



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

INFORMATION SHEET (SY 2015 – 2016)	
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ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

Website	www.ateneo.edu/oir
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 biopage 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 (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)
	<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: 3. Bachelor's degree transcript of records (TOR) in Native language and English translation 4. Certificate of Graduation/Diploma in Native language and English translation 5. Current graduate school transcript of records (TOR) 6. Photocopy of passport biopage 7. Letter of Nomination/Endorsement from International Office (certifying that the applicant is an official exchange student from partner university) 8. Certificate of English Language Proficiency (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



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

	<p>c. IELTS minimum score: 6.5</p> <ol style="list-style-type: none"> 9. Medical Insurance 10. Health Certificate in English language (stating that the applicant is fit to travel and study abroad) 11. Arrival Form (with arrival details) 12. Housing/Accommodation Form 13. Two (2) pieces of 2"x2" photo (white background, no eyeglasses, contact lenses and headwear) <hr/> <p>For GRADUATE EXCHANGE STUDENTS (Ateneo Graduate School of Business, Rockwell Makati Campus)</p> <ol style="list-style-type: none"> 1. Graduate Application Form (computer written only) 2. Bachelor's degree transcript of records (TOR) with English translation 3. Certificate of Graduation/Diploma 4. Current graduate school transcript of records (TOR) 5. Photocopy of passport biopage 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 (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. Medical Insurance 9. Health Certificate in English language (stating that the applicant is fit to travel and study abroad) 10. Arrival Form (with arrival details) 11. Housing/Accommodation Form 12. Two (2) pieces of 2"x2" photo (white background, no eyeglasses, contact lenses and headwear)
<p>Application Deadline(s) for Admission (Exchange Student)</p>	<p>First Semester: April 15, 2015 Second Semester: September 15, 2015</p> <p><i>All application requirements should be submitted via e-mail and express airmail.</i></p>
<p>Exchange Program-related Information for 1st Semester, SY 2015-2016</p>	
<p>Expected Arrival dates in Manila</p>	<p>July 27 – August 2, 2015</p>



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

	<p><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></p>
Registration period for Incoming exchange Students	<p>July 30 – August 8, 2015*</p> <p><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> <p style="text-align: right;"><i>*Note: Tentative dates</i></p>
Orientation Sessions for Incoming Students	<p>August 7 & 8, 2015* - Orientation Days for International Exchange Students</p> <p><i>All incoming exchange students are required to attend the orientation days.</i></p> <p style="text-align: right;"><i>*Note: Tentative dates</i></p>
Exchange Program-related Information for 2nd Semester, SY 2015-2016	
Expected Arrival dates in Manila	<p>January 3 – 10, 2016</p> <p><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></p>
Registration period for Incoming exchange Students	<p>January 7 – 10, 2016*</p> <p><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> <p style="text-align: right;"><i>*Note: Tentative dates</i></p>
Orientation Sessions for Incoming Students	<p>January 15 & 16, 2016*- Orientation Days for International Exchange Students</p> <p><i>All incoming exchange students are required to attend the orientation days.</i></p> <p style="text-align: right;"><i>*Note: Tentative dates</i></p>
Academic & Course Related Information	



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

Academic Calendar	<p> First Semester: August 10, 2015 – December 12, 2015* Second Semester: January 18, 2016 – May 21, 2016* </p> <p style="text-align: right;"><i>*Note: Tentative dates</i></p>
Course Information	<p>All courses will be finalized only by early August for the first semester and late December for the second semester</p> <p>List of course offerings will be made available on this link: http://ls.ateneo.edu/class_schedule.php</p> <p>Course descriptions (based on old list) are also available here: http://ls.ateneo.edu/system.php?LS=staticpages&id=1350522903337</p>
Allowable number of units	<p>Exchange students are allowed to take a minimum of 12 units and a maximum of 18 units. Most subjects have 3 (American) credits or 6 ECTS.</p>
Courses restrictions	<p>Undergraduate exchange students are <u>NOT</u> allowed to take graduate-level courses.</p> <p>However, graduate exchange students are allowed to take undergraduate-level courses.</p>
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> <ul style="list-style-type: none"> 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)
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>



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

	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	<p>Students who need preparatory courses in English may join the Intensive English Language Program (130 hrs) offered by Ateneo Language Learning Center (ALLC) for a fee of US\$ 600/module.</p> <p>CYCLE 1 Not yet available</p> <p>CYCLE 2 Not yet available</p> <p>Queries should be e-mailed directly to: allc.soh@ateneo.edu</p>
Visa Information and Special Study Permit	
Visa and Special Study Permit (SSP) Information	<p>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.</p> <p>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.</p> <p>For more visa-related expenses, please read the available information stipulated here: http://ateneo.edu/visa-matters</p>
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> <p style="text-align: right;"><i>*Note: Fees may change without prior notice</i></p>



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

	Nissan Taxi Rental									
	<table border="1" style="width: 100%;"> <thead> <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>	<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: 1st Semester: <i>July 10, 2015</i> 2nd Semester: <i>December 18, 2015</i></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="width: 100%;"> <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 chose to live off campus will be temporarily lodged (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 style="text-align: center;">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</p>									



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

	<p>Daily dormitory rate (Php 500)* Daily single room rate (Php 1,100)*</p> <p>Barangka Credit Cooperative 170 General Julian Cruz St., Barangka, Marikina City 1803 Philippines (+632) 475-044 / (+632) 997-3051 local 112 http://barangkacoop.com/home.htm Email: barangkacoop@gmail.com Daily rate (Php 700 – 1,00php)*</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 submit their housing and accommodation forms on or before the determined deadline. Form should be submitted via email at (coordinator’s email)</p>
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>A. International students with tuition-waived privilege</p>



ATENEO DE MANILA UNIVERSITY
OFFICE OF INTERNATIONAL RELATIONS

	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
	<i>B. International students without tuition-waived privilege</i>	
	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	
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	August 8, 2014	