

ATENEO DE MANILA UNIVERSITY
Graduate School of Business
OFFICE OF THE REGISTRAR

CHECKLIST OF ACADEMIC & ADMISSIONS REQUIREMENTS

NAME _____ DATE _____
ID No. _____ Degree & Concentration/Program _____
Date of Admission _____ Status at admission _____
Date Received _____ changed to _____

Required Documents (Please check the appropriate boxes)

A. Transcript of Records (TOR)

I. 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).

II. 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

III. 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*** _____