

REQUEST FOR REINSTATEMENT AND/OR EXTENSION

THIS REQUEST IS APPLICABLE FOR INTERSESSION SY 2021-2022 ONLY. PLEASE CHECK FIRST WITH THE OFFICE OF THE REGISTRAR IF YOU ARE QUALIFIED TO FILL OUT THIS FORM.

REMINDERS:

Reinstatement is a process undertaken by students who wish to be reinstated at the Loyola Schools after having been unable to enroll for at least two consecutive semesters without an approved leave of absence.

Extension is the additional time given to a student who has exceeded his/her residency in the Loyola Schools in order to complete his/her degree program.

Residency Policy:

1. All work for the master's degree must be completed within five (5) years from the date of first enrollment for the degree, inclusive of leaves of absence and suspension due to disciplinary reasons.
2. All work for the Doctoral degree must be completed within seven (7) years from the date of first enrollment for the degree, inclusive of leaves of absence and suspension due to disciplinary reasons.
3. Specific rules on residency may apply for certain degree programs with special arrangements.

You may also refer to the 2019 Graduate Student Handbook for the Reinstatement and Extension Policy.

IMPORTANT: Except on specified instances, communication between all concerned parties shall always be coursed through University -issued (i.e., official) email accounts . Accordingly , requests from students must be submitted using their [@obf.ateneo.edu](mailto:obf.ateneo.edu) accounts . University offices and personnel shall also make use of their [@ateneo.edu](mailto:ateneo.edu) accounts. Communication relayed via any other email account will not be processed. Students are reminded that the use of their [@obf.ateneo.edu](mailto:obf.ateneo.edu) account comes with certain obligations , including , among others : (a) not to permit any other person to use the account for any purpose whatsoever ; and (b) to use all necessary precautions to protect the account from unauthorized access (e.g., keeping the password thereto strictly confidential)

The name, username and photo associated with your Google account will be recorded when you upload files and submit this form.

Not sjoquico@ateneo.edu? [Switch account](#)

* Required

ID NUMBER *

Your answer

DEGREE AND CONCENTRATION *

(e.g. MA COM, MS CS, PHD ELLT, etc)

Your answer

DEPARTMENT *

Your answer

Reason/s why you were not able to proceed with your studies *

Your answer

Have you enrolled in another school after your last enrolment in ADMU? *

Yes

No

If enrolled in another school, when and what school?

Your answer

FOR REINSTATEMENT REQUEST:

NATURE OF REQUEST *

A fee will be charged for this type of request.

REINSTATEMENT (Php 750.00)

EXTENSION (Php 750.00)

REINSTATEMENT and EXTENSION (Php 1,500.00)

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Click submit to finish.

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FOR EXTENSION and/or REINSTATEMENT AND EXTENSION REQUEST:

NATURE OF REQUEST *

A fee will be charged for this type of request.

- REINSTATEMENT (Php 750.00)
- EXTENSION (Php 750.00)
- REINSTATEMENT and EXTENSION (Php 1,500.00)

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EFFECTIVITY SEM

REQUEST FOR EXTENSION UP TO *

- INTERSESSION
- FIRST SEMESTER
- SECOND SEMESTER

PLEASE INDICATE SCHOOL YEAR *

Your answer _____

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Progress Report and Plan of Study/Timeline of Activities

Please attach proposed Progress Report and Plan of Study/Timeline of Activities for the remaining semester/s requested for including the details of course/research work to be accomplished.

IMPORTANT: For those in Thesis/Dissertation/Capstone Project, please ensure that your Progress Report and Plan of Study/Timeline of Activities has been duly approved by your ADVISER.

ATTACHMENTS *

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