



ATENEO DE MANILA UNIVERSITY

Loyola Schools

OFFICE OF THE ASSOCIATE DEAN FOR GRADUATE PROGRAMS

REQUIREMENTS FOR GRADUATE ADMISSION (INTERNATIONAL APPLICANTS)

A. Upon Application

- 1. Application Form & one photocopy of the filled-out form
- 2. Four (4) 2 x 2 ID picture
- 3. Two copies of Personal Essay
- 4. Three (3) filled-out Recommendation Forms
- 5. TOEFL/IELTS results & 1 photocopy
- 6. Two photocopies of authenticated* official transcript of records for the bachelor's degree with the official grading system and its English translation, bearing the original signature of the Registrar and school seal
- 7. Two photocopies of authenticated* official graduate transcript of records with the official grading system and its English translation, bearing the original signature of the Registrar and school seal
- 8. Two photocopies of authenticated* certificate of graduation or certified true copy of diploma for the bachelor's degree and graduate degree, if any, and their English translation
- 9. To determine the applicant's bachelor's degree, two photocopies of the Certificate of Degree Equivalency issued by the MINISTRY OF EDUCATION in the applicant's country
- 10. Two photocopies of passport pages where name, photo, birth date, & birthplace and 11. valid visa appear
- 11. Two photocopies of Marriage Certificate (for married women)
- 12. Application fee (US \$40)
- 13. Testing Fee: ₱ _____
- 14. Entrance Exams or GRE results

B. Upon Admission

(to be submitted to the Office of the Registrar by the deadlines indicated in the table below or in the admission notice)

Visit the OADGP website www.ateneo.edu/ls/graduate-programs to view the complete list of requirements from application up to admission into the graduate programs.

IMPORTANT NOTES:

***Authenticated: Authentication must be done by the Philippine Foreign Service Post in the student's country of origin or legal residence.** The English translation has to be authenticated as well.

Authenticated copies must be submitted before enrollment following the deadline indicated in the admission notice. However, the international applicant is advised to start the process for authentication as soon as possible, even before decision is given out, to meet the Office of the Registrar's deadline for submission of required documents before registration.

For transcript of records from Philippine schools, authentication is not required.

Documents listed under sections A & B above that are not written in English must be accompanied by an English translation issued by an authorized translator.

DEADLINES FOR FILING APPLICATIONS AND SUBMISSION OF DOCUMENTS BY INTERNATIONAL APPLICANTS			
	INTERSESSION	FIRST SEMESTER	SECOND SEMESTER
Those applying from abroad			
Application deadline	January 30	March 31	July 15
Upon arrival, deadline for presentation of documents to the Office of the Registrar	2 to 3 weeks before start of regular registration		
Those applying from the Philippines			
Application deadline (about 2 ½ months before registration)	March 1	April 15	September 15
Deadline for receipt of accepted applicants' documents by the Office of the Registrar	2 to 3 weeks before start of regular registration; if a student visa is needed, deadline is at least 4 weeks before		