



LOYOLA SCHOOLS
UNDERGRADUATE
STUDENT EXCHANGE PROGRAM

INFORMATION FACT SHEET SY 2020-2021



ATENEO DE MANILA UNIVERSITY

LOYOLA SCHOOLS INFORMATION FACT SHEET SY 2020 - 2021

Undergraduate Student Exchange Program

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WE ARE ATENEO. Where Eagles Fly.

The Loyola Schools of the Ateneo is situated in the sprawling Loyola Heights campus of the university. Entering the campus, one steps into gently rolling terrain with grassy fields and tall trees providing a favorable environment for disciplined inquiry, fruitful interaction, and quiet reflection.



GENERAL INFORMATION

School Address

Ateneo de Manila University
Loyola Heights 1108,
Quezon City, Philippines

OFFICE OF INTERNATIONAL RELATIONS (OIR)

Office Address

Rm. 304 3/F Faber Hall
Ateneo de Manila University
Loyola Heights 1108,
Quezon City, Philippines
Trunkline: (+632) 8426 6001 local 4037
Tel/Fax: (+632) 8426 5907, (+632) 8927 4534
Email: oir@ateneo.edu
Website: <https://global.ateneo.edu>

THE OIR TEAM



KAREN C. SUNICO
Director
(+632) 8426 6001 ext 4040
director.oir@ateneo.edu



KARLA JULIENNE C. ROXAS
Operations Coordinator /
Interim Inbound Coordinator
(+632) 8426 6001 ext 4036
inbound.oir@ateneo.edu



ANGELA DOMINIQUE V. PAVIA
Special Programs Coordinator
(+632) 8426 6001 ext 4043
specialprograms.oir@ateneo.edu



SEBASTIAN FELIPE R. BUNDOC
Outbound Coordinator
(+632) 8426 6001 ext 4038
outbound.oir@ateneo.edu



GLADYS S. AGUINALDO
Visa Officer
(+632) 8426 6001 ext 4042
gserra@ateneo.edu



CECILIA MARIE RITA R. BERMIO
Program Associate
(+632) 8426 6001 ext 4036
oir@ateneo.edu



PAOLO M. BERDOS
Visa Liaison Officer
(+632) 8426 6001 ext 4040
rberdos@ateneo.edu



ENRIQUE L. CHAVEZ
Office Staff
(+632) 8426 6001 ext 4037
echavez@ateneo.edu

APPLICATION REQUIREMENTS: UNDERGRADUATE STUDENT EXCHANGE PROGRAM

To apply for admission in the undergraduate student exchange program of the Ateneo de Manila University, the student must submit the following documentary requirements:

1. IES Application Form
(computer written in PDF File)
2. IS Information Sheet - Undergraduate
(computer written & saved in EXCEL file)
3. Original Transcript of Records (TOR).
If the TOR is not written in English, please have this translated, and certified by the home university.
4. Scanned copy of the biographical page of passport
5. Letter of Nomination/Endorsement from International Office (*certifying that the applicant is officially being endorsed as an exchange student*)
6. Certificate of English Language Proficiency for those whose mother-tongue is not English
- any of the three below:
TOEFL (Paper based test)
minimum score: 550
TOEFL (Internet Based Test)
minimum score: 79
IELTS minimum score: 6.0
7. Health Certificate in English language
(*statement from a medical doctor that the applicant is fit to travel and study abroad*)
8. Passport size (35 x 45 mm) Photo in JPEG format, no less than 500KB in size
(for COES issuance)

INSTRUCTIONS

Complete all 8 initial documents and do the following:

1. Scan documents numbers 1 to 8 in SEPARATE PDF files and JPEG (for the photo) and email them to:
inbound.oir@ateneo.edu

Deadline of submission:

April 30, 2020 – 1st Semester

September 30, 2020 – 2nd Semester

Note: Please make sure to send 8 files on or before the deadline. Incomplete application documents will cause delay in releasing the COES.
(Please save each document in separate PDF files.)

2. Bring ALL the hard copies/originals (documents 1 to 8) UPON ARRIVAL and submit to:

Office of International Relations
Rm. 304, 3/F Faber Hall,
Ateneo de Manila University
Katipunan Ave. Loyola Heights, 1108
Quezon City, PHILIPPINES

POST-ADMISSION REQUIREMENTS: UNDERGRADUATE STUDENT EXCHANGE PROGRAM

After evaluation of the initial documents, and approval for admission to the exchange program, Ateneo will send the **CERTIFICATION OF ELIGIBILITY TO STUDY (COES)** to the student by email and/or post mail. The student must submit the required documents below in preparation of their travel to the Philippines.

1. Medical / Travel Insurance Certificate in English Language
2. Scanned copy - AIRLINE e-ticket
3. Scanned copy - Online NISSAN Taxi Arrival Confirmation Slip - OPTIONAL (see Arrival Guide)
4. Housing Accommodation Form
5. Special Study Permit Data Form
6. Student Health Record Form

INSTRUCTIONS

Complete all 6 additional documents, then scan and email them to:

inbound.oir@ateneo.edu

Note: Deadline for submission of post-admission requirements will be determined AFTER the issuance of COES. Please save each document in separate PDF files.

IMPORTANT DATES FOR ACADEMIC YEAR 2020-2021

FIRST SEMESTER (FALL) CALENDAR

Semester 1 – Fall Semester	12 August - 12 December 2020
Nomination Deadline	31 March 2020
Application Submission Deadline	30 April 2020
Notice of Acceptance (Issuance of COES)	8 - 12 June 2020
	The Certification of Eligibility to Study (COES) will only be issued to the student if all application requirements are completely submitted via email and deemed acceptable.
Required Arrival Dates	27 - 29 July 2020
Mandatory Orientation & Registration Period	30 July - 10 August 2020
July 30, 31, Aug 4, 5, 6, 7 – Mandatory Orientation Days	All students are REQUIRED to be physically present during this period in order to attend the orientation days and individually register for their classes. (A separate email will be sent for online and manual registration instructions.)
August 3 & 7 – Tentative Online and Manual Registration Days	

IMPORTANT DATES FOR ACADEMIC YEAR 2020-2021

SECOND SEMESTER (SPRING) CALENDAR	
Semester 2 – Spring Semester	20 January - 22 May 2021
Nomination Deadline	31 August 2020
Application Submission Deadline	30 September 2020
Notice of Acceptance (Issuance of COES)	11 - 15 November 2020
	The Certification of Eligibility to Study (COES) will only be issued to the student if all application requirements are completely submitted via email and deemed acceptable.
Required Arrival Dates	04 - 06 January 2021
Mandatory Orientation & Registration Period	7 - 18 January 2021
January 7, 8, 12, 13, 14, 18 – Mandatory Orientation Days January 11 & 15 – Tentative Online and Manual Registration Days	All students are REQUIRED to be physically present during this period in order to attend the orientation days and individually register for their classes. (A separate email will be sent for online and manual registration instructions)

VISA AND SPECIAL STUDY PERMIT

International exchange students and cross-registrants are required to have valid Temporary Visitor's Visa (9A) and a Special Study Permit (SSP) in order to study in the Philippines for a period of 1 or 2 semesters.

What documents are needed?

(1) Temporary Visitor's Visa (9A)

[See Bureau of Immigration information](#)

(2) Special Study Permit (SSP)

[See Bureau of Immigration information](#)

When and where to apply?

- Before leaving for the Philippines
- At the Philippine Embassy in student's country of origin

- Upon arrival in the Philippines
- At Ateneo's Office of International Relations

International students will also need to extend their Temporary Visitor's Visa every two months for the length of their stay in the Philippines and pay the corresponding extension fees. A 5-month stay in the Philippines might require 2 -3 visa extensions. See page 12 for estimated cost for Visa and SSP.

The Office of International Relations may assist the international students in applying for the SSP and extension of temporary visitor's visa.

NOTE: Without the SSP, international students will NOT be allowed to enroll or register for classes in Ateneo de Manila University.

APPLYING FOR VISA AND SPECIAL STUDY PERMIT

BEFORE DEPARTURE TO THE PHILIPPINES

HOW TO APPLY FOR A TEMPORARY VISITOR'S VISA

1. After receiving the **Certification of Eligibility to Study (COES)** from Ateneo's OIR, the international student shall apply for a **59-day multiple entry temporary visitor's visa** at the nearest Philippine Embassy of his/her country of origin.

2. The international student will present the **COES** to the Consular Section of the Philippine Embassy together with the completed application form for the Visitor's Visa which can be downloaded at Embassies' respective websites.

3. All international students are strongly suggested to apply for the 59-day multiple-entry visa to give time for the urgent processing of the SSP. Securing the multiple entry visa is also strongly encouraged in view of possible travels made in and out of the Philippines for the duration of the program.

4. Foreign nationals from countries classified as non-restricted by the Philippine Bureau of Immigration do not actually need to apply for a Temporary Visitor's Visa. They are given a 30-day single entry visitor's visa upon entering the country as long as they have a round-trip ticket and a passport valid at least 6 months after their intended day of departure. Visitors from the following countries, however, must secure a Temporary Visitor's visa:
[List of Restricted Countries](#)

UPON ARRIVAL IN THE PHILIPPINES

HOW TO APPLY FOR A SPECIAL STUDY PERMIT (SSP)

1. International students are required to attend to their SSP application a day after arrival in Manila. Students are given only 2-3 days after arrival in order to apply for it.

2. International students are requested to visit the Office of International Relations to submit a photocopy of their stamped visa page. After which, they shall fill out the application form for their Special Study Permit (SSP). Students shall pay the required Bureau of Immigration (BI) processing fee to the Ateneo cashier.

3. International Students should NOT leave the Philippines and go on travels for the first two consecutive weeks after arrival. This is to ensure completion of the processing of the SSP.

4. The following requirements must be submitted to the OIR Visa Officer:

- The original passport
- 2 photocopies of the arrival-stamp page in the passport
- USD\$ 155.00 Processing Fee (which includes the ACR I-Card, Express Lane Fee and the actual SSP)
- 2 PIECES - 2"x2" ID Photos (white background, no eyeglasses)

VISA EXTENSIONS

Visa Extension Processing

- There are 2 options in doing the visa extension:

1st option:
 The international student requests the OIR to have the visa extended and processed.

2nd option:
 The international student directly processes the extension of the visa at the Bureau of Immigration.
- Should the international student opt for the OIR to process the extension, the International Student will need to come to the OIR 10 days before the visa expires. It is not the responsibility of the OIR to track visa expirations of the international students.
- The OIR will not process the visa if 3-4 remaining days are left prior to its expiry.

Important Notes

- Make sure that the Temporary Visitor's Visa is not expiring yet at the time of filing the SSP. The SSP must be filed / applied for at least 2 weeks before it expires.
- 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 Officer.
- 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.
- The Temporary Visitor's Visa (9A) has nothing to do with the SSP and vice versa. The Visitor's Visa is necessary for your stay in the country while the SSP is necessary so you could study in the Philippines.

ACADEMIC AND COURSE-RELATED INFORMATION

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://aisisonline.ateneo.edu/class_schedule.php</p> <p>Course descriptions (based on Loyola Schools Bulletin of Information 2014) are also available here: http://www.ateneo.edu/ls/ls/loyola-schools-bulletin-information</p>												
Allowable number of units	<p>Exchange students are encouraged to take a minimum of 12 units and a maximum of 15 - 18 units. Most subjects have 3 (American) credits or 6 ECTS.</p>												
Course Restrictions	<p>Undergraduate exchange students are <u>NOT</u> allowed to take graduate-level courses. However, graduate exchange students are allowed to take undergraduate-level courses.</p>												
Credit and Grading System	<p>The Ateneo de Manila University uses the American Credit System. One subject usually carries 3 credit units. 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> <table border="1"> <tbody> <tr> <td>A</td><td>Excellent (92 – 100)</td></tr> <tr> <td>B</td><td>Good (83 – 86)</td></tr> <tr> <td>C</td><td>Sufficient (75 – 78)</td></tr> <tr> <td>INC</td><td>Incomplete</td></tr> <tr> <td>WP</td><td>Withdrawal with Permission</td></tr> <tr> <td>AUD</td><td>Audit, no quality point</td></tr> </tbody> </table>	A	Excellent (92 – 100)	B	Good (83 – 86)	C	Sufficient (75 – 78)	INC	Incomplete	WP	Withdrawal with Permission	AUD	Audit, no quality point
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C	Sufficient (75 – 78)												
INC	Incomplete												
WP	Withdrawal with Permission												
AUD	Audit, no quality point												
Academic Transcripts of Records (TOR) of exchange students	<ul style="list-style-type: none"> • Transcript of Records (TOR) will be available a month after the exchange period. • Scanned copy of TOR will be sent to student's and university coordinator's e-mail. Should the university require a copy with a wet-ink signature, please let us know in advance and we will send one via courier. • 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.ls@ateneo.edu 												
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>												

ARRIVAL & ACCOMMODATION

Airport arrival pick-up service	Please click here to download the Arrival Guide in PDF : https://tinyurl.com/w4xorr									
Deadline for submission of arrival details:	Scanned copy of: 1. Airline e-Ticket 2. Online NISSAN Taxi Arrival Confirmation Slip (Optional) 1st Semester: <i>July 3, 2020</i> 2nd Semester: <i>December 4, 2020</i>									
Housing Accommodation Form: Note: Please submit the Housing Accommodation Form within the deadline so we can make necessary arrangements in advance.	Students may choose from the following housing options from the Housing Accommodation Statement Form: Options: 1. On-campus – International Residence Hall & Ateneo Residence Halls 2. Off-campus – Own Arrangement 3. Off-campus – With Assistance from OIR									
OPTION 1: ADMU On-campus Residence Halls Note: There will be two (2) options for on-campus accommodations: 1. International Residence Hall (NEW) – 2-person (twin sharing). Bigger space, with private toilet and bath, with air-conditioning 2. Ateneo Residence Halls – 4-person (quad sharing). Shared toilet and bath, non-air conditioning	<table><tr><th colspan="3">Ateneo Residence Halls</th></tr><tr><th>Cost</th><th>Period</th><th>Occupants per room</th></tr><tr><td>USD \$ 1,010.00*</td><td>1 semester (4 -5 months)</td><td>Four (4)</td></tr></table> <p><i>*Note: Fees may change without prior notice</i></p> <p>To apply for on-campus housing, visit residencehalls.ateneo.edu</p> <p>Students should submit their final housing accommodation statement form on or before July 5, 2020 (for 1st semester) and December 6, 2020 (for 2nd semester) via email at (coordinator’s email address)</p>	Ateneo Residence Halls			Cost	Period	Occupants per room	USD \$ 1,010.00*	1 semester (4 -5 months)	Four (4)
Ateneo Residence Halls										
Cost	Period	Occupants per room								
USD \$ 1,010.00*	1 semester (4 -5 months)	Four (4)								
OPTION 2: Off-campus – Own Arrangement	Students who already made their own arrangement to live off-campus must send their complete address in the Housing Accommodation Statement Form									
OPTION 3: On-campus – With assistance from OIR	Upon arrival in Manila, you will be lodged temporarily (at your own expense) at the International Residence Hall (Php600/night) until you are able to find a studio/apartment of your choice with the assistance of the OIR Staff.									

THE INTERNATIONAL RESIDENCE HALL



The International Residence Hall is a five-story, 310-bed facility inside the Loyola Heights campus open to both local and international students, faculty members and guests.



The Room

At 24 sq. m., each room can accommodate up to two people and is furnished with semi-double beds (122cm x 190cm), study tables and chairs with overhead lamps, personal refrigerator, intercom, built-in cabinets and storage.

It has an in-room toilet and shower with heater, a ceiling fan and air-conditioning unit for proper ventilation.



Bed linens are changed twice per month. Towels are provided and are replaced weekly. Trash is collected daily and rooms are cleaned weekly. There is 24/7 reception staff and security personnel.

Residents will have access to cafeteria, kitchenette, laundromat and entertainment lounge in the building.

Services

The International Residence Hall has a 24-hr reception and security services, weekly general cleaning services and daily garbage removal.



Rate

Php 90,500 (or approximately USD 1,792) per person per semester *inclusive of utilities of up to Php 12,500 (or approximately USD 247)*

For more information, please email irh@ateneo.edu or visit residencehalls.ateneo.edu

LIVING EXPENSES AND VISA COSTS

Depending on the housing category you choose and your lifestyle, living expenses may range from US \$500 to US \$900/month.

Below is a breakdown of the estimated living expenses for an international student in Manila. (US\$ 1.00 ≈ PHP 50.00)

A. International students with tuition-waived privilege

Housing Accommodation (depending on category)	US\$200 - 400 /month
Food	US\$ 200 - 400 /month
Transportation	US\$ 50/month
Miscellaneous	US\$ 50 /month
TOTAL	US\$ 500 - 900 /month

B. International students on tuition fee-paying basis

Housing Accommodation (depending on category)	US\$200 - 400/month
Food	US\$ 200 - 400 /month
Transportation	US\$ 50/month
Miscellaneous	US\$ 50/month
TOTAL Living Expenses	US\$ 500 – 900 /month

Living Expenses

Tuition for fee-paying students

Tuition and Fees with maximum number of units (laboratory fees not included)	US\$ 2,027*/semester
	<i>*Based on 2018 Tuition and Fees</i>

Estimated Costs for Visas extensions and Special Study Permit

*On Visa Extension Note:
For students with 59-day multiple entry temporary visitor's visa*

Visa and SSP Costs for 1 Semester

2 Visa Extensions	US\$ 153
Special Study Permit	US\$ 95
ACR-iCard	US\$ 60
TOTAL	US\$ 308

Visa and SSP Costs for 2 Semesters

4 Visa Extensions	US\$ 306
Special Study Permit	US\$ 190
ACR-iCARD	US\$ 120
TOTAL	US\$ 616