



ATENEO DE MANILA UNIVERSITY





ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

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

TABLE OF CONTENTS	Page
1. OIR Directory	3
2. APPLICATION REQUIREMENTS: Undergraduate Student Exchange Program	4
3. SUBMISSION INSTRUCTIONS: Undergraduate Exchange Students	5
4. APPLICATION REQUIREMENTS: Graduate Student Exchange Program	6
5. INSTRUCTIONS on DOCUMENT AUTHENTICATION for LS Graduate Students	7
6. SUBMISSION INSTRUCTIONS: Graduate Exchange Students	8
7. IMPORTANT DATES: Academic Calendar; Nomination & Application Deadlines	9
8. Mandatory Orientations	10
9. Academic & Course Related Information	10
10. Arrival & Housing/Accommodation Information	12
11. Living Expenses and other helpful information	14



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Last Update of this Information	1 September 2015



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

APPLICATION REQUIREMENTS UNDERGRADUATE STUDENT EXCHANGE PROGRAM (Loyola Campus)	
<p>1st PART: Submission of Initial Application Requirements for Inbound Exchange Students (Submission Instructions are on p. 5)</p> <p>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).</p>	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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)
<p>2nd PART: Submission of other required documents for completion of application process (Submission Instructions are on p. 5)</p>	<p>Upon receiving the COES, the student will proceed to submit other remaining required documents to complete the application process. See requirements below.</p> <p>For UNDERGRADUATE EXCHANGE STUDENTS (Loyola Campus)</p> <ol style="list-style-type: none"> 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



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

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)



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

APPLICATION REQUIREMENTS GRADUATE STUDENT EXCHANGE PROGRAM (Loyola Campus)	
<p>1st PART: Submission of Initial Application Requirements for Inbound Exchange Students (Submission Instructions are on p. 8)</p> <p>Refer to AUTHENTICATION INSTRUCTIONS on p. 7)</p> <p>The submitted initial requirements shall be checked and evaluated. After checking for study eligibility, the student will be sent the CERTIFICATION of ELIGIBILITY to STUDY (COES).</p>	<ol style="list-style-type: none"> 1. Graduate Application Form (computer written only - saved in Excel version) 2. Student Information Sheet (computer written only - saved in Excel version) 3. Authenticated by the Philippine Embassy: (see Instruction Guide on p. 5) <ol style="list-style-type: none"> a. Bachelor's degree transcript of records (TOR) in Native language and English translation b. Certificate of Graduation/Diploma in Native language and English translation 4. Current graduate school transcript of records (TOR) 5. Photocopy of passport bio-page 6. Letter of Nomination/Endorsement from International Office (certifying that the applicant is an official exchange student from partner university) 7. Certificate of English Language Proficiency (for those whose mother-tongue is not English) - any of the three below: <ol style="list-style-type: none"> a. TOEFL (Paper based test) minimum score: 575 b. TOEFL (Internet Based Test) minimum score: 90 c. IELTS minimum score: 6.5 8. Health Certificate in English language (stating that the applicant is fit to travel and study abroad) 9. Two (2) pieces of 2"x2" photo (white background, no eyeglasses, contact lenses and headwear) for the Certification of Eligibility to Study (COES)
<p>2nd PART: Submission of other required documents for completion of application process (Submission Instructions are on p. 8)</p>	<p>Upon receiving the COES, the student will proceed to submit other remaining required documents to complete the application process. See requirements below.</p> <p>For GRADUATE EXCHANGE STUDENTS (Loyola Campus)</p> <ol style="list-style-type: none"> 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)



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

**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**



ATENEIO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

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)**



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

IMPORTANT DATES of Academic Calendar 2016-2017

FIRST SEMESTER: (FALL) 8 August - 10 December 2016*
1. Nomination & Application Deadlines:
<ul style="list-style-type: none">• Nomination Deadline: 30 March 2016• Application Submission Deadline: 30 April 2016• Notice of Acceptance (sending of COES): 13-17 June 2016
<i>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.</i>
2. Expected Arrival Dates: 24-31 July 2016
<i>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).</i>
3. Registration Period: 4-5 August 2016*
<i>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.</i>
<i>*Tentative dates</i>

SECOND SEMESTER: (SPRING) 18 January - 20 May 2017*
1. Nomination & Application Deadlines:
<ul style="list-style-type: none">• Nomination Deadline: 30 August 2016• Application Submission Deadline: 30 September 2016• Notice of Acceptance (sending of COES): 14-18 November 2016
<i>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.</i>
2. Expected Arrival Dates: 2-6 January 2017
<i>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).</i>
3. Registration Period: To be confirmed
<i>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.</i>
<i>*Tentative dates</i>



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

Mandatory Orientations:	
<i>All incoming and exiting exchange students are required to attend the orientation sessions.</i>	
For 1st Semester: August-December 2015	1-3 August 2016* - Orientation Days for International Exchange Students <i>* Tentative dates</i>
For 2nd Semester: January-May 2016	3 days in January 2017 (To be confirmed) - Orientation Days for International Exchange Students <i>* Tentative dates</i>
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: http://ls.ateneo.edu/system.php?LS=staticpages&id=1350522903337
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 <u>NOT</u> allowed to take graduate-level courses. However, graduate exchange students are allowed to take undergraduate-level courses.



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

Credit and Grading System	<p>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.</p> <p>OFFICIAL GRADES</p> <p>A = Excellent (92 – 100) B+ = Very Good (87 – 91) B = Good (83 – 86) C+ = Satisfactory (79 – 82) C = Sufficient (75 – 78) D = Passing INC = Incomplete F = Failure (0)</p>
Academic Transcripts of exchange students	<p>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.</p> <p>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</p>
Preparatory English Language Course for Incoming Students	<p>Students who need preparatory courses in English may join the Intensive English Language Program offered by Ateneo Language Learning Center (ALLC).</p> <p>Queries should be e-mailed directly to: allc.soh@ateneo.edu</p>



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

Arrival & Housing: Transportation and Accommodation Information										
Airport arrival pick-up service	<p>An arrival guide with maps will be sent in a separate sheet.</p> <p>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, click "Make Reservation Online" and fill out the necessary details.</p> <p>Instructions on online registration are given in the Arrival Guide Document.</p>									
Deadline for submission of arrival details:	<p>Scanned copy of:</p> <ol style="list-style-type: none"> 1. e-Ticket 2. NISSAN Confirmation Form (for students booking with Nissan) <p style="text-align: center;"> 1st Semester: 8 July 2016 2nd Semester: December 9, 2016 </p>									
Housing/Accommodation Information:	<p>Students may choose from the following housing options:</p> <ol style="list-style-type: none"> a. Off-campus (houses, apartments and condominium near Ateneo- within 5-15 minute walk) b. On-campus (university dormitory) 									
On campus dormitory	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3" style="text-align: center;">University Dormitory</th> </tr> <tr> <th style="text-align: left;">Cost</th> <th style="text-align: left;">Period</th> <th style="text-align: left;">No. of occupants per room</th> </tr> </thead> <tbody> <tr> <td>Php 43,000.00*</td> <td>1 semester (4 -5 months)</td> <td>Four (4)</td> </tr> </tbody> </table> <p style="text-align: right;"><i>*Note: Fees may change without prior notice</i></p> <p>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)</p>	University Dormitory			Cost	Period	No. of occupants per room	Php 43,000.00*	1 semester (4 -5 months)	Four (4)
University Dormitory										
Cost	Period	No. of occupants per room								
Php 43,000.00*	1 semester (4 -5 months)	Four (4)								



ATENEUM DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

Off-campus housing	<p>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:</p> <p>PhilDHRRRA 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/ Email: phildhrra.pc@gmail.com Daily dormitory rate (Php 500)* Daily single room rate (Php 1,100)*</p> <p>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)*</p> <p>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)*</p> <p style="text-align: right;"><i>*Note: Fees may change without prior notice</i></p> <p>Students who wish to reserve off-campus housing units should e-mail their housing and accommodation forms on or before the determined deadline.</p> <p>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</p>
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ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

Living Expenses and other helpful information																							
Living Expenses	<p>Depending on the housing category you choose and your lifestyle, living expenses may range from US \$410 to US \$590/month.</p> <p>Below is a breakdown of the estimated living expenses for an international student in Manila. (US\$ 1.00 ≈ PhP 45.00)</p> <p style="text-align: center;">A. International students with tuition-waived privilege</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 60%;">Housing Accommodation (depending on category)</td> <td style="text-align: right;">US\$175 - 355 (Php 7,875 - 15,975) /month</td> </tr> <tr> <td>Food</td> <td style="text-align: right;">US\$ 205 - 405 (Php 9,225-18,225) /month</td> </tr> <tr> <td>Transportation</td> <td style="text-align: right;">35 (Php 1,575) /month</td> </tr> <tr> <td>Miscellaneous</td> <td style="text-align: right;">35 (Php 1,575) /month</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: right;">US\$ 450 - 830 (Php 20,250 - 37,350) /month</td> </tr> </table> <p style="text-align: center;">B. International students without tuition-waived privilege</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Housing Accommodation (depending on category)</td> <td style="text-align: right;">US \$175 - 355 (Php 7,455 - 15,123) /month</td> </tr> <tr> <td>Food</td> <td style="text-align: right;">US\$ 205 - 405 (Php 9,225-18,225) /month</td> </tr> <tr> <td>Transportation</td> <td style="text-align: right;">35 (Php 1,575) /month</td> </tr> <tr> <td>Miscellaneous</td> <td style="text-align: right;">35 (Php 1,575) /month</td> </tr> <tr> <td>Tuition and fees with maximum number of units (laboratory fees not included)</td> <td style="text-align: right;">1,718 (76,494) /semester</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: right;">US \$2,168 - 2,548 (Php 97,560 - 114,660) /month</td> </tr> </table>	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	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
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Other Relevant Academic and non-Academic Information for Incoming Exchange Students	Please refer to info found at: www.ateneo.edu/oir																						