CONFIRMATION GUIDELINES SY 2013-2014
March 25 to 27, 2013
9:00 am – 12:00 pm, 1:00 pm – 3:00 pm

IMPORTANT: THERE ARE LIMITED SLOTS FOR CONFIRMATION TO THE ASMPH, HENCE, IT IS ON A FIRST-COME, FIRST-SERVED BASIS. YOU ARE ENCOURAGED TO CONFIRM YOUR SLOT EARLY ON THE GIVEN SCHEDULE.

I. REQUIREMENTS

Applicants must bring the following requirements during confirmation:

a. **Original Applicant’s Valid Identification Card** (for checking only)
   - School ID, or,
   - Government-issued ID

b. **Proof of Graduation**
   - **Original** copy of the Certificate of Graduation, or,
   - Photocopy of the Diploma (**original** copy should be presented for verification)
   - **IF THE APPLICANT HAS NOT YET GRADUATED:** **Original** copy of the Certificate of Candidacy for Graduation (with date of graduation)

c. **Lacking documents required for application** (e.g. **Original** Transcript of Records or **Original** Copy of Grades reflecting Final Grades of the required subjects taken during the 2nd Semester SY 2012-2013, course description/syllabus, etc.)

d. **Original copy of NMAT** (if not yet submitted)

e. **Six (6) pieces 2”x2”-sized ID photos, RED background, with printed name at the back**

   **Photo Guidelines:**
   1. Identical
   2. Taken within the past 6 months, showing current appearance
   3. Colored
   4. Full face, front view
   5. Attire: collared and sleeved shirt/decent attire
   6. Digitally-altered photos will not be accepted.

f. **Birth Certificate and Citizenship Documents**
   - **IF FILIPINO BORN IN THE PHILIPPINES:** **Original** Birth Certificate on Security Paper issued by the National Statistics Office
For the following, photocopy will be accepted provided that the original copy will be presented for verification:

- **IF FILIPINO BORN ABROAD:**
  1. Birth Certificate issued by the country you were born in
  2. Proof of Filipino citizenship:
     - Philippine passport, or,
     - Identification Certificate of Recognition (ICR)

- **IF ALIEN (FOREIGN STUDENT):**
  1. Birth Certificate issued by the country you were born in
  2. Foreign passport
  3. Alien Certificate of Registration (ACR) or I-card
  4. Student Visa
  5. Police Clearance from the country of origin or from the Philippines if you have already stayed in the country for at least sixty (60) days

- **IF HOLDER OF DUAL CITIZENSHIP:**
  1. Birth Certificate issued by the country you were born in (If born in the Philippines, Original Copy on Security Paper from the National Statistics Office)
  2. Passports or recognition papers of BOTH citizenships
  3. If not one of the citizenships is Filipino:
     - Student Visa, and,
     - Police Clearance from the country of origin or from the Philippines if you have already stayed in the country for at least sixty (60) days

g. **IF MARRIED,** Marriage Certificate on Security Paper issued by the National Statistics Office (photocopy will be accepted provided that the original copy will be presented for verification)

h. **Filled-out Transition Summer Student Information Sheet** (The form will be available on the Confirmation Period.)

i. **IF A REPRESENTATIVE (I.E. PARENT, SIBLING, RELATIVE, FRIEND, ETC.) IS CONFIRMING ON THE APPLICANT’S BEHALF,** a duly-signed authorization letter and photocopy of the representative's ID. The representative should bring his/her original valid identification card for verification. **NO PROPER AUTHORIZATION, NO CONFIRMATION.**

**II. PAYMENTS**

Applicants must pay the following amounts:

a. **THIRTY THOUSAND PESOS (Php 30,000.00) non-refundable** Confirmation Fee as part of your tuition for first semester SY 2013-2014;

b. **NINE THOUSAND FIVE HUNDRED PESOS (Php 9,500.00)** as full payment for your Transition Summer Program Fees. All non-ADMU Health Sciences students are **required** to attend the entire TranSumm which will run from 15 April 2013 until 10 May 2013, including weekend of 4 – 5 May 2013.

   - **ADMU HEALTH SCIENCE GRADUATES** will only pay SEVEN THOUSAND AND TWENTY-FIVE PESOS (Php 7,025.00) as full payment for Transition Summer Program Fees covering only the OrSem, MBA Sessions, Team Building Activity, TranSumm Graduation, Personality Testing, Group Dynamics Session and Culminating Activity.

ADMU Health Sciences students are **required** to attend the TranSumm on these dates:
- April 15, 2013
- April 29 to May 10, 2013 (including weekend of May 4 – 5, 2013)
The additional days are for the MBA Sessions (Introduction to MBA and Strategic Management).

c. ADMU LOYOLA SCHOOLS GRADUATES will pay an additional TWO HUNDRED FIFTY PESOS (Php 250.00) as payment for your ADMU Loyola Schools Official Transcripts with documentary stamps.

d. FOREIGN/NON-RESIDENT STUDENTS will pay an additional FIVE THOUSAND U.S. DOLLARS ($5,000.00) or its equivalent in Philippine Peso as payment for fifty percent (50%) of the $10,000.00 Foreign/Non-resident Fee. The remaining fifty percent (50%) is payable upon enrollment for Year Level 5 (First Year) – First Semester.

These fees may be paid either in cash or in check. Please make checks payable to ATENEO DE MANILA UNIVERSITY.

Check Payment Guidelines:
1. If paying in Philippine Peso, you may prepare ONE (1) CHECK for the TOTAL Confirmation, Transition Summer, Official Transcript (if applicable) and Foreign/Non-resident Fees (if applicable). The exchange rate to be used is the exchange rate for the day from the ADMU Treasurer’s Office.
2. FOREIGN/NON-RESIDENT APPLICANTS: If paying the Foreign/Non-resident Fee in US Dollars, prepare TWO (2) CHECKS.
   - ONE (1) CHECK for Philippine Peso payment of the TOTAL Confirmation, Transition Summer, and Official Transcript (if applicable) Fees.
   - ONE (1) CHECK for US Dollar payment of the Foreign/Non-resident Fee.

III. PROCEDURES

Please be guided by the following procedures for confirmation to the Ateneo School of Medicine and Public Health for SY 2013-2014:

STEP 1:
   a. Get a queue number from the ASMPH Lobby Guard.
      NOTE: AN APPLICANT/REPRESENTATIVE CAN ONLY CONFIRM FOR ONE (1) PERSON.
   b. Get a copy, read and understand the Transition Summer Waiver.
   c. Get a copy and fill out the Transition Summer Information Sheet.

STEP 2:
   a. Go to the ASMPH Office of the Registrar.
   b. Present the requirements listed on SECTION 1 – REQUIREMENTS (page 1)
   c. Fill out the ID Form. Use black ink.
   d. Sign the Tracking Form for the Transition Summer Waiver. IMPORTANT: Authorized Representatives will be asked to sign on behalf of the applicant.
   e. Sign the ASMPH copy of your Acceptance Letter.
   f. FOR STUDENTS UNDER PROBATION: Sign the Terms and Conditions of Admission to Year Level 5 SY2013-2014.
   g. Get your Confirmation Form.

STEP 3:
   a. Proceed to the Cashier.
   b. Pay the Confirmation, Transition Summer, Official Transcript (if applicable) and Foreign/Non-resident (also, if applicable) Fees, and have your Confirmation Form validated by the Cashier.
STEP 4:

a. Go back to the Office of the Registrar to present validated Confirmation Form.
b. Wait for the Student’s copy of the Confirmation Form.
c. Get your Confirmation Kit.

IV. POLICIES AND OTHER DETAILS

a. CONFIRMATION OF WAITLISTED APPLICANTS
   Inquiries on the status of waitlisted applicants will only be entertained beginning 01 April 2013. If there are slots available, confirmation will be on 02 April 2013.

b. FOREIGN APPLICANTS
   As per university policy, applicants who are not Filipinos or are living and/or studying outside the Philippines are considered foreign/non-resident applicants.

   A one-time “foreign/non-resident fee” of US $10,000.00 will be collected from accepted foreign applicants/non-resident Filipinos. Fifty percent (50%) is payable during confirmation and the remaining fifty percent (50%) upon enrollment.

   A Filipino is considered a non-resident if he or she has not met the residency requirement of three consecutive years of schooling/living in the Philippines immediately prior to entry into ASMPH.

   Exemptions may be granted to missionaries and religious, Filipinos who are children of Overseas Filipino Workers, and children of returning Filipino expatriates. A letter of request for exemption and supporting papers must be submitted upon confirmation.

c. STUDENT ID NUMBER
   After confirmation, your Applicant ID number is no longer used. It is now substituted with your Student ID number. For your reference, your Student ID number can be found on the upper-right portion of your Confirmation Form (e.g. MD13-0000). This Student ID number will now be your official reference number in all school transactions.

d. STUDENT ACCESS MODULE
   After confirmation, your online APPLICANT account is upgraded to an online STUDENT account. You can log on to the STUDENT ACCESS MODULE (Beta) at this URL:
   [http://aims.asmph.ateneo.edu/asmph/students/](http://aims.asmph.ateneo.edu/asmph/students/)

   Your login details are as follows:
   - Username: Student ID number (e.g. MD13-0000)
   - Birth Date: Your birth date as registered in your online account
   - Password: Your surname (all capital letters, no space)

e. REGISTRAR’S OFFICE/ADMISSIONS OFFICE CONTACT INFORMATION
   - Trunkline: (632) 706.3085 to 87, local 3012
   - Fax No.: (632) 706.3174 (ATTENTION: REGISTRAR’S OFFICE)
   - Mobile No.: (63923) 709.8038
   - Email: asmph@admu.edu.ph
   - Website: [www.ateneo.edu/professional-schools/asmph](http://www.ateneo.edu/professional-schools/asmph)