



ATENEO DE MANILA UNIVERSITY





ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

ADMU - LOYOLA SCHOOL (LS) INFORMATION-FACT SHEET for UNDERGRADUATE & GRADUATE (SY 2015 - 2016)	
School Address	<p>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</p>
Office Address and contact persons	<p>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</p>
	<p>Mr. Glenn F. De Leon <i>Director</i> Trunkline: (+632) 426 6001 local 4040 Email: gdeleon@ateneo.edu</p>
	<p>Ms. Maria Paz G. Villanueva <i>Operations Coordinator</i> Trunkline: (+632) 426 6001 local 4036 Email: mgvillanueva@ateneo.edu</p>
	<p>Mr. Jayson G. Cervantes <i>Coordinator for Inbound Exchange Students (starting 16 October 2014)</i> Trunkline: (+632) 426 6001 local 4041 Email: jcervantes@ateneo.edu</p>
	<p>Ms. Suzzane Ann A. Andaya <i>Coordinator for Outbound Exchange Students</i> Trunkline: (+632) 426 6001 local 4038 Email: sandaya@ateneo.edu</p>
	<p>New (Temporary: Ms. Maria Paz G. Villanueva) <i>Coordinator for Special Programs</i> Trunkline: (+632) 426 6001 local 4043 Email: mgvillanueva@ateneo.edu</p>
Website	www.ateneo.edu/oir



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Student Exchange Application Requirements and Deadlines	
Application Requirements for Inbound Exchange Students	<p>For UNDERGRADUATE EXCHANGE STUDENTS (Loyola Campus)</p> <ol style="list-style-type: none"> 1. Undergraduate Application Form (computer written only) 2. Original transcript of records (TOR) with English translation, if necessary 3. Photocopy of passport bio-page 4. Letter of Nomination/Endorsement from International Office (certifying that the applicant is an official exchange student from partner university) 5. 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 6. Medical Insurance 7. Health Certificate in English language (stating that the applicant is fit to travel and study abroad) 8. Arrival Form (with arrival details) 9. Housing/Accommodation Form 10. Two (2) pieces of 2"x2" photo (white background, no eyeglasses, contact lenses and headwear) <hr/> <p>For GRADUATE EXCHANGE STUDENTS (Loyola Campus)</p> <ol style="list-style-type: none"> 1. Graduate Application Form (computer written only) 2. Authenticated by the Philippine Embassy: <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 3. Current graduate school transcript of records (TOR) 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: 575 b. TOEFL (Internet Based Test) minimum score: 90 c. IELTS minimum score: 6.5 7. Medical Insurance 8. Health Certificate in English language (stating that the applicant is fit to travel and study abroad) 9. Arrival Form (with arrival details) 10. Housing/Accommodation Form 11. Two (2) pieces of 2"x2" photo (white background, no eyeglasses, contact lenses and headwear)



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IMPORTANT DATES: Academic Calendar; Nomination & Application Deadlines	
Academic Calendar	First Semester (Fall): August 10, 2015 - December 12, 2015 Second Semester (Spring): January 18, 2016 - May 21, 2016
Nomination Deadline/s	First Semester: March 15, 2015 Second Semester: August 15, 2015
Application Deadline/s for Admission (Exchange Student)	First Semester: April 15, 2015 Second Semester: September 15, 2015 <i>All application requirements should be submitted via e-mail and express airmail.</i>
Notification of Acceptance	First Semester: May 31, 2015 Second Semester: October 31, 2015

Exchange Program-related Information for 1st Semester (Fall), SY 2015-2016	
Expected Arrival dates in Manila	July 27 - August 2, 2015 <i>Students are required to arrive within these dates in order to apply for a Special Study Permit and settle in their chosen housing accommodation.</i>
Registration period for Incoming exchange Students	August 6 - 8, 2015* <i>OIR will assist in the pre and post registration process. However, all students are required to be physically present during this period in order to individually register for their classes.</i> <p style="text-align: right;"><i>*Note: Tentative dates</i></p>
Exchange Program-related Information for 2nd Semester (Spring), SY 2015-2016	
Expected Arrival dates in Manila	January 3 - 10, 2016 <i>Students are required to arrive within these dates in order to apply for a Special Study Permit and settle in their chosen housing accommodation</i>
Registration period for Incoming exchange Students	January 14 - 16, 2016* <i>OIR will assist in the pre and post registration process. However, all students are required to be physically present during this period in order to individually register for their classes.</i> <p style="text-align: right;"><i>*Note: Tentative dates</i></p>



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Mandatory Orientations:	
<i>All incoming and exiting exchange students are required to attend the orientation sessions.</i>	
Incoming for 1st Semester: August-December 2015	August 3 - 5, 2015* - Orientation Days for International Exchange Students <i>*Note: Tentative dates</i>
Incoming for 2nd Semester: January-May 2016	January 11 - 13, 2016* - Orientation Days for International Exchange Students <i>*Note: 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.



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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>



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Visa and Special Study Permit (SSP) Information

International exchange students are advised to secure a 59-day visitor's visa in their country of origin. This visa will be extended every 30 or 59 days upon arrival in Manila with a special assistance from the OIR. You will be issued a **CERTIFICATION of ELIBILITY to STUDY** by the OIR for visa purposes.

Moreover, international exchange students are **REQUIRED** to secure a Special Study Permit (SSP) for the duration of the exchange program at the Ateneo de Manila University. Students who fail to secure an SSP will not be allowed to register.

Special Study Permit: Philippine Government Requirement for Non-Degree International Exchange Students

1. The SSP is a requirement of the Philippine Government's **Bureau of Immigration (BI)** for all non-degree international exchange students which the ADMU Administration / Registrar implements.
2. The SSP assures the ADMU Registrar that the exchange students may officially be enrolled and the courses enrolled in thereafter are to be officially credited. Without the SSP, the student will not be considered enrolled.
3. Students must come to the OIR, Loyola Campus-Quezon City, to process their **Special Study Permit (SSP)**. OIR facilitates the SSP application at the BI free of charge.
4. Students are advised to attend to their SSP a day after arrival. The students are only given within a week's time after arrival to pay the SSP Processing Fee to the ADMU Cashier.
5. It is also strongly advised that students should not leave the Philippines and go on travels for the 1st two consecutive weeks after arrival. This is to ensure completing the processing of the SSP as the BI allows 15 days only to process.
6. **Requirements to process the SSP:** (The following must be submitted to the OIR Visa-SSP Officer.)
 - The **ADMU ACCEPTANCE LETTER** (which the OIR will provide)
 - The original passport
 - 2 photocopies of the arrival-stamp page in the passport
 - Php 7,540.00 Processing Fee (which includes the ACR I-Card, Express Lane Fee and the SSP)
 - 2 pcs. of 2 in. x 2 in. ID Photos (white background, no eyeglasses)
7. **Registration-Enrolment for Undergraduate Exchange Students**
 - The OIR facilitates registering online and enrolment for all exchange undergraduate students.
 - The OIR shall only register and enrol the exchange student only when proof or receipt of SSP payment is presented.
8. The processing of the SSP usually takes 1-2 weeks with the Philippine Bureau of Immigration (BI). However, the photocopy of the SSP receipt may be issued by the Philippine BI as soon as applied for by the OIR Visa Liaison Officer.
9. The photocopy of the SSP receipt issued by the BI temporarily serves as guarantee for the ADMU Registrar to know that the SSP is being processed.



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Arrival & Housing/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), OIR will book a vehicle with a car rental services which will bring them to their chosen accommodation or temporary housing.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3" style="text-align: center;">Nissan Taxi Rental</th> </tr> <tr> <th style="text-align: center;"><i>Vehicle</i></th> <th style="text-align: center;"><i>Cost</i></th> <th style="text-align: center;"><i>Capacity</i></th> </tr> </thead> <tbody> <tr> <td>Car (for individual arrival)</td> <td>Php 750.00*</td> <td>1 – 2 persons</td> </tr> <tr> <td>Van (for group arrival)</td> <td>Php 1,800.00*</td> <td>5 – 6 persons</td> </tr> </tbody> </table> <p style="text-align: right;"><i>*Note: Fees may change without prior notice</i></p>	Nissan Taxi Rental			<i>Vehicle</i>	<i>Cost</i>	<i>Capacity</i>	Car (for individual arrival)	Php 750.00*	1 – 2 persons	Van (for group arrival)	Php 1,800.00*	5 – 6 persons
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Deadline for submission of Arrival Form	<p>Deadline for submission:</p> <p style="text-align: center;">1st Semester: July 10, 2015 2nd Semester: December 18, 2015</p> <p><i>Students who fail to submit their arrival form on or before the determined deadline must take care of their airport arrival arrangements.</i></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: center;"><i>Cost</i></th> <th style="text-align: center;"><i>Period</i></th> <th style="text-align: center;"><i>No. of occupants per room</i></th> </tr> </thead> <tbody> <tr> <td>Php 38,500.00*</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			<i>Cost</i>	<i>Period</i>	<i>No. of occupants per room</i>	Php 38,500.00*	1 semester (4 -5 months)	Four (4)			
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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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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:</p> <p style="text-align: center;">A. International students with tuition-waived privilege</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>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;">110 (Php 4,686) /month</td> </tr> <tr> <td>Books</td> <td style="text-align: right;">35 (Php 1,491) /month</td> </tr> <tr> <td>Transportation</td> <td style="text-align: right;">20 (Php 852) /month</td> </tr> <tr> <td>Entertainment</td> <td style="text-align: right;">35 (Php 1,491) /month</td> </tr> <tr> <td>Miscellaneous</td> <td style="text-align: right;">35 (Php 1,491) /month</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: right;">US \$410 - 590 (Php 17,466 - 25,134) /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>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;">110 (Php 4,686) /month</td> </tr> <tr> <td>Books</td> <td style="text-align: right;">35 (Php 1,491) /month</td> </tr> <tr> <td>Transportation</td> <td style="text-align: right;">20 (Php 852) /month</td> </tr> <tr> <td>Entertainment</td> <td style="text-align: right;">35 (Php 1,491) /month</td> </tr> <tr> <td>Miscellaneous</td> <td style="text-align: right;">35 (Php 1,491) /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 \$2,128 - 2,308 (Php 94,749 - 102,764) /month</td> </tr> </table>	Housing Accommodation (depending on category)	US \$175 - 355 (Php 7,455 - 15,123) /month	Food	110 (Php 4,686) /month	Books	35 (Php 1,491) /month	Transportation	20 (Php 852) /month	Entertainment	35 (Php 1,491) /month	Miscellaneous	35 (Php 1,491) /month	TOTAL	US \$410 - 590 (Php 17,466 - 25,134) /month	Housing Accommodation (depending on category)	US \$175 - 355 (Php 7,455 - 15,123) /month	Food	110 (Php 4,686) /month	Books	35 (Php 1,491) /month	Transportation	20 (Php 852) /month	Entertainment	35 (Php 1,491) /month	Miscellaneous	35 (Php 1,491) /month	Tuition and fees with maximum number of units (laboratory fees not included)	1,718 (76,494) /semester	TOTAL	US \$2,128 - 2,308 (Php 94,749 - 102,764) /month
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Other Relevant Academic and non-Academic Information for Incoming Exchange Students	Please refer to further info found at: www.ateneo.edu/oir																														
Last Update of this Information	29 January 2015																														