Applicants living and/or studying outside the Philippines are considered foreign applicants.

A. PRE-REQUISITE

The applicant must be taking the full load required per semester and must have finished one full school year in the college/university he or she is currently enrolled in by the time the requirements are submitted.

B. APPLICATION PROCESS

1. Acquisition of Application Forms

Applicants may secure the application form from the Office of Admission and Aid, G/F Kostka Hall, Ateneo de Manila University from June 17 to December 13, 2013.

Foreign applicants may download the application form at ateneo.edu/admissions. In downloading the Ateneo application kit, please take note of the following:
   a. Print the Ateneo application kit on A4 sized bond paper (8.27” x 11.69”).
   b. Make sure to print all required forms listed below:
      • Application Form (4 pages)
      • Recommendation Form 1
      • Recommendation Form 2
      • ACET Exam Permit
      • Acknowledgment Slip

2. Registration for the Ateneo College Entrance Test (ACET)

College Transfer Applicants must submit the completed ACET Exam Permit within November 11 to December 13, 2013.

<table>
<thead>
<tr>
<th>Loyola Heights Campus</th>
<th>January 18, 2014, Saturday, 7:30AM-12:30PM</th>
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<tbody>
<tr>
<td>Selected Provincial</td>
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<td>Testing Centers (PTC)*</td>
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<td>*PTC in Cagayan de Oro, Cebu, Davao, Iloilo, Naga and Zamboanga only</td>
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3. Filling out the Application Form

   a. Fill-out the application form carefully by using (ink) or typing all the information requested. Write N/A if the information is not applicable.
   b. Omissions can delay processing of application.
   c. Only application forms correctly and completely filled out will be accepted and processed.

4. Submission of Requirements

   a. Submit all the requirements listed below to the Office of Admission and Aid on or before April 11, 2014, Friday, 5PM:
      • Application Form (4 pages)
      • two (2) sealed Recommendation Forms
      • Acknowledgment Slip
      • Personal Essay
      • Photocopy of Unofficial Transcript of College Grades covering up to the last completed semester. (Photocopy of registration form with list of classes, class cards or computer print-out of grades certified by the school may be submitted; please bring original copies for verification)
      • SAT 1 Results (if replacing the ACET w/SAT 1) – for Foreign Applicants only
      • School Profile

   You may also send your requirements via courier to this address:
   Office of Admission and Aid
   G/F Kostka Hall
   Ateneo de Manila University
   Katipunan Avenue, Loyola Heights
   Quezon City, Philippines 1108

   b. Make sure to enclose the application fee payment of PHP 500 (for local applicants) / US$ 50 or PHP 2,800 (for foreign applicants). Both cash and cheque payments in good condition (i.e., without creases, torn edges and pen markings) are accepted. Foreign cheques must be from a major US bank or its affiliated local banks. Please make cheque payable to “Ateneo de Manila University”. The application fee is non-refundable.

5. Application Decisions

Decisions on college transfer applications will be released in the first week of May 2014.

C. NOTES

1. A small number of transfer students are accepted into the Loyola Schools. If accepted, there is no guarantee as to the number of courses that will be validated from the previous school. Subjects are credited upon passing the validation tests given by the departments concerned. Also, because of the structure of the Ateneo curriculum, transferees become “irregular” students. At most, only one-third of the courses taken in the previous school are credited at the Ateneo. (Transferees who finish two years in another college generally need at least three more years at the Ateneo to finish their degree.)

2. An annual fee of PHP 35,174.25 (may vary slightly per school year) will be collected upon enrollment from accepted foreign students non-resident Filipinos. An applicant is considered “non-resident” if he or she has not met the residency requirement of three years of schooling in the past three school years in a local high school or college prior to enrollment in the Loyola Schools. Exemptions may be granted to missionaries and religious; Filipinos who are children of Overseas Filipino Workers; and children of returning Filipino expatriates. To request for exemption, a letter and supporting documents must be submitted upon confirmation. The non-resident fee is not applicable to the following: special exchange students, non-degree students and students on audit.

3. If accepted, foreign students non-resident Filipinos must inquire from the Philippine Embassy/Consulate of the country of origin for student visa requirements and processing. Accepted foreigners are required to take three (3) courses in the National Language — Filipino as part of the Ateneo de Manila curriculum.