### ATENELO DE MANILA UNIVERSITY
Graduate School of Business
OFFICE OF THE REGISTRAR

### CHECKLIST OF ACADEMIC & ADMISSIONS REQUIREMENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
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<tbody>
<tr>
<td>ID No.</td>
<td>Degree &amp; Concentration/Program</td>
</tr>
<tr>
<td>Date of Admission</td>
<td>Status at admission</td>
</tr>
<tr>
<td>Date Received</td>
<td>changed to</td>
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**Required Documents (Please check the appropriate boxes)**

**A. Transcript of Records (TOR)**

1. If the last school you attended is Ateneo de Manila University:
   - [ ] Law School
   - [ ] ASMPH
   - [ ] ASOG
   - [ ] Loyola Schools (School of Humanities, School of Management, School of Science & Engineering, School of Social Sciences)

   - **Transfer Credential/Honorable dismissal** (The letter of Transfer Credential will be provided by AGSB Registrar’s Office upon request.)
   - **Undergraduate transcript of records** bearing the original signature of The Registrar, the school seal and the notation "Copy for the Ateneo de Manila University Graduate School of Business" (to be submitted in a sealed envelope).

2. If the last school you attended is another local school
   - [ ]

   **II.1. College/Bachelor’s Degree**
   - **Transfer Credential/Honorable dismissal** (The letter of Transfer Credential will be provided by AGSB Registrar’s Office upon request.)
   - **Undergraduate transcript of records** bearing the original signature of The Registrar, the school seal and the notation "Copy for the Ateneo de Manila University Graduate School of Business". (to be submitted in a sealed envelope).

   **II.2. Post Graduate degree/units**
   - **Transfer Credential/Honorable dismissal** (The letter of Transfer Credential will be provided by AGSB Registrar’s Office upon request.)
   - **Graduate transcript of records** bearing the original signature of The Registrar, the school seal, and the notation "Copy for the Ateneo de Manila University Graduate School of Business" (to be submitted in a sealed envelope).
   - **Certified true copy** of undergraduate transcript of records duly certified by the graduate school attended bearing the original signature of The Registrar and the school seal (to be submitted in a sealed envelope).

   **II.3. Special Order Number/Certificate of Deregulation or Autonomy**

3. If the last school you attended is a foreign/international school
   - [ ]

   **III.1. College/Bachelor’s Degree**
   - **Original undergraduate transcript of records** bearing the original signature of The Registrar, the school seal, and duly authenticated by the Philippine Embassy or consulate in the student’s country of origin (to be submitted in a sealed envelope).
   - **Bachelor’s Degree and date of graduation** conferred on the Transcript of Records.
III.2. Post Graduate degree/units
- Graduate transcript of records bearing the original signature of The Registrar, the school seal, and duly authenticated by the Philippine Embassy or consulate in the student’s country of origin (to be submitted in a sealed envelope).
- Undergraduate transcript of records bearing the original signature of The Registrar and the school seal and duly authenticated by the Philippine Embassy or consulate in the student’s country of origin (to be submitted in a sealed envelope).

B. Birth Certificate
- NSO Authenticated copy
- Authenticated/original copy for foreign students

C. Marriage Certificate
- NSO Authenticated copy
- Authenticated/original copy for foreign students

Conditions/Requirements (This is to be filled out by The Registrar’s Office)

- ______________________ subjects to be validated by the ________Dept. (ADMU)
- Completion of ______ undergraduate units
- Completion of ______ graduate units with a grade of at least ______ in each course
- Take and pass the following subjects:_________________________________________________________
- Others __________________________________________________________________________________

I have been informed that failure to submit the documents or fulfill the requirements indicated above may result in the cancellation of my enrollment. I understand that credentials that I submit become the property of Ateneo de Manila University and will not be returned to me.

Student’s Signature__________________________ Date __________________________