



ATENEIO DE MANILA UNIVERSITY
LOYOLA SCHOOLS
OFFICE OF THE REGISTRAR

28 October 2022

TO: First Year Students, School Year 2022-2023

FROM: (Sgd.) Marlene M. De Leon, PhD
School Registrar

SUBJECT: Application for Credit for the College Board's Advanced Placement (AP) or International Baccalaureate Diploma Programme (IB DP) for the Second Semester of SY 2022-2023.

First year students who were not able to apply for the crediting of their College Board's Advanced Placement (AP) or International Baccalaureate Diploma Programme (IB DP) Exams during the First Semester, SY 2022-2023 may do so in time for the Second Semester, SY 2022-2023 registration period.

Please find the complete **Loyola Schools Policy on Crediting AP and IB Examinations through the following links:**

AP: <https://www.ateneo.edu/ls/registrar/policies/crediting-ap-exams>

IB DP: <https://www.ateneo.edu/ls/registrar/policies/crediting-ib-dp-exams>

To facilitate the processing of your application for credits, the Office of the Registrar has made available a google form where you can submit your requests. Please accomplish the online Application for Advanced Placement (AP) or International Baccalaureate (IB) credit **on or before Tuesday, 15 November 2022**, through this link: <https://go.ateneo.edu/IB-AP-Credits-SY2022-2023>.

Note: Only students using their @obf.ateneo.edu email address will be able to access the form. Kindly read the Guidelines and Privacy Policy in the first section of the form.

Please note Provisional/student's personal copy may be accepted to facilitate proper advisement.

In order to credit courses as earned units, the official copy of results/transcript of grades for AP or IB should be sent by the College Board or IB directly to the ADMU LS Office of the Registrar through registrar1.ls@ateneo.edu. Students are expected to request the said documents from the College Board or IB.

Upon receipt of your official copy of results/transcript of grades for AP or IB, the Registrar will process and approve the recognition of your AP/ IB credits, update your Individual Programs of Study (IPS), and adjust your class schedules accordingly.

Thank you very much.

cc: Dr. Maria Luz C. Vilches, Vice President for the Loyola Schools
Fr. Johnny Go, S.J., Dean, Gokongwei Brothers School of Education and Learning Design
Dr. Jonathan O. Chua, Dean, School of Humanities
Dr. Roberto Martin N. Galang, Dean, John Gokongwei School of Management
Dr. Raphael A. Guerrero, Dean, School of Science and Engineering
Dr. Czarina A. Saloma-Akpedonu, Dean, School of Social Sciences
Dr. Josefina D. Hofileña, Associate Dean for Academic Affairs
Dr. Benjamin T. Tolosa, Jr., Associate Dean for Core Curriculum
Dr. Jose Ma. Edito K. Tirol, Director, Office of Admission and Aid
LS Academic Department Chairs and Program Directors