



ATENEUM DE MANILA UNIVERSITY  
SCHOOL OF SOCIAL SCIENCES  
Office of the Dean

Memo To: All 2<sup>nd</sup> Year SOSS Students

From: (sgd.) Pilar Preciousa Pajayon-Berse, Ph.D.  
Coordinator for Student Exchange

Thru: (sgd.) Fernando T. Aldaba, PhD.  
Dean

Date: 06 November 2020

Re: SOSS JTA Spring 2022 Applications

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Please find below the general guidelines and processes regarding the SOSS JTA Spring 2022 Program.

**Program Eligibility**

To be eligible to apply for the JTA Spring 2022 program, students must meet the following requirements:

1. Be at least eighteen (18) years old at the time of their initial application.
2. Be currently enrolled in the Loyola Schools and should be on his/her third year of studies during his/her study abroad year.
3. Maintain a cumulative QPI of 2.80 or higher at the time of application and immediately prior to his/her departure from the Philippines. Additionally, the student must not have incurred any grade of F or W.
4. Must have not incurred any major disciplinary offenses seen in the “Code of Conduct for Students” section on page 30 of the Loyola Schools Undergraduate Student Handbook (Revised 2017 Edition).
5. Agree to the terms and conditions of the program:
  - a. <https://tinyurl.com/JTA-TOC>

## **Initial Application Requirements**

Eligible students who wish to apply for the JTA Spring 2022 program must submit the following documents:

### **1. Letter of Motivation**

A formal letter addressed to your LS Coordinator indicating the reasons for applying to the program.

### **2. Copy of Grades**

A screenshot (in PDF format) of your AISIS account where your full name, all of your grades, and your current cumulative QPI are displayed.

### **3. Copy of Passport**

A scan or clear photo of the page of a valid passport where the passport number and expiry date are visible.

### **4. Consent of Parent or Guardian**

A letter signed by a parent or legal guardian that he/she is fully knowledgeable of the applicant's intent to participate to a study abroad program. A template can be accessed at:

<https://tinyurl.com/consentParentGuardian>

### **5. Payment of Initial Application Fee**

Applicants (scholars and non-scholars) shall pay the non-refundable application fee of 2,000.00 PHP through the preferred bills payment facilities. The instructions to pay through the preferred bills payment facilities can be accessed through the following link:

<https://tinyurl.com/billspaymentStudyabroad>

After successful payment, the applicant shall take a clear photo or screenshot of the payment confirmation and upload it using the online application form. The applicants must inform both the OIR and their LS Coordinator in writing in case the preferred bills payment facilities do not apply to them.

## **6. Two Recommendation Letters**

The applicants shall choose two persons as reference and provide them with the recommendation form template. The two recommenders must be faculty members or professionals of the Loyola Schools. The template may be accessed through the following link:

<https://tinyurl.com/JTARecoForm>

The applicants shall communicate to their persons of reference that accomplished recommendation letters shall be submitted directly to the SOSS Coordinator for Student Exchange through email and should not be sent to the applicant. Additionally, the applicants shall provide the necessary information in order for their persons of reference to properly address and submit their recommendation letters to SOSS Coordinator. Applicants may provide the following information to their persons of reference:

**Pilar Preciousa Pajayon-Berse, Ph.D.**  
*Coordinator for Student Exchange, School of Social Sciences*  
Ateneo de Manila University, Loyola Heights Campus, QC.  
[outbound.soss@ateneo.edu](mailto:outbound.soss@ateneo.edu)

Recommendation letters have a different deadline and must be sent on or before January 15, 2021.

### **Submission of Requirements**

All requirements (except for recommendation letters) must be submitted by the applicants through the following form from November 9 to December 8, 2020 only:

[http://bit.ly/SOSSJTASpring2022\\_InitialApplication](http://bit.ly/SOSSJTASpring2022_InitialApplication).

### **Initial Conditional Acceptance into the Program**

The list of applicants who pass the initial round of screening and are eligible to advance subjects in the intersession and 1<sup>st</sup> semester of SY 2021-2022 in preparation for JTA Spring 2022 will be announced in January 2021. Please note that the initial acceptance is conditional and dependent upon the student's completion of all pre-departure requirements as well as the maintenance of their good academic and disciplinary standing.

### **On the Possibility of Cancellation**

Please take note that the safety of our students is still our top priority, and as such, all student mobility programs are contingent on the international public health situation. Given this, the deployment of students abroad is subject to both government and university policies issued in response to the developing situation. While the school will make its best effort to quickly assess whether or not the program can push through, the school cannot guarantee that the program will definitely push through, and the program may be suspended at any time if deemed necessary. This is in reference to the Sept. 25, 2020 memorandum from the Office of the Vice President for University and Global Relations (a link to the memo is provided in the Consent of Parent or Guardian form).

For any questions or concerns, please feel free to send an email to [outbound.soss@ateneo.edu](mailto:outbound.soss@ateneo.edu).

Thank you very much and stay safe.