CONFIRMATION GUIDELINES SY 2016-2017
10 to 11 March 2016
9:00 am – 12:00 nn / 1:00 pm – 3:00 pm

IMPORTANT: DUE TO THE LIMITED AVAILABLE SLOTS, THE CONFIRMATION WILL BE ON A FIRST-COME, FIRST-SERVED BASIS. YOU ARE ENCOURAGED TO CONFIRM YOUR SLOT EARLY.

I. REQUIREMENTS

Applicants must bring these requirements during confirmation:

a. **BLACK pen**
   - Only use black pen in filling out and signing all the documents needed for confirmation.

b. **ORIGINAL Applicant’s Valid Identification Card** (for checking only)
   - School ID or
   - Government-issued ID

c. **Certificate of Good Moral Character**
   - ORIGINAL copy of the Certificate of Good Moral Character from the school

d. **Lacking documents required for application, if any** (e.g. ORIGINAL Transcript of Records or ORIGINAL Grade Reports reflecting Final Grades of the required subjects taken during the 1st Semester SY 2015-2016, course description/syllabus, etc., Official NMAT Result, if not yet submitted)

e. **Five (5) 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 top
   6. Digitally-altered photos will not be accepted.
f. Birth Certificate and Citizenship Documents

- **FILIPINOS 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 document 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),
     c. Bureau of Immigration Order
  3. Other valid passport/s

**FILIPINOS BORN ABROAD**:
Photocopy will be accepted provided that the original document 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),
   c. Bureau of Immigration Order

- **FOREIGN STUDENTS**:
  Photocopy will be accepted provided that the original document will be presented for verification.
  1. Birth Certificate issued by the country you were born in
  2. Foreign passport/s
  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 document 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 NON-FILIPINO**:
  Photocopy will be accepted provided that the original document will be presented for verification.
  1. Birth Certificate issued by the country you were born in
  2. Foreign passport/s
  3. Alien Certificate of Registration (ACR) or I-card (renewed yearly)
  4. Student Visa (renewed yearly), if any
  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)

g. **IF MARRIED, Marriage Certificate on Security Paper issued by the National Statistics Office**
   (Photocopy will be accepted provided that the original document will be presented for verification)
h. **Filled-out Transition Program Student Information Sheet**  
   (The form will be available during the Confirmation Period. Picture asked for this form is already included in Requirement E.)

i. **Signed Receiving Copy of the Transition Program Terms and Conditions**  
   (The form will be available during the Confirmation Period.)

j. **IF A REPRESENTATIVE (I.E. PARENT, SIBLING, RELATIVE, FRIEND, ETC.) IS CONFIRMING ON THE APPLICANT’S BEHALF, please bring the following:**
   1. Accomplished and notarized authorization form (please use the prescribed downloadable form)
   2. Student’s ORIGINAL valid identification card
   3. Representative’s ORIGINAL valid identification card for verification, and
   4. Confirmation Requirements A to I

   **NO NOTARIZED AUTHORIZATION, NO CONFIRMATION.**

**NOTES:**

1. **NO / INCOMPLETE REQUIREMENTS, NO CONFIRMATION.**
2. **AN APPLICANT/REPRESENTATIVE CAN ONLY CONFIRM FOR ONE (1) PERSON.**
II. PAYMENTS

Applicants must pay the following:

a. THIRTY-FIVE THOUSAND PESOS (Php 35,000.00) **non-refundable Confirmation Fee** as part of the tuition for the first semester SY 2016-2017.

b. **For ADMU Loyola Schools Students/Graduates:** THREE HUNDRED PESOS (Php 300.00) as payment for ADMU Loyola Schools Official Transcripts with documentary stamps. Proceed to the ASMPH Office of the Registrar to fill out the request form.

c. **FOREIGN STUDENTS and NON-RESIDENT FILIPINO STUDENTS** will pay an additional FIVE THOUSAND U.S. DOLLARS ($ 5,000.00) or its equivalent in Philippine Peso as payment for fifty percent (50%) of the US$ 10,000.00 **Foreign/Non-resident Student Fee**. The remaining fifty percent (50%) is payable upon enrollment for Year Level 5 (First Year) – First Semester.

**PLEASE WAIT FOR FURTHER ANNOUNCEMENTS REGARDING THE TRANSITION PROGRAM AND MBA COURSE SCHEDULE AND FEES.**

These fees may be paid either in cash or in check. Please make checks payable to: ATENEO DE MANILA UNIVERSITY.

**Check Payment Guidelines:**

1. If paying in Philippine Peso, you may prepare ONE (1) CHECK for the TOTAL Confirmation, Official Transcript (if applicable), and Foreign/Non-resident (if applicable) Fees. The exchange rate to be used is the exchange rate for the day from the ADMU Treasurer’s Office.

2. FOREIGN/NON-RESIDENT APPLICANTS: If paying the Foreign/Non-resident Fee in US Dollars, prepare TWO (2) CHECKS.
   - ONE (1) CHECK for Philippine Peso payment of the TOTAL Confirmation, Official Transcript (if applicable) fees.
   - ONE (1) CHECK for US Dollar payment of the Foreign/Non-resident Fee.
III. PROCEDURES

Please be guided by the following procedures for confirmation to the Ateneo School of Medicine and Public Health for SY 2016-2017:

STEP 1:
- Get a queue number from the ASMPH Lobby Guard.  
  **NOTE: AN APPLICANT/REPRESENTATIVE CAN ONLY CONFIRM FOR ONE (1) PERSON.**  
- Proceed to the Confirmation waiting area.

STEP 2: ADMISSIONS OFFICE
- When your queue number is called, go to the designated Confirmation Checking Counter  
- Submit your lacking applications requirements, if any  
- Submit your Certificate of Good Moral Character  
- Get the Transition Program 2016 Information Kit:  
  o Transition Program Terms & Conditions  
  o Transition Program Information Sheet  
  o Student Health Record Form  
- Sign the receiving copy of the acceptance letter  
- For students under probation: Sign the Terms and conditions of Admissions to Year Level 5, SY 2016-2017  
- Sign the Tracking form for the Transition Program Memo and Terms & Conditions.  
- Get the Confirmation Form

STEP 3: OFFICE OF THE REGISTRAR
- Proceed to the Office of the Registrar  
- Accomplish the ID form  
- Submit the following:  
  o Birth Certificate and Citizenship documents  
  o For AdMU Loyola Schools Applicants: Fill out the request form for Loyola Schools Official Transcript of Records

STEP 3: CASHIER  
- Proceed to the Cashier  
- Pay the Confirmation Fee  
- If applicable, pay the Official Transcript, and Foreign/Non-resident Fees  
- Have the Confirmation Form validated by the Cashier

STEP 4: OFFICE OF THE REGISTRAR
- Go back to the Office of the Registrar to present validated Confirmation Form  
- Wait for the Student’s copy of the Confirmation Form  
- Get the Confirmation Kit which will include the following:  
  - Instructions and Reminders for 1st Semester SY2016-2017 Registration  
  - Student Health Record Form (to be submitted during 1st day of the Transition Program)  
  - Request Letter for Official Transcript of Records (for Non-ADMU students only)
IV. POLICIES AND OTHER DETAILS

a. CONFIRMATION OF WAITLISTED APPLICANTS

Inquiries on the status of waitlisted applicants will only be entertained beginning 14 March 2016. If there are slots available, confirmation will be on 17 to 18 March 2016.

b. FOREIGN STUDENTS and NON-RESIDENT FILIPINO 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 for review and approval of the ASMPH Administration.

c. REFUND POLICY

Non-Refundable Fees:
The following fees are non-refundable:

- Confirmation Fee - In instances where incoming students shall no longer pursue their studies at ASMPH, the confirmation fees paid shall no longer be refundable.
- Bridging Physics Fee (This is a special class only opened for students with lacking pre-requisites for admissions to ASMPH), if applicable.

Refund Policy for Summer Classes:
Summer Classes of ASMPH are as follows:

- Transition Summer and Pre-MBA Course

The following are the applicable refunds schedule for students who have paid in full for the summer classes:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a student withdraws, in writing, at least One (1) month before the start of classes</td>
<td>70%</td>
</tr>
<tr>
<td>If a student withdraws, in writing, after one (1) month before the start of classes</td>
<td>No refund applicable</td>
</tr>
</tbody>
</table>

Students who have not paid the summer fees in full are not entitled to a refund.

d. STUDENT ID NUMBER

After confirmation, the Applicant ID number is no longer used. You will be issued a Student ID Number upon confirmation. For reference, the Student ID number can be found on the upper-right portion of the Confirmation Form (e.g. MD16-0000). This Student ID number will now be the official reference number in all school transactions.
e. **STUDENT ACCESS MODULE**

After confirmation, the online APPLICANT account will be converted to a STUDENT account. You can log on to the STUDENT ACCESS MODULE (Beta) at this URL:

http://aims.asmph.ateneo.edu/asmph/students/

Login details are as follows:
- **Username:** Student ID number (e.g. MD15-0000)
- **Birth Date:** Birth date as registered in the online account
- **Password:** Surname (all capital letters, no space)

f. **ENROLLMENT**

Enrollment Guidelines will be posted on the ASMPH website, as well as in the AIMS Student Account inbox.

Documents submitted during the Confirmation Period are only partial requirements. Document requirements for enrollment should be submitted during the registration period for the First Semester.

g. **ADMISSIONS OFFICE AND OFFICE OF THE REGISTRAR CONTACT INFORMATION**

**ADMISSIONS OFFICE**
- Directline: (632) 668.6961
- Trunkline: (632) 706.3085 to 87, local 3010
- Fax No.: (632) 706.3174 (ATTENTION: ADMISSION’S OFFICE)
- Mobile No.: (63925) 305.8093
- Email: admissions.asmph@ateneo.edu
- Website: www.ateneo.edu/aps/asmph/application-requirements

**OFFICE OF THE REGISTRAR**
- Trunkline: (632) 706.3085 to 87, local 3012
- Fax No.: (632) 706.3174 (ATTENTION: REGISTRAR’S OFFICE)
- Mobile No.: (63925) 709.8038
- Email: registrar.asmph@ateneo.edu
- Website: www.ateneo.edu/aps/asmph