### ADMU-LOYOLA SCHOOL INFORMATION-FACT SHEET
**Undergraduate & Graduate Exchange Program (SY 2016 - 2017)**  
(Loyola Campus)

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</table>
| 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 |
| 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 |
|                | 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 |
|                | Ms. Kathleen Rose T. Pate  
|                | Coordinator for Special Programs  
|                | Trunkline: (+632) 426 6001 local 4043  
|                | Email: kpate@ateneo.edu |
| Last Update of this Information | 1 September 2015 |
# 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
SUBMISSION INSTRUCTIONS
UNDERGRADUATE EXCHANGE STUDENTS (Loyola Campus)

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:
  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)
<table>
<thead>
<tr>
<th>1st PART: Submission of Initial Application Requirements for Inbound Exchange Students (Submission Instructions are on p. 8)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Graduate Application Form (computer written only - saved in Excel version)</td>
<td><strong>2.</strong> Student Information Sheet (computer written only - saved in Excel version)</td>
</tr>
<tr>
<td><strong>3.</strong> Authenticated by the Philippine Embassy: (see Instruction Guide on p. 5)</td>
<td></td>
</tr>
<tr>
<td>a. Bachelor’s degree transcript of records (TOR) in Native language and English translation</td>
<td></td>
</tr>
<tr>
<td>b. Certificate of Graduation/Diploma in Native language and English translation</td>
<td></td>
</tr>
<tr>
<td><strong>4.</strong> Current graduate school transcript of records (TOR)</td>
<td><strong>5.</strong> Photocopy of passport bio-page</td>
</tr>
<tr>
<td><strong>6.</strong> Letter of Nomination/Endorsement from International Office (certifying that the applicant is an official exchange student from partner university)</td>
<td><strong>7.</strong> Certificate of English Language Proficiency (for those whose mother-tongue is not English) - any of the three below:</td>
</tr>
<tr>
<td>a. TOEFL (Paper based test) minimum score: 575</td>
<td>b. TOEFL (Internet Based Test) minimum score: 90</td>
</tr>
<tr>
<td>c. IELTS minimum score: 6.5</td>
<td></td>
</tr>
<tr>
<td><strong>8.</strong> Health Certificate in English language (stating that the applicant is fit to travel and study abroad)</td>
<td><strong>9.</strong> Two (2) pieces of 2”x2” photo (white background, no eyeglasses, contact lenses and headwear) for the <strong>Certification of Eligibility to Study (COES)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2nd PART: Submission of other required documents for completion of application process (Submission Instructions are on p. 8)</strong></th>
<th><strong>Upon receiving the COES, the student will proceed to submit other remaining required documents to complete the application process. See requirements below.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For GRADUATE EXCHANGE STUDENTS</strong> (Loyola Campus)</td>
<td></td>
</tr>
<tr>
<td>1. Medical/Travel Insurance</td>
<td></td>
</tr>
<tr>
<td>2. Scanned copy - AIRLINE e-ticket</td>
<td></td>
</tr>
<tr>
<td>3. Scanned copy - Online NISSAN Taxi Arrival Confirmation Slip</td>
<td></td>
</tr>
<tr>
<td>4. Housing/Accommodation Form</td>
<td></td>
</tr>
<tr>
<td>5. Special Study Permit Data Form (computer written only &amp; saved in Excel version, sent through email attachment)</td>
<td></td>
</tr>
</tbody>
</table>
INSTRUCTIONS on DOCUMENT AUTHENTICATION for LS GRADUATE STUDENTS
(Transcript of Records and Certificate of Graduation / Diploma)

Documents for AUTHENTICATION:
1. Bachelor’s degree transcript of records (TOR) in native language and English translation and
2. Certificate of Graduation / Diploma in native language and English translation

For Loyola School (LS) Graduate Program: The documents authenticated by the Philippine embassy come with a red ribbon. In the event that the Philippine Embassy may not be in your area or you would have difficulty having these documents authenticated due to distance, you may also submit these same 2 documents but CERTIFIED by the university.

For the Ateneo Graduate School of Business (AGSB): The documents authenticated by the Philippine embassy come with a red ribbon. In the event that the Philippine Embassy may not be in your area or you would have difficulty having these documents authenticated due to distance, you may also have these done in the Philippines upon arrival. However, this would really be inconvenient. It is a must that these 2 documents are authenticated. The AGSB is very strict about authenticated documents.

A. Instructions on submission of requirements with authenticated documents - email and express mail:
   1. E-mail: All required documents must be scanned and emailed except the authenticated (red ribbon) documents. These authenticated documents cannot be scanned. These are sent through express mail only.
   2. Express Mail - with 2 authenticated documents: If you are able to have these 2 documents authenticated by the Philippine Embassy, send all complete documents to OIR in one package.

B. Instructions on submission of requirements without authenticated documents - email and express mail:
   1. Express Mail - without 2 authenticated documents: In place of the required authenticated documents would be the University-CERTIFIED documents. Request from your university 2 original certified documents. Photocopy these certified documents and place the original CERTIFIED documents in a separate envelope, signed and sealed. (The photocopy of these certified documents is sent to the Coordinator for Inbound Exchange Students. You must have 3 copies: 2 originals and 1 photocopy.)

   This separate envelope is addressed to:
   Mr. Joaquin Julian B. Agtarap
   Office of the Registrar
   Ground Floor, Social Sciences Building
   Ateneo de Manila University
   Katipunan Avenue
   Loyola Heights, Quezon City

   All original requirements; the photocopy of the University-Certified Documents; and the envelope addressed to the registrar (signed and sealed) must be sent to the Coordinator for Inbound Exchange Students in one package.

2. Please e-mail all requirements to Mr. Jayson Cervantes: jcervantes@ateneo.edu
# SUBMISSION INSTRUCTIONS

**GRADUATE EXCHANGE STUDENTS** (Loyola Campus)

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:**
  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. Graduate Program 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. Sealed envelope addressed to AdMU Registrar containing authenticated or certified TOR & Diploma/Certification (with 2 original Certified copies of TOR and Diploma/Certification)
  5. Certified TOR and Diploma/Certification - 1 copy
  6. Official Transcript of Record - 1 copy
  7. 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 must only be scanned and sent through email:
  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>Period</th>
<th>Dates</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>For 1st Semester: Jan-May 2016</td>
<td>3 days in Jan 2017 (To be confirmed)</td>
<td>Orientation Days for International Exchange Students</td>
</tr>
<tr>
<td>EXIT Orientation Sessions: 1st Semester: End of Apr 2016</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>EXIT Orientation Sessions: 2nd Semester: End of Apr 2017</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

### Academic & Course Related Information

<table>
<thead>
<tr>
<th>Course Information</th>
<th>All courses will be finalized only by early August for the first semester and late December for the second semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>List of course offerings will be made available on this link: <a href="http://aisisonline.ateneo.edu/class_schedule.php">http://aisisonline.ateneo.edu/class_schedule.php</a></td>
</tr>
<tr>
<td></td>
<td>Course descriptions (based on old list) are also available here: <a href="http://ls.ateneo.edu/system.php?LS=staticpages&amp;id=1350522903337">http://ls.ateneo.edu/system.php?LS=staticpages&amp;id=1350522903337</a></td>
</tr>
<tr>
<td>Allowable number of units</td>
<td>Exchange students are allowed to take a minimum of <strong>12 units and a maximum of 15 - 18 units</strong>. Most subjects have 3 (American) credits or 6 ECTS.</td>
</tr>
<tr>
<td>Course restrictions</td>
<td>Undergraduate exchange students are <strong>NOT</strong> allowed to take graduate-level courses. However, graduate exchange students are allowed to take undergraduate-level courses.</td>
</tr>
</tbody>
</table>
### 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>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>92 – 100</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>87 – 91</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>83 – 86</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>79 – 82</td>
</tr>
<tr>
<td>C</td>
<td>Sufficient</td>
<td>75 – 78</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</td>
<td>0</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

### Airport arrival pick-up service

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 [www.nissanrentacar.com](http://www.nissanrentacar.com), click "Make Reservation Online" and fill out the necessary details.

Instructions on online registration are given in the **Arrival Guide Document**.

### 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

<table>
<thead>
<tr>
<th>University Dormitory</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost</strong></td>
<td>Php 43,000.00*</td>
</tr>
<tr>
<td><strong>Period</strong></td>
<td>1 semester (4-5 months)</td>
</tr>
<tr>
<td><strong>No. of occupants per room</strong></td>
<td>Four (4)</td>
</tr>
</tbody>
</table>

*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)
<table>
<thead>
<tr>
<th>Off-campus housing</th>
<th>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:</th>
</tr>
</thead>
</table>
| PhilDHRRA Partnership Center | 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: phildhra.pc@gmail.com  
Daily dormitory rate (Php 500)*  
Daily single room rate (Php 1,100)* |
| My Place Residence Hall | 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 | 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:  
## 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)