REGISTRATION GUIDELINES FOR 1\textsuperscript{ST} SEMESTER SY2013-2014
9:00 AM to 12:00 PM / 1:00 PM to 3:00 PM

I. REGULAR REGISTRATION DAYS

<table>
<thead>
<tr>
<th>YEAR LEVEL</th>
<th>REGISTRATION DATES</th>
<th>START OF ONLINE ENLISTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>YL5</td>
<td>May 28 and 29, 2013</td>
<td>May 28, 2013</td>
</tr>
<tr>
<td>YL7</td>
<td>May 14 and 15, 2013</td>
<td>May 14, 2013</td>
</tr>
<tr>
<td>YL8</td>
<td>April 29 and 30, 2013</td>
<td>April 29, 2013</td>
</tr>
<tr>
<td>YL9</td>
<td>April 29 and 30, 2013</td>
<td>April 29, 2013</td>
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</table>

LAST DAY OF LATE REGISTRATION FOR 1\textsuperscript{ST} SEMESTER SY2013-2014
IS 21 JUNE 2013.

OTHER REGISTRATION DAYS (payment only):
YL5 Bridging Physics (those who lack Physics lecture and/or laboratory units) – May 14, 2013
YL6 Ateneo Summer Management Internship Program (ASMIP) - May 14, 2013

II. REQUIREMENTS

Students must bring the following requirements during registration:

a. School ID of the student (for sticker validation)
   YL5 – Transition Summer ID
   YL6 to YL9 – ASMPH ID

- IF THE STUDENT LOST HIS/HER SCHOOL ID:
  1. Two (2) original copies of duly-notarized Affidavit of Loss
  2. ID Form (will be given upon submission of Affidavit of Loss)
  3. ID fee of P250.00

- IF THE STUDENT HAS A DAMAGED ID (broken, warped/undistinguishable photo, etc.):
  1. Damaged School ID
  2. ID Form (will be given upon submission of damaged School ID)
  3. ID fee of P250.00

b. NEW FOR YL6 TO YL9: Four (4) 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.

c. Birth Certificate and Citizenship Documents (if not yet submitted)

NO BIRTH CERTIFICATE OR CITIZENSHIP DOCUMENTS, NO 1ST SEM SY2013-2014 ENROLLMENT.

- IF FILIPINO BORN IN THE PHILIPPINES: ORIGINAL Birth Certificate on Security Paper issued by the National Statistics Office

- IF BORN IN THE PHILIPPINES BUT 1 PARENT IS FILIPINO AND 1 PARENT IS FOREIGN (according to the Birth Certificate of the Student):
  (photocopy will be accepted provided that the original copy will be presented for verification)
  1. ORIGINAL Birth Certificate on Security Paper issued by the National Statistics Office
  2. Proof of Filipino citizenship:
     a. Philippine passport,
     b. Identification Certificate of Recognition (ICR)
  3. Other valid passport/s

- IF FILIPINO BORN ABROAD:
  (photocopy will be accepted provided that the original copy will be presented for verification)
  1. Birth Certificate issued by the country you were born in
  3. Proof of Filipino citizenship:
     a. Philippine passport,
     b. Identification Certificate of Recognition (ICR)

- IF ALIEN (FOREIGN STUDENT):
  (photocopy will be accepted provided that the original copy will be presented for verification)
  1. Birth Certificate issued by the country you were born in
  2. Foreign passport
  3. Alien Certificate of Registration (ACR) or I-card (renewed yearly)
  4. Student Visa (renewed yearly)
  5. Police Clearance from the country of origin or from the Philippines if already in the country for at least sixty (60) days (renewed yearly)

- IF HOLDER OF DUAL CITIZENSHIP AND 1 OF THE CITIZENSHIPS IS FILIPINO:
  (photocopy will be accepted provided that the original copy will be presented for verification)
  1. Birth Certificate issued by the country you were born in
  2. Passports or recognition papers of BOTH citizenships

- IF HOLDER OF DUAL CITIZENSHIP AND BOTH CITIZENSHIPS ARE FOREIGN:
  (photocopy will be accepted provided that the original copy will be presented for verification)
  1. Birth Certificate issued by the country you were born in
  2. Foreign passport
  3. Alien Certificate of Registration (ACR) or I-card (renewed yearly)
  4. Student Visa (renewed yearly)
5. Police Clearance from the country of origin or from the Philippines if already in the country for at least sixty (60) days (renewed yearly)

d. OFFICIAL Transcript of Records (if not yet submitted)
   IMPORTANT: The OFFICIAL Transcript of Records SHOULD BE SUBMITTED ON OR BEFORE JULY 31, 2013.
   NO OFFICIAL TRANSCRIPT OF RECORDS, NO 2ND SEMESTER SY2013-2014 ENROLLMENT.
   1. IF ADMU LS GRADUATE: Pay Official Transcript Fee (See Section III. Payment)
   2. IF NON-ADMU LS GRADUATE: Get Request Letter for Official Transcript from the ASMPH Office of the Registrar and submit it to your college/university.

e. FOR YL5:
   - Lacking documents required for application, confirmation, and/or 1st Semster registration
     1. ORIGINAL copy of NMAT (due Confirmation Period)
     2. Report Card or Transcript showing Final Grades in required subjects taken during 2nd Semester SY2012-2013 or Summer 2013
     3. Proof of Graduation
     4. Other application and/or confirmation documents

f. IF A REPRESENTATIVE IS CONFIRMING ON THE APPLICANT’S BEHALF:
   1. Aforementioned documents – Sections II.A to II.F
   2. Authorization letter duly-signed by the student with photocopy of representative’s ID
   3. Original valid identification card of the representative for verification

III. PAYMENT

Students must pay the following amounts:

a. TOTAL TUITION
   The schedule and table of fees is posted on the Admin Announcements Bulletin Board outside the Administration Office. It is also available on the Fees section of the Student Access Module.

b. ADMU LOYOLA SCHOOLS GRADUATES WITHOUT OFFICIAL TRANSCRIPTS will pay an additional TWO HUNDRED FIFTY PESOS (Php 250.00) as payment to ADMU Loyola Schools Office of the Registrar for your Official Transcript with documentary stamp. This is a one-time fee.

c. FOREIGN/NON-RESIDENT STUDENTS: Payment equivalent to the approved payment schedule

IF CHECK PAYMENT:
- Make checks payable to ATENEO DE MANILA UNIVERSITY.
- IF PAYING IN PHILIPPINE PESO: You may prepare ONE (1) CHECK for the TOTAL Tuition and Fees, Official Transcript (if applicable) and Foreign/Non-resident Fees (if applicable).
- FOREIGN/NON-RESIDENT STUDENTS: If paying the Foreign/Non-resident Fee in US Dollars, prepare TWO (2) CHECKS.
  a. ONE (1) CHECK for Philippine Peso payment of the TOTAL Tuition and Fees
  b. ONE (1) CHECK for US Dollar payment of the Foreign/Non-resident Fee
IV. PROCEDURE

ASMPH is running the BETA VERSION of the online enlistment. Please bear with us if there will be glitches in the AIMS system, there are still customizations and modifications being done. As we are now approaching the client-acceptance stage of its development, your feedback will surely be very helpful in making this a working and glitch-free system. Please also be forewarned that if there are unresolved issues on your online enlistment, we will resort to the manual registration.

Please be guided by the following procedures for registration to the Ateneo School of Medicine and Public Health for the 1st Semester SY2013-2014:

STEP 1:

a. Enlist ONLINE

1. Log on to the STUDENT ACCESS MODULE (Beta) at this URL: http://aims.asmph.ateneo.edu/asmph/students/
   Your login details are as follows:
   - Username: Student ID number (e.g. MD13-0001)
   - Birth Date: Your birth date
   - Password: Your surname all in capital letters with no spaces (unless changed)

2. Go to MESSAGE
   - Read message/s in your INBOX.
   - Respond accordingly.

3. Go to PROFILE
   - Check the following information found on the PERSONAL INFORMATION tab:
     - Permanent Address
       (Country, Room No. and Building OR House No., Street, Barangay, Region, Province, Municipality, Zip Code)
     - Mailing Address
       (Country, Room No. and Building OR House No., Street, Barangay, Region, Province, Municipality, Zip Code)
     - Telephone Numbers
       (Area Code and Residence No, Area Code and Office No., Area Code and Fax No., Area Code and Mobile No.)
     - Email
     - Religion
     - NEW: Smart InfoBoard Number (Enter your Smart OR Talk N’ Text number in this format – 639XXXXXXXX)
       This portal will be used to send important ASMPH reminders and announcements. All messages from Smart InfoBoard are FREE of charge.
   - Click SAVE CHANGES

4. Go to REGISTRATION

5. Click SAVE TO ENLIST
   YL5: Skip this step. This was already done during Confirmation.

6. Click ASSESS

7. Select MODE OF PAYMENT
   - IF 2 OR 4 INSTALLMENTS: Check the tick box to AGREE WITH THE TERMS AND CONDITIONS
8. Click SAVE
9. **DO YOU WANT TO SAVE THIS MODE OF PAYMENT?** Click the appropriate button.
10. **SIGN OUT**

**IMPORTANT:**
- If you are unable to access your account due to lacking payment/s, course requirement/s, document/s, and the like, you need to **settle the deficiency/deficiencies prior to STEP 1.**
- Check your online student account **REGULARLY** for messages or correspondence.

**STEP 2:**
- a. Go to the ASMPH Office of the Registrar
- b. **Present** the requirements listed on **SECTION II. REQUIREMENTS** (page 1)
- c. **IF UNDER PROBATION:** Sign the Terms and Conditions of Admission SY2013-2014
- d. Get your Assessment Form **signed** by the Registrar/Registrar Staff

**NOTE:**
- Scholars have to do a two-pronged registration (i.e. online enlistment and manual registration). **Actual (printed)** Registration Form should be accomplished at this step.

**STEP 3:**
- a. Proceed to the Cashier’s Office
- b. Pay the tuition and other fees
- c. **Have your Assessment Form** validated by the Cashier
- d. Get your **Tuition Receipt and validated Assessment Form**

**NOTE:**
- After payment/validation, scholars should leave their Assessment Form and Registration Form with the Cashier.
- Scholars will only have to accomplish until this step.

**STEP 4:**
- a. Go back to the Office of the Registrar to present the **Tuition Receipt and validated Assessment Form**
- b. **Check and correct** your contact information on the ASMPH Copy of the Registration Form
- c. Get the **Student’s Copy of the Registration Form**

**V. POLICIES AND OTHER DETAILS**

a. **BANK PAYMENT**
   - See other downloadable document “Tuition Payment Options (from CAO)”.

b. **ONLINE PAYMENT**
   - See other downloadable document “Tuition Payment Options (from CAO)”.

c. **CREDIT CARD PAYMENT**
   - See other downloadable document “Tuition Payment Options (from CAO)”.
d. FOREIGN STUDENTS

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.

e. FEATURES OF THE (ONLINE) STUDENT ACCESS MODULE

- MESSAGE
  You can use this to send and receive messages to students, staff, faculty and administrators who have ASMPH AIMS accounts.

  It has the basic features of a mailing system – inbox, compose, draft, sent and trash folders.

  Contacts (address book) are arranged in alphabetical order. It also has a search function for Student ID, last name and first name.

- PROFILE
  You can view your student profile here. You can edit or correct your permanent address, mailing address, telephone numbers, email and religion here as well. All other information cannot be changed.

  Note:
  2017 and 2018 – This is the online form you filled-out during the Application Period.
  2014, 2015 and 2016 – This feature, at the moment, is only partially available. All information will be encoded by the Office of the Registrar using the Application Form you submitted during Admissions. Encoding of information will start once the system is finalized and fully-accepted.

- REGISTRATION
  You will use this feature to enlist for 1st Semester and 2nd Semester subjects/modules as scheduled by the Office of the Registrar.

- ACCOUNT
  You can use this feature to view all payments done through and endorsed to the Central Accounting Office.

- FEES
  You can view the table of Tuition and Fees here.

- SCHEDULE
This feature is still unavailable. Once approved and working, you can view your default class schedule here.

- **PASSWORD**
  You can change your login password here.

- **CALENDAR**
  This feature, at the moment, is only partially available. You can view posted school activities here.

**f. LATE ENROLLMENT**

If you will not be able to enroll during the REGULAR schedule of registration, inform the Administration by writing a letter addressed to the Associate Dean for Planning and Administration, MA. EUFEMIA C. YAP, MD, MSc. Indicate in your letter why you cannot enroll on time, and when you will be enrolling.

Submit your letter to MS. AMIHAN R. PEREZ.

**g. ENROLLMENT CONCERNS**

If you have other registration concerns, please approach or contact Ms. Amihan R. Perez of the Administration Office.

**h. REGISTRAR’S OFFICE/ADMISSIONS OFFICE CONTACT INFORMATION**

Trunkline: (632) 706.3085 to 87, local 3012  
Fax No.: (632) 706.3174 (ATTENTION: OFFICE OF THE REGISTRAR)  
Mobile No.: (63923) 709.8038  
Email: asmph@admu.edu.ph / rgdevera@aps.ateneo.edu  
Website: www.ateneo.edu