



ATENEO DE MANILA UNIVERSITY

Loyola Schools

OFFICE OF THE ASSOCIATE DEAN FOR GRADUATE PROGRAMS

REQUIREMENTS FOR GRADUATE ADMISSION (INTERNATIONAL APPLICANTS)

- 1. Scanned copy of the original 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 the school seal.
- 2. In case the applicant obtained said bachelor's degree in less than four (4) school years, scanned copy of the original Certificate of Degree Equivalency issued by the Ministry of Education in the applicant's country to determine the applicant's earned degree.
- 3. If the application is for Doctoral studies, scanned copy of the original authenticated* official transcript of records of graduate studies with the official grading system and its English translation, bearing the original signature of the Registrar and school seal.
- 4. Scanned copy of the original authenticated* certificate of graduation or certified true copy of diploma for the bachelor's degree and graduate degree (if any) and their English translation.
- 5. Personal Essay
 - A. *Reason for graduate study*
 - 1) *Reasons for pursuing graduate studies at this time*
 - 2) *Reasons for choosing your program of study*
 - B. *Qualities and experiences which you feel will help you or give you difficulties in your chosen program of study*
 - 1) *Personal qualities, abilities or special skills*
 - 2) *Work experience (life experiences) and previous studies*
 - 3) *Constraints or difficulties that you anticipate encountering in your studies*
 - C. *Potential contribution of an Ateneo graduate education to your profession and larger society*
- 6. Scanned copy of 2" x 2" ID picture
- 7. Three Recommendations
 - Appoint three (3) recommending persons in GOALS.
 - The **first** must be from a former professor, dean, or head of the college or graduate school that you attended.
 - The **second** must be from your immediate superior or employer where you are currently working.
 - The **third** must be from a person pre-eminent in your profession, a person holding a responsible position in business or government, or a former immediate superior or employer.
 - If you are a new graduate, your three recommendations may come from a former professor, dean, or head of the college or graduate school. If you have been away from school for some time or if you are not working, your first or second recommendation, respectively, may come from any of the persons listed above.
 - None of the evaluators should be a relative.
 - Link to the Online Recommendation form will be sent to your references as indicated in your application form. Please make sure their email addresses are correct and active.



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8. Scanned copy of the original Graduate Record Examinations (GRE) if will opt not to take the Ateneo Graduate Entrance Test. Date of the result should be within three (3) years from the time of application.
9. Scanned copy of Proof of English Proficiency
- English is the primary language of instruction, communication, and research in most of the graduate degree programs at the Ateneo de Manila University - Loyola Schools. Applicants must therefore demonstrate adequate level of proficiency in English to ensure his/her ability to succeed in his/her graduate program undertaking.

Please refer to the information below if you are required, not required or exempt from submitting proof of English language requirement for admission purposes:

Not Required

You are not required to submit proof of English proficiency if you meet any one of the following conditions:

- a. Obtained an undergraduate degree (for those applying for masters) or a master's degree (for those applying for PhD) from a CHED recognized Philippine university
- b. Obtained an undergraduate degree (for those applying for masters) or a master's degree (for those applying for PhD) from a recognized foreign higher education institution in the USA, UK, Canada, Australia, New Zealand, Singapore, Ireland and Malaysia.

Exempt

If you completed an undergraduate and/or graduate degree program at universities in the following countries, you may be exempt from taking the required English proficiency test, provided that you submit a Certification of English as a Medium of Instruction from your last university attended.

Anguilla	Guyana	Pakistan
Antigua and Barbuda	Hong Kong	Papua New Guinea
Bahamas	India	Saint Vincent and the Grenadines
Bangladesh	Jamaica	Seychelles
Barbados	Kenya	Sierra Leone
Belize	Kiribati	Solomon Islands
Bhutan	Lesotho	South Africa
Botswana	Liberia	Sri Lanka
Cayman Islands	Malawi	Swaziland
Dominica	Saint Kitts and Nevis	Tanzania



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Eritrea	Saint Lucia	Tonga
Ethiopia	Marshall Islands	Trinidad and Tobago
Fiji	Micronesia	Uganda
Gambia	Namibia	Zambia
Ghana	Nigeria	Zimbabwe
Grenada	Palau	

Required

If you do not meet any of the above conditions, you are required to submit any one of the following:

- Test of English as a Foreign Language (TOEFL) - overall score of at least 80 for Internet-based test (IBT) and 550 for Paper-based test (PBT). Test scores cannot be older than two years.
 - International English Language Testing System (IELTS-Academic) - band score of at least 6.5. Test scores cannot be older than two years.
 - Cambridge Assessment English - overall score of at least 176
10. Scanned copy of the passport pages where name, photo, birthdate, and birthplace and valid visa appear.
11. Scanned copy of Marriage Certificate (for married women)

Notes:

***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.

- Original Authenticated copies must be submitted before enrollment following the deadline indicated in the admission notice.
- For transcript of records from Philippine schools, authentication is not required.
- Documents listed above that are not written in English must be accompanied by an English translation issued by an authorized translator.