

LOYOLA SCHOOLS
Undergraduate
Student Exchange Program

INFORMATION FACT SHEET SY 2019-2020

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Undergraduate 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 Trunkline: (+632) 426 6001 local 4037 Tel/Fax: (+632) 426 5907, (+632) 927 4534 Email: oir@ateneo.edu Website: http://www.ateneo.edu

OFFICE OF INTERNATIONAL RELATIONS (OIR)

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THE OIR TEAM



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APPLICATION REQUIREMENTS: UNDERGRADUATE STUDENT EXCHANGE PROGRAM

Application documents are submitted in two sets. Please read the following instructions carefully.

SET ONE:
Initial documents to be submitted before the issuance of the CERTIFICATION OF ELIGBILITY to STUDY (COES) to the student applicant.

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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 Mr. Jayson Cervantes: jcervantes@ateneo.edu**

Note: Please make sure to send 8 files on or before the deadline. Incomplete 1st set of documents will cause delay in releasing the COES.
(Please save each document in separate PDF files.)

Deadline of submission:
April 30, 2019 – 1st Semester
September 30, 2019 – 2nd Semester

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

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

APPLICATION REQUIREMENTS: UNDERGRADUATE STUDENT EXCHANGE PROGRAM

SET TWO:

After evaluation of the initial documents, and approval for admission to the exchange program, Ateneo will send the **CERTIFICATION OF ELIGBILITY TO STUDY (COES)** to the student by email and post mail. The student shall submit additional required documents below to complete the application process:

1. Medical / Travel Insurance Certificate
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:

Mr. Jayson Cervantes:
jcervantes@ateneo.edu

Note: Deadline for submission of SET TWO will be determined AFTER the issuance of COES. Please save each document in separate PDF files.

IMPORTANT DATES FOR ACADEMIC YEAR 2019-2020

FIRST SEMESTER (FALL) CALENDAR	
Semester 1 – Fall Semester	14 August - 14 December 2019
Nomination Deadline	31 March 2019
Application Submission Deadline	30 April 2019
Notice of Acceptance (Issuance of COES)	10 - 14 June 2019
	The Certification of Eligibility to Study (COES) will only be issued to the student if all SET ONE of requirements are completely submitted (email) and deemed acceptable.
Required Arrival Dates	28 July to 04 August 2019
Mandatory Orientation & Registration Period	05 - 12 August 2019
Aug 5,6,8 & 9 – Mandatory Orientation Days August 7 & 12 – 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.)

IMPORTANT DATES FOR ACADEMIC YEAR 2019-2020

SECOND SEMESTER (SPRING) CALENDAR	
Semester 2 – Spring Semester	22 January - 23 May 2020
Nomination Deadline	31 August 2019
Application Submission Deadline	30 September 2019
Notice of Acceptance (Issuance of COES)	11 - 15 November 2019
	The Certification of Eligibility to Study (COES) will only be issued to the student if all SET TWO of requirements are completely submitted (email) and deemed acceptable.
Required Arrival Dates	01 - 08 January 2020
Mandatory Orientation & Registration Period	09 - 21 January 2020
January 9, 10, 14, 15, 16, 21 – Mandatory Orientation Days January 13 & 17 – 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

In the Philippines, Student Visas (9F) are issued only to international students who are taking full degree undergraduate or graduate academic programs. These students are categorized as degree-seeking students. On the other hand, non-degree students, or students who are studying temporarily in the Philippines such as exchange students and cross-registrants, are not issued the regular Student Visas (9F). To study in the Philippines for a period less than one year (1 or 2 semesters) they are required however by the Philippine Bureau of Immigration to secure the **TWO** documents below:

What documents are needed?	When and where to apply?
(1) Temporary Visitor's Visa (9A) See Bureau of Immigration information	- Before leaving for the Philippines - At the Philippine Embassy in student's country of origin
(2) Special Study Permit (SSP) See Bureau of Immigration information	- Upon arrival in the Philippines - At Ateneo's Office of International Relations

International students will also need to extend their Visitor's Visa at the Bureau of Immigration 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 11 for estimated cost for Visa and SSP.

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 AdMU 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: <u>1st option:</u> The international student requests the OIR to have the visa extended and processed. <u>2nd option:</u> 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

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 Loyola Schools Bulletin of Information 2014) are also available here:
http://www.ateneo.edu/ls/ls/loyola-schools-bulletin-information

Allowable number of units

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.

Course Restrictions

Undergraduate exchange students are NOT allowed to take graduate-level courses. However, graduate exchange students are allowed to take undergraduate-level courses.

Credit and Grading System

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.

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)
WP	Withdrawal with Permission
W	Withdrawal without Permission
AUD	Audit, no quality point

Academic Transcripts of Records (TOR) of exchange students

- 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

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 & ACCOMMODATION

Airport arrival pick-up service

Please click here to download the Arrival Guide in PDF:
https://tinyurl.com/y9hqqvum

Deadline for submission of arrival details:

Scanned copy of:
1. Airline e-Ticket
2. Online NISSAN Taxi Arrival Confirmation Slip
   1st Semester: *July 5, 2019*
   2nd Semester: *December 6, 2019*

Housing Accommodation Form:

Note: Please submit the **Housing Accommodation Form** within the deadline so we can make necessary arrangement in advance.

Students may choose from the following housing options from the Housing Accommodation Statement Form:
Options:
1. On-campus – University Dormitory & International 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. **University Dormitory** – 4-person (quad sharing). Shared toilet and bath, non-air conditioning
2. **International Residence Hall (NEW)** – 2-person (twin sharing). Bigger space, with private toilet and bath, with air-conditioning

University Dormitory		
Cost	Period	Occupants per room
USD $ 1,010.00*	1 semester (4 -5 months)	Four (4)

**Note: Fees may change without prior notice*

On-campus residence halls reservation will be facilitated by OIR. Students should submit their final housing accommodation statement form on or before July 5, 2019 (for 1st semester) and December 6, 2019 (for 2nd semester) via email at (coordinator's email address)

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:
Off-campus – With assistance from OIR

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.

Students who wish to reserve off-campus housing units with OIR assistance should e-mail their housing accommodation statement forms on or before the determined deadline to make necessary advance booking for their temporary accommodation.

List of temporary off-campus hostels and dormitories with daily rates will be provided in the Arrival Guide PDF File.

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.

Amenities

Residents have access to a full service dining hall, entertainment lounge, laundromat, café and kitchenette. Wi-Fi available.

Services

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

Rate

USD 1,650/PhP 90,500 per person per semester
inclusive of utilities of up to USD 230/PhP 12,500

For more information, please email **inquiry.residencehalls@ateneo.edu** or visit **global.ateneo.edu/residencehalls/IRH**

LIVING EXPENSES AND VISA COSTS

Living Expenses

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**

Tuition for fee-paying students

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

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	UD$ 190
ACR-iCARD	US$ 120
TOTAL	**US$ 616**