory,

University Dormitory		
PhP 35,000.00*	Per semester	- Four in a room
PhP 8,200.00*	Per month	- Single room

**Note: Fees may change without prior notice*



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STEP 3B: For OFF-CAMPUS STUDENTS (who need assistance for the first week in Manila)

Your **Airline e-ticket** and **Online NISSAN Taxi Arrival Confirmation Slip** will serve as the official reservation reference for off-campus housing. The Coordinator for Inbound Exchange Students will reserve you a room at the following suggested accommodations if you request for assistance.

After exiting the airport arrival area (Terminal 1 or 2 or 3), go to the NISSAN Taxi counter and present your confirmation slip. The Nissan Taxi driver will take you to the determined temporary off-campus housing arranged by the OIR for you. Below please find the complete addresses and maps of **PhilDHRR Partnership Center, My Place** and **ISO**, for your clear reference.

PhilDHRR 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/>
 Daily dormitory rate (Php 500)*
 Daily single room rate (Php 1,100)*

PhilDHRR Partnership Center (*Note: Fees may change without prior notice)		
Php 550.00*	Per day	- Dormitory type (can accommodate 3 to 7 persons)

MAP TO PHILDHRR





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My Place Residence Hall

22 F. De La Rosa Loyola Heights
Katipunan Quezon City
(+632) 426-73-35, (+632) 426-73-35
www.myplace.com.ph
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>
Daily room rate (with air condition unit) – per
person (Php 650)*
Daily room rate (w/out air condition unit) –
per person (Php 375)*

Upon arrival at the assigned temporary off-campus housing, please present any valid proof of identity (i.e. valid ID, passport, etc.). The housing staff will ask you to fill up some important documents for billing concerns and other related matters. The staff will lead you to your designated room.

Enjoy your stay and have a good rest.

We look forward to seeing you at the Ateneo!

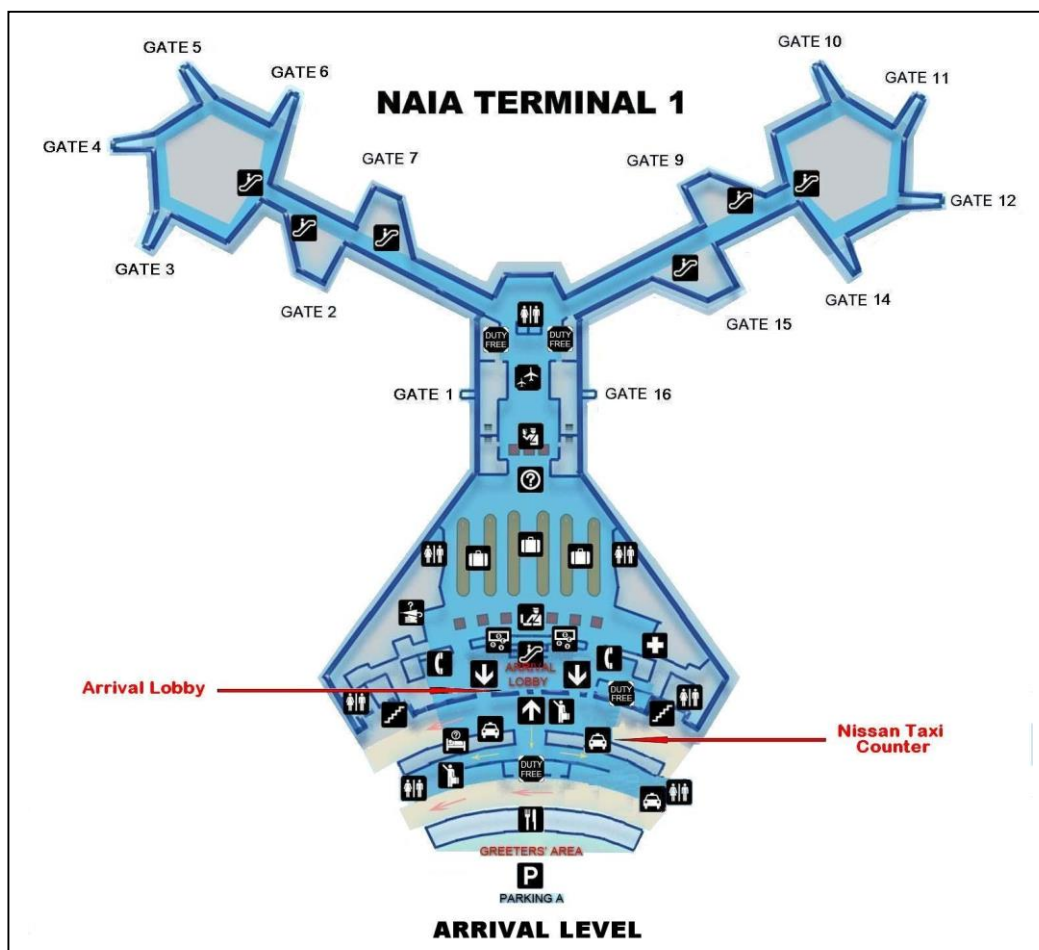


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MAP TO NISSAN TAXI RENTAL - NAIA TERMINAL 1

Arrival and pick-up instructions for passengers arriving at NAIA TERMINAL 1

After passing through the Immigration counter just go out of the main arrival lobby and turn left and go straight to Nissan counter.



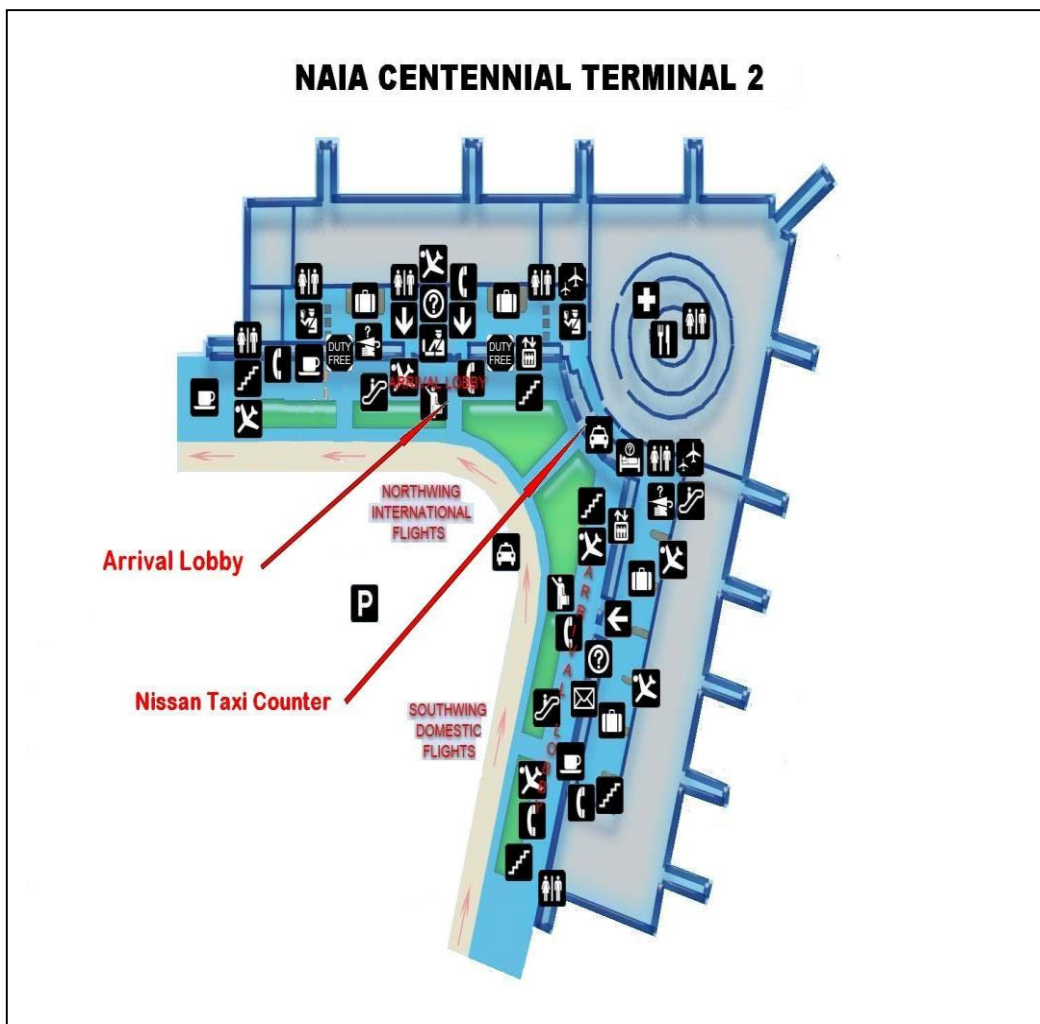


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MAP TO NISSAN TAXI RENTAL - NAIA TERMINAL 2

Arrival and pick-up instructions for passengers arriving at NAIA TERMINAL 2

After passing through the immigration counter just go out of the main arrival lobby and turn left and go straight to Nissan counter.





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MAP TO NISSAN TAXI RENTAL - NAIA TERMINAL 3

Arrival and pick-up instructions for passengers arriving at NAIA TERMINAL 3

After passing through the immigration counter, exit the main arrival lobby and proceed to the NISSAN Counter located near Bays 3 and 4.

