



LEGAL NAME (Name in Birth Certificate) LAST NAME FIRST NAME MIDDLE NAME

Nickname Present School

APPLICATION FOR ADMISSION INCOMING COLLEGE FRESHMAN SY 2018-2019

Ateneo Application Number (AAN):

INSTRUCTIONS

- A. Read the accompanying brochure and all instructions very carefully.
B. Fill out this form carefully and print (using ink) or type all information requested.
C. INCOMPLETE APPLICATION FORMS WILL NOT BE PROCESSED.
D. Submit this form together with the following: sealed High School Record and Principal's Recommendation Form, two (2) sealed Recommendation Forms, ACET Exam Permit, Personal Essay, Acknowledgment Slip, Data Privacy Consent Form.
E. Submit this form at the test site where you wish to take the Ateneo College Entrance Test (ACET).
F. This application form and other requirements must be submitted on or before September 29, 2017, Friday.
G. Those applying for scholarship must ask for a SCHOLARSHIP/FINANCIAL AID QUESTIONNAIRE.
H. Freshman applicants who already graduated from high school must not have taken units or enrolled in any college/university before and/or during the application period.

PERSONAL INFORMATION

1. Permanent Address

Unit / Door Number and Building / Apartment Name Street Number and Street Name Subdivision and/or Barangay
City/Municipality & Province Zip Code Country

2. Mailing Address

(if not the same as above)

Unit / Door Number and Building / Apartment Name Street Number and Street Name Subdivision and/or Barangay
City/Municipality & Province Zip Code Country

3. Telephone Number () Area Code

4. Mobile Number

5. Email Address/es

6. Birth Date MM / DD / YYYY 7. Age 8. Birth Place 9. Gender Male Female

10. Citizenship Filipino Dual (specify): Other (specify):

11. How many passports do you have? Please check: Philippine Passport Other:

FAMILY INFORMATION

Table with 3 columns: FATHER (Living/Deceased), MOTHER (Living/Deceased), GUARDIAN (if applicable). Rows include Name, Telephone Number, Mobile Number, EMAIL ADDRESS (REQUIRED), If college graduate: from what school year and degree graduated, If employed: name of company / employer.

PLEASE DO NOT WRITE BELOW THIS LINE

ACCEPTED WAITLISTED NOT ACCEPTED

13. **Sibling/s' Educational Attainment** (eldest to youngest)

NAME	SCHOOL LAST ATTENDED	GRADE LEVEL	COURSE	YEAR GRADUATED
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ACADEMIC INFORMATION You may use a separate sheet if needed.

14. **Schools Attended** (Start with the current / most recent grade level.)

GRADE LEVEL	NAME OF SCHOOL	ADDRESS	PERIOD COVERED
_____	_____	_____	20____ to 20____
_____	_____	_____	20____ to 20____
_____	_____	_____	20____ to 20____
_____	_____	_____	20____ to 20____
_____	_____	_____	20____ to 20____
_____	_____	_____	20____ to 20____
_____	_____	_____	20____ to 20____

NOTE: If you are under a Home School Program, please contact the Office of Admission and Aid for additional instructions.

15. **Complete name of High School Principal / Headmaster** _____

Complete name of High School Guidance Counselor _____

16. List any **honors** or **awards** you have received for academic excellence in high school or at special events such as science contests, writing contests, etc.

HONORS / AWARDS RECEIVED	GRADE LEVEL and YEAR	SPONSORING GROUP / AWARDED BY
_____	_____	_____
_____	_____	_____
_____	_____	_____

17. Were you ever dismissed, suspended, or placed under probation? Yes No

If yes, please indicate the offense, date and penalty: _____

EXTRA-CURRICULAR ACTIVITIES You may use a separate sheet if needed.

18. **List your extra-curricular activities in the last three years.** Indicate the positions or special responsibilities you held. Include also other skills/talents in music, arts, debate, etc.

ACTIVITIES / ORGANIZATIONS / VARSITY TEAMS	POSITION/S HELD	GRADE LEVEL/S
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you are a member of your school's varsity team, indicate the sport and your skill level (check one).

Sport: _____ Skill Level: Average High Superior

19. **List camps or seminars that you attended in Ateneo de Manila.** _____

20. **List your community and/or church activities.** _____

OTHER INFORMATION

21. **Fitness.** List any physical and/or psychological condition that should be taken into consideration in planning your program of studies and school activities. _____

Have you ever been forced to stop schooling for a month or more because of poor health? Please give details.

REASON

GRADE LEVEL / DATE

COURSE OF ACTION

22. Choose the application option you are taking:

ACET (*choose one test site*) Ateneo de Manila University – Loyola Heights Campus, Quezon City

Provincial Testing Center (*please specify*): _____

IB Diploma

SAT1 (*for applicants from schools abroad only*)

Applicants from schools abroad who cannot take the ACET should submit together with this form the result of their Scholastic Aptitude Test 1 (SAT1) taken within the last two years.

Indicate the month and year when SAT1 was taken: _____ / _____

MM / YYYY

23. List the universities to which you have applied or intend to apply, both local and foreign, in order of preference (include Ateneo de Manila University):

1st _____ 2nd _____ 3rd _____

4th _____ 5th _____ 6th _____

24. List the **names and positions of the persons recommending you.**

NOTE: Choose two persons (*guidance counselor or class adviser, and teacher*) who know you well and who are presently holding positions of authority over you in your present school. Do not submit recommendations from friends or relatives.

1) Name _____ Position _____

2) Name _____ Position _____

PERSONAL ESSAY

25. **In order for the Committee on Admission and Aid to get to know you better, please choose at least one significant experience or accomplishment that has helped define you as a person. Kindly expound on it in the form of an essay.**

Please take this essay seriously. It is a good opportunity to make yourself known to the committee. We presume that you will take time to think and write this essay carefully, with due attention to correct grammar and fundamentals of good writing style. You may use either English or Filipino. Write legibly if you choose to submit a handwritten essay. Kindly use A4 sized bond paper.

ON-CAMPUS DORMITORY APPLICATION

Be sure to download the Dormitory Application Form from ateneo.edu/residence-halls if you are interested to apply to the Ateneo Residence Halls. For more information, please call the Office of the Residence Halls at (+632) 426-6001 ext. 5900 or 5932.

I hereby certify that all information written in this application form is complete and accurate. If accepted as a student, I agree that my admission, matriculation, and graduation are subject to the rules and regulations of the Ateneo de Manila University.

Applicant's Signature _____

Parent's or Guardian's Signature _____

Date Signed _____

**RECENT 1"x1"
Photo of Applicant**

Please write your name at the back of the photo.

Credentials and information filed in support of this application become the property of the Ateneo de Manila University. Documents submitted are not returnable to the applicant. Misrepresentation of information requested in this application form and its subsequent attachments will be considered sufficient reason for refusal of admission and exclusion from the admission process.

LEGAL NAME

(Name in Birth Certificate)

LAST NAME

FIRST NAME

MIDDLE NAME

SCHOLARSHIP APPLICATION

26. Are you applying for financial aid?

YES checkbox

If yes, make sure to submit the SCHOLARSHIP/FINANCIAL AID QUESTIONNAIRE together with this application form. No decision will be made on your scholarship application unless you submit the completed scholarship form.

NO checkbox

DEGREE PROGRAMS

27. Rank the degree program you wish to take in order of preference from 1st to 4th. Rank only 4 among all the courses below.

Do not choose more than two (2) Honors Programs. Honors Programs are composed of the Top 15% of ACET examinees only and are marked by an asterisk (*).

The choice of degree programs does not influence acceptance or non-acceptance into the Ateneo. If the student is accepted but is not qualified in the 1st choice, one of the applicant's other choices will be assigned as the committee deems fit.

School of Humanities (SOH)

BFA Art Management (BFA AM)

BFA Creative Writing (BFA CW)

BFA Information Design (BFA ID)

BFA Theater Arts (BFA TA)

AB Humanities (AB HUM)

AB Interdisciplinary Studies (AB IS)

AB Literature-English (AB LIT(ENG))

AB Literature-Filipino (Filipino-Panitikan) (AB LIT(FIL))

AB Philosophy (AB PH)

School of Social Sciences (SOSS)

AB Chinese Studies (AB CHNS)

AB Communication (AB COM)

AB Development Studies (AB DS)

AB Diplomacy and International Relations with Specialization in East and Southeast Asian Studies (AB DipIR)

AB Economics (AB EC)

AB Economics (Honors)* (AB EC-H)

AB European Studies (AB EU)

AB History (AB HI)

AB Management Economics (AB MEC)

AB Political Science (AB POS)

AB/MA Political Science - Major in Global Politics* (AB MA-POS)

AB Political Science - Masters in Public Management* (AB POS-MPM)

AB Psychology (AB PSY)

BS Psychology* (BS PSY)

AB Social Sciences (AB SOS)

School of Science and Engineering (SOSE)

BS Biology* (BS BIO)

BS Chemistry* (BS CH)

BS Chemistry - BS Materials Science and Engineering* (BS CH-MSE)

BS Computer Engineering* (BS COE)

BS Computer Science* (BS CS)

BS Computer Science - BS Digital Game Design and Development* (BS CS-DGDD)

BS/MS Computer Science* (BSMS CS)

BS Electronics Engineering* (BS EcE)

BS Environmental Science (BS ES)

BS Health Sciences* (BS HSc)

BS Life Sciences* (BS LfSci)

BS Management Information Systems (BS MIS)

BS Management Information Systems - MS Computer Science* (BSMIS-MSCS)

BS Mathematics* (BS MA)

BS/M Applied Mathematics with Specialization in Mathematical Finance* (BSM AMF)

BS Physics* (BS PS)

BS Applied Physics - BS Materials Science and Engineering* (BS APS-MSE)

John Gokongwei School of Management (JGSOM)

BS Communications Technology Management (BS COMTECH)

BS Information Technology Entrepreneurship* (BS ITE)

BS Legal Management (BS LM)

BS Management (BS MGT)

BS Management (Honors)* (BS MGT-H)

BS Management Engineering* (BS ME)

BS Management of Applied Chemistry (BS MAC)

28. At present, what are two (2) of your career preferences (e.g., businessman, doctor, teacher)? Please do not leave blank.

PLEASE DO NOT WRITE BELOW THIS LINE

INCOMPLETE:
INFERRED:
DEADLINE:
SIGNATURE:
STAMP:

Grade Level _____

ATENEO DE MANILA UNIVERSITY
 LOYOLA SCHOOLS
 Office of Admission and Aid

**HIGH SCHOOL RECORD AND
 PRINCIPAL'S RECOMMENDATION FORM**

INSTRUCTIONS

- To the Applicant:**
- A. Please write your name above **using ink**.
 - B. Give this form to your **High School Principal** and supply him/her with an envelope.
 - C. By submitting this form to the OAA in a sealed envelope, you understand that the information provided here will be used for evaluation purposes of the Committee on Admission. Hence, it will not be made available to you.
- To the Principal:**
- A. The student whose name appears above is applying to the Loyola Schools of the Ateneo de Manila University. Please fill out this form accurately and completely.
 - B. The information about **rank** is extremely important. Please do not omit your answer for this part.
 - C. After filling out this form, please put it in an envelope, seal and sign across the flap and **return to the applicant**.
 - D. Countersign erasures and corrections made. All information will be kept confidential. Thank you for your assistance.

SECONDARY SCHOOL RECORD

GRADE LEVEL	ENGLISH	FILIPINO	MATH	SCIENCE	SOCIAL STUDIES	GENERAL AVERAGE
Gr. 9 (20 ___ to 20 ___)						
Gr. 10 (20 ___ to 20 ___)						
Gr. 11 (20 ___ to 20 ___)	<i>(Please attach a certified true copy of the applicant's Grade 11 grades.)</i>					

1. Is the applicant eligible to apply for college? _____
- If yes, please check one: The applicant is currently on his/her last year of secondary education.
 The applicant has already finished his/her last year of secondary education.
2. Track and Strand (*Do not omit this.*)
- a. Track: _____ b. Strand: _____
3. Rank (*Do not omit this.*)
- a. Rank of applicant in strand: _____ Number of students in same strand: _____
 b. Rank of applicant in whole Grade 11 batch: _____ Number of students in whole graduating batch: _____
4. Type of School Public State University Science-Oriented Private Sectarian Private Non-Sectarian

PRINCIPAL'S RECOMMENDATION

5. Please check if the applicant is a candidate for: Valedictorian Salutatorian Honorable Mention
 Other honors (*please specify*): _____
6. Has the applicant been involved in any serious disciplinary case (e.g., cheating, stealing, fighting)? YES NO
 If yes, please state the offense, date and penalty and give your assessment of the student at present. _____
7. Has the applicant failed any subject/s at the **end** of any year level in high school? YES NO
 If yes, please specify the year level, subject and grade obtained. _____
8. Has the applicant ever repeated a year level in high school? YES NO Which year level/s? _____
9. Is the applicant under your high school's home school program? YES NO Not Applicable

PLEASE DO NOT LEAVE THIS PART BLANK

Accomplished by: _____ Official Name of School: _____
 Signature: _____ Complete Address: _____
 Position: _____
 Name of Principal: _____ Contact Number/s: _____
 (if not the same as above)
 Date Signed: _____

Grade Level, Track, and Strand _____

ATENEO DE MANILA UNIVERSITY
 LOYOLA SCHOOLS
 Office of Admission and Aid

GUIDANCE COUNSELOR'S / CLASS ADVISER'S RECOMMENDATION FORM

INSTRUCTIONS

- To the Applicant:**
- A. Please write your name above **using ink**.
 - B. Give this form to your **guidance counselor or class adviser who knows you well enough** and currently holds a position of authority over you in your present school.
 - C. Kindly supply him/her with an envelope.
 - D. By submitting this form to the OAA in a sealed envelope, you understand that the information provided here will be used for evaluation purposes of the Committee on Admission. Hence, it will not be made available to you.
- To the Person Recommending:**
- A. The student whose name appears above is applying to the Loyola Schools of the Ateneo de Manila University.
 - B. We value your candid and honest evaluation of this applicant. Based on your careful judgment, please fill out this form completely.
 - C. After filling out this form, please put it in an envelope, seal and sign across the flap and **return to the applicant**.
 - D. Countersign erasures and corrections made. All information will be kept confidential. Thank you for your assistance.

GENERAL EVALUATION (Please check the box that applies.)

	Above Average	Average	Below Average	No Chance To Observe
Communication Skills:				
Oral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistency of Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Your honest evaluation of the applicant will help the Committee on Admission and Aid to decide on his/her application (e.g., intellectual strengths and weaknesses, level of maturity, sense of service to school and community). You may use a separate sheet if needed.

OVERALL RECOMMENDATION

- STRONGLY RECOMMENDED
- RECOMMENDED
- RECOMMENDED WITH RESERVATION (Please state reason/s on the lines provided above or on a separate sheet if needed.)
- NOT RECOMMENDED (Please state reason/s on the lines provided above or on a separate sheet if needed.)

PLEASE DO NOT LEAVE THIS PART BLANK

Accomplished by: _____ Official Name of School: _____

Signature: _____ Complete Address: _____

Position: _____ Subject taught: _____

Date Signed: _____ Contact Number/s: _____

LEGAL NAME _____ (Name in Birth Certificate) LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____

Grade Level, Track, and Strand _____

ATENEO DE MANILA UNIVERSITY
 LOYOLA SCHOOLS
 Office of Admission and Aid

TEACHER'S RECOMMENDATION FORM

INSTRUCTIONS

- To the Applicant:**
- A. Please write your name above **using ink**.
 - B. Give this form to your **teacher who knows you well enough** and currently holds a position of authority over you in your present school.
 - C. Kindly supply him/her with an envelope.
 - D. By submitting this form to the OAA in a sealed envelope, you understand that the information provided here will be used for evaluation purposes of the Committee on Admission. Hence, it will not be made available to you.
- To the Person Recommending:**
- A. The student whose name appears above is applying to the Loyola Schools of the Ateneo de Manila University.
 - B. We value your candid and honest evaluation of this applicant. Based on your careful judgment, please fill out this form completely.
 - C. After filling out this form, please put it in an envelope, seal and sign across the flap and **return to the applicant**.
 - D. Countersign erasures and corrections made. All information will be kept confidential. Thank you for your assistance.

GENERAL EVALUATION

(Please check the box that applies.)

	Above Average	Average	Below Average	No Chance To Observe
Communication Skills:				
Oral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistency of Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Your honest evaluation of the applicant will help the Committee on Admission and Aid to decide on his/her application (e.g., intellectual strengths and weaknesses, level of maturity, sense of service to school and community). You may use a separate sheet if needed.

OVERALL RECOMMENDATION

- STRONGLY RECOMMENDED
- RECOMMENDED
- RECOMMENDED WITH RESERVATION *(Please state reason/s on the lines provided above or on a separate sheet if needed.)*
- NOT RECOMMENDED *(Please state reason/s on the lines provided above or on a separate sheet if needed.)*

PLEASE DO NOT LEAVE THIS PART BLANK

Accomplished by: _____ **Official Name of School:** _____

Signature: _____

Position: _____ **Complete Address:** _____

Subject taught: _____

Date Signed: _____ **Contact Number/s:** _____

LEGAL NAME _____ (Name in Birth Certificate) LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____

Contact No./s: _____

Course (1st Choice): _____

Present School: _____

Please write the course code indicated at the back of the Application Form.

ATENELO DE MANILA UNIVERSITY
LOYOLA SCHOOLS
Office of Admission and Aid

**ATENELO COLLEGE ENTRANCE TEST
FRESHMAN EXAM PERMIT SY2018-2019**

INSTRUCTIONS

Ateneo Application Number (AAN): _____

- A. Please come on time. For Metro Manila examinees, expect heavy traffic.
- B. Late examinees will NOT be allowed to take the test.
- C. REMEMBER to bring this Exam Permit. Examinees without permits cannot take the test.
- D. Bring two (2) sharpened medium lead pencils and ballpens.
- E. Bring snacks (if desired). No one will be allowed to leave the room to buy snacks.
- F. If you have any medical condition that requires special attention, please inform immediately the Office of Admission and Aid.
- G. **If the ACET is postponed due to a typhoon or any fortuitous event, it will automatically be administered the following weekend.**

**RECENT 1"x1"
Photo of Applicant**

Please write your name at the back of the photo.

TEST SCHEDULE

PLEASE CHECK YOUR PREFERRED SCHEDULE.

METRO MANILA

- | | |
|--|---|
| <input type="checkbox"/> SEPT 23 AM, SAT.
(7:30AM-12:30PM) | <input type="checkbox"/> SEPT 23 PM, SAT.
(1:30-6:30PM) |
| <input type="checkbox"/> SEPT 24 AM, SUN.
(7:30AM-12:30PM) | <input type="checkbox"/> SEPT 24 PM, SUN.
(1:30-6:30PM) |

PROVINCIAL TESTING CENTERS (Please verify schedule with the testing center.)

- | | |
|--|---|
| <input type="checkbox"/> SEPT 23 AM, SAT.
(7:30AM-12:30PM) | <input type="checkbox"/> SEPT 23 PM, SAT.
(1:30-6:30PM) |
|--|---|

Applicant's Signature

TESTING SITE

FOR OAA USE ONLY. PLEASE DO NOT WRITE ANYTHING BELOW.

METRO MANILA _____

Validated by: _____

PROVINCE _____

Admission Personnel

LEGAL NAME _____ (Name in Birth Certificate) LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____

Contact No./s: _____

Course (1st Choice): _____

Present School: _____

Please write the course code indicated at the back of the Application Form.

ATENELO DE MANILA UNIVERSITY
LOYOLA SCHOOLS
Office of Admission and Aid

**ATENELO COLLEGE ENTRANCE TEST
FRESHMAN EXAM PERMIT SY2018-2019**

INSTRUCTIONS

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**RECENT 1"x1"
Photo of Applicant**

Please write your name at the back of the photo.

TEST SCHEDULE

PLEASE CHECK YOUR PREFERRED SCHEDULE.

METRO MANILA

- | | |
|--|---|
| <input type="checkbox"/> SEPT 23 AM, SAT.
(7:30AM-12:30PM) | <input type="checkbox"/> SEPT 23 PM, SAT.
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| <input type="checkbox"/> SEPT 24 AM, SUN.
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(1:30-6:30PM) |

PROVINCIAL TESTING CENTERS (Please verify schedule with the testing center.)

- | | |
|--|---|
| <input type="checkbox"/> SEPT 23 AM, SAT.
(7:30AM-12:30PM) | <input type="checkbox"/> SEPT 23 PM, SAT.
(1:30-6:30PM) |
|--|---|

Applicant's Signature

TESTING SITE

FOR OAA USE ONLY. PLEASE DO NOT WRITE ANYTHING BELOW.

METRO MANILA _____

Validated by: _____

PROVINCE _____

Admission Personnel



Acknowledgment Slip
Applicant's Copy

ATENEO DE MANILA UNIVERSITY
LOYOLA SCHOOLS
Office of Admission and Aid

Ateneo Application Number (AAN): _____

Legal Name: _____

Contact Number/s: _____

Email Address: _____

Present School: _____

----- DO NOT WRITE BELOW THIS LINE -----

Application Form received by: _____ Date: _____



Acknowledgment Slip
Admission's Copy

ATENEO DE MANILA UNIVERSITY
LOYOLA SCHOOLS
Office of Admission and Aid

Ateneo Application Number (AAN): _____

Legal Name: _____

Contact Number/s: _____

Email Address: _____

Present School: _____

----- DO NOT WRITE BELOW THIS LINE -----

Application Form received by: _____ Date: _____



ATENEUM DE MANILA UNIVERSITY

LOYOLA SCHOOLS

Office of Admission and Aid

PRIVACY POLICY AND TERMS OF AGREEMENT

FOR STUDENTS AND APPLICANTS FOR ADMISSION

The Ateneo de Manila University Loyola Schools (“LS”) respects your right to privacy and the confidentiality of your personal information.

Our Privacy Policy (the “Policy”) explains:

- What we collect and why we collect it;
- Who uses and how we use your personal information;
- Who we share such information with;
- How long we retain such information;
- How we will handle data breaches; and
- What your rights are with respect to your personal information.

Our Terms of Agreement (the “Terms”) constitutes our contract with you. Please review the Terms carefully before you sign. By signing, you acknowledge that you have read the Policy and the Terms, and agree to be bound by and comply with them.

Other rules of the Ateneo de Manila University (the “University”) and LS, which are not inconsistent with the Policy and the Terms, will remain applicable. If any provision of the Policy or the Terms is found to be unenforceable or invalid by any court having competent jurisdiction, the invalidity of such provision shall not affect the validity of the other provisions, which shall remain in full force and effect.

For purposes of this statement, the Policy and the Terms, “data” and “information” are used interchangeably. “Personal data” or “personal information” refers to any information that identifies who you are, or may lead to your identification, including sensitive information about your health, education, age, race, and similar matters as well as privileged information as defined by the Rules of Court and other applicable laws.

PRIVACY POLICY

We aim to comply with the Data Privacy Act of 2012 and cooperate fully with the National Privacy Commission (“NPC”). In doing so, LS is committed to striking a balance between your personal privacy, which is important to us, and ensuring that our legitimate interests as an educational institution and our ability to fully and effectively carry out our responsibilities as such are met.

Some examples are provided below to help explain our Policy in simple and clear language. The examples are not an exclusive list of what personal data we process, and how and why we process such data.

Information we collect, acquire or generate

We collect, acquire or generate your personal data in many forms, including but not limited to

written records, photographic and video images, digital material or biometric records. Such personal data may include information that you provide us during your application for admission, information we acquire or generate upon enrolment and during the course of your stay with us, and unsolicited information.

1. Information you provide us during your application for admission

Upon application for admission, we collect information on your personal circumstances and directory information such as – but not limited to – name, email address, telephone number and other contact details, family history, previous schools attended, academic performance, disciplinary record, employment record, medical record, etc.

2. Information we acquire or generate upon enrolment and during the course of your stay with us

Upon enrolment and during the course of your stay with us, we collect information on your academic or curricular undertakings, the classes you enroll in, scholastic performance, attendance record, medical record, etc. We will also collect information for and in relation to co-curricular matters, such as service learning, internship or apprenticeship compliance; as well as extra-curricular activities, such as membership in student organizations, leadership positions and participation and attendance in seminars, competitions and programs. We will also collect information in connection with any disciplinary incident, including accompanying sanctions that you may be involved in.

There will be various occasions when we will acquire other forms of data (e.g., pictures or videos of activities you participate in, recordings from closed-circuit television cameras installed in the LS premises for security purposes, etc.) or generate statistical information (e.g., institutional ranking; sex disaggregation; performance in admissions exams, aptitude tests or professional licensing examinations; etc.).

3. Unsolicited Information

There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate educational interests, we will immediately dispose of the information in a way that will safeguard your privacy. If it is related to our legitimate educational interests, it will be treated in the same manner as information you provide us.

Who uses your information

Your personal information is accessed and used by University and LS personnel who have a legitimate interest in it for the purpose of carrying out their contractual duties.

How we use your information

We use your information as permitted or required by law to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, historical and statistical purposes.

Some examples of situations when we may use your information to pursue our legitimate interests as an educational institution are as follows:

- evaluating applications for admission to LS by the Committee on Admission and Aid;

- processing confirmation of incoming first year students and transfer students in preparation for enrollment;
- recording, generating and maintaining student records of academic, co-curricular and extra-curricular progress;
- recording, storing and evaluating student work, such as homework, seatwork, quizzes, long tests, exams, term papers, theses, research papers, reflection papers, essays and presentations;
- recording, generating and maintaining records, whether manually, electronically, through Radio Frequency Identification (RFID) or other means, of class attendance and participation in curricular, co-curricular and extra-curricular activities;
- establishing and maintaining student information systems;
- sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations;
- processing scholarship applications, grants and other forms of financial assistance;
- investigating incidents that relate to student behavior and implementing disciplinary measures;
- maintaining directories and alumni records;
- compiling and generating reports for statistical and research purposes;
- providing services such as health, counseling, information technology, library, sports/recreation, transportation, parking, campus mobility, safety and security;
- managing and controlling access to campus facilities and equipment;
- communicating official school announcements;
- sharing marketing and promotional materials regarding school-related functions, events, projects and activities;
- soliciting your participation in research and non-commercial surveys;
- sharing your information with persons or institutions as provided below.

If we intend to use your personal information for purposes other than our legitimate interests as an academic institution, we will obtain your written consent for that specific purpose, unless you yourself request us to use, process and share your information for such purpose; or processing without your consent is allowed under the Act or other applicable laws.

Who we share your information with

We share your information as permitted or required by law to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, historical and statistical purposes.

Some examples of when we may share or disclose your personal information to others include:

- posting of acceptance to the Loyola Schools, awarding of financial aid and merit scholarship grants, class lists and class schedules in school bulletin boards or other places within the campus;
- sharing of information to others, including parents, guardians or next of kin, as required by law or on a need-to-know basis as determined by the school to promote your best interests, or protect your health, safety and security, or that of others;
- providing academic institutions, companies, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information or certification of good moral character for purposes of admission, student exchange, career, or apprenticeship or internship placements;
- sharing information to potential donors, funders or benefactors for purposes of scholarship, grants and other forms of assistance;
- sharing of information of scholar graduates to the Ateneo Alumni Scholars Association;

- publishing of scholars' graduation brochure for distribution to donors, funders or benefactors;
- distributing the list of graduates and awardees during commencement exercises;
- reporting and/or disclosing information to the NPC and other government bodies or agencies (e.g., the Commission on Higher Education);
- sharing information for accreditation and university ranking purposes (e.g. Philippine Accrediting Association of Schools, Colleges and Universities and QS World University Rankings);
- complying with court orders, subpoenas and/or other legal obligations;
- responding to inquiries verifying that you are a bona fide student or graduate of the school;
- conducting research or surveys for purposes of institutional development;
- sharing your directory information to the schools' alumni association;
- publishing academic, co-curricular and extra-curricular achievements and success, including honors lists and names of awardees in school bulletin boards, website, social media sites and publications;
- sharing your academic accomplishments or honors and co-curricular or extra-curricular achievements with schools you graduated from or were previously enrolled in, upon their request;
- sharing general (not individual) statistical information on entrance exam performance to senior high schools, upon their request, for the purpose of evaluation of their curriculum;
- marketing or advertising to promote the school, including its activities and events, through photos, videos, brochures, website posting, newspaper advertisements, physical and electronic bulletin boards, and other media;
- live-streaming of University/LS events;
- publishing communications with journalistic content, such as news information in University/LS publications and social media sites.

How long we retain your information

Unless otherwise provided in the appropriate University/LS protocols, we will retain your personal information indefinitely for historical and statistical purposes. Where a retention period is provided, all records after such period will be securely disposed of.

How we will handle data breaches

Any data security incident or breach that comes to the knowledge of the University/LS will be recorded and reported as required by law. The University/LS will take all necessary and reasonable steps to address such incident or breach and mitigate any negative effect of such incident or breach. If there is strong suspicion that an incident affects your personal information, the University/LS will notify you of such incident in an appropriate manner.

What your rights are with respect to your information

As provided by the Act, you may object to the processing of your personal data, request to access your personal information, and/or have it corrected, erased, or blocked on reasonable grounds. The University/LS will consider the request and reserves the right to deal with the matter in accordance with law.

Please specify your request and explain the reason for your request by writing to:

The Office of Admission and Aid

E-MAIL ADDRESS: admissions.ls@ateneo.edu

OFFICE ADDRESS: Loyola Schools, G/F Kostka Hall
Ateneo de Manila University
Katipunan Avenue, Loyola Heights
1108 Quezon City, Philippines

How we will notify you of changes in our Policy and Terms of Agreement

The University/LS reserves the right, acting reasonably, to modify our Policy and Terms of Agreement at any time in our sole discretion, and will publish notice of any such modification on our website. Any modification is effective immediately upon posting.

TERMS OF AGREEMENT

Please check the appropriate statement:

- I am over 18 years of age and have read the Policy and the Terms herein written and agree to be bound by them.
- I am the parent/legal guardian of the applicant/student who is a minor (below 18 years old). On behalf of the applicant/student, I have read the Policy and the Terms herein written, and agree to be bound by them. I understand that the Policy and Terms refer to the personal data of my child/ward.

By signing below, I agree with the following:

- Republic Act No. 10173, or the Data Privacy Act of 2012, and other relevant Philippine laws apply to the collection and processing of my personal data.
- I understand that by applying for admission/registering as a student of LS, I am allowing it to collect, use and process my personal data where a legitimate educational or institutional interest exists in its determination, as enumerated in the Policy and other like circumstances.
- By providing personal information to LS, I am confirming that the data is true and correct. I understand that LS reserves the right to revise any decision made on the basis of the information I provide should the information be found to be untrue or incorrect.
- By entering into this Agreement, I am not relying upon any oral or written representations or statements made by LS other than what is set forth in this Agreement.
- Any issue that may arise in connection with the processing of my personal information will be settled amicably with LS before resorting to the appropriate arbitration or court proceedings within Philippine jurisdiction.

Signature of Applicant / Student: _____

Printed Name of Applicant / Student: _____

Date: _____

Signature of Parent or Guardian: _____

Printed Name of Parent or Guardian: _____

Date: _____

Kindly submit this last page together with your application requirements.