



ATENEO DE MANILA UNIVERSITY
GRADUATE SCHOOL OF BUSINESS

To : Class of 2021 Candidates for Graduation

From : (Signed) Dr. Jowett Cecilio F. Magsaysay
Dean

Subject : Online Commencement Exercises

Date : October 20, 2021

The Online Baccalaureate Mass and Commencement Exercises of the Ateneo Graduate School of Business (AGSB) Class of 2021 will be held on Sunday, **November 28, 2021**.

The Mass will be celebrated at 3:00 in the afternoon, to be followed immediately by the Graduation Ceremonies.

The schedule of graduation-related activities is presented below. The important details and instructions should guide you in your planning. I ask for everyone's cooperation in ensuring a successful and meaningful ceremony.

A. **Pre-Graduation Activities**

ACTIVITY	DETAIL
STEP 1: Completion of Graduation Clearance	Deadline is October 27, 2021. Click here for the <i>Online Graduation Clearance</i> process.
STEP 2: Payment of the Graduation, Diploma, Official Transcript, and English Translation Fees	To settle for the fees, please refer to attached instructions.
a. Graduation Fee* P 1, 669.50	After paying, please click here to submit your payment details via the <i>Registrar Online Services Portal</i> . Payment confirmation takes 2-4 banking days. Status can be monitored online via the same portal.
b. Latin Diploma (with canister, hologram, and stamp) P 1, 521.50	
c. Official Transcript of Record (<i>P 325.25 per page</i>) <i>Standard & ME Programs – 2 pages</i> P 650.50 <i>Regis, MM and Health – 1 page</i> P 325.25	
d. Official English translation of the Diploma P 172.55	
e. Regis Certificate** P 200.00	
* To be settled only by those attending the online ceremonies. **For Regis candidates only	

<p>The rest of items B to E will be settled by all candidates regardless of whether they attend or not.</p> <p>N.B. Graduation fee payment deadline is on November 16, 2021. Payment after the deadline will not be accepted. Candidates who miss the deadline may join next year's graduation ceremonies.</p>	
<p>STEP 3: Membership in the AGSB Alumni Association, Inc. (AGSBAAI)</p> <p>Graduates may opt to avail of lifetime membership in the AGSBAAI. The membership fee is P 1,500.00 and should be paid directly to AGSBAAI. This is not a compulsory membership.</p>	<p>AGSBAAI Application Form https://forms.gle/FnapiwU9QatkfQMN8</p> <p>For other inquiries, please email AGSBAAI at: agsb.alumni.association.inc@gmail.com</p>

B. Online Graduation Rehearsal

November 26, 2021 (Friday), 6:00 p.m.

There will be a technical test on the day of the rehearsal and run-through of parts of the graduation ceremonies. Instructions will also be given during the rehearsal for when candidates' names are called and they are spotlighted in zoom during the ceremonies.

Attendance in the rehearsal is a strict requirement for all who intend to join the graduation.

C. Online Commencement Exercises

November 28, 2021 (Sunday), 3:00 p.m. to 5:00 p.m.,

<u>Time</u>	<u>Activity</u>
3:00	Baccalaureate Mass
3:45	Commencement Program

D. Distribution of Diploma and Transcript

1. Once the payment is confirmed (from *Pre-graduation Activities Step 2* above), an email will be provided for scheduling (provided, the campus will already allow visitors).
2. Medals for recipients of graduation honors will be given during the distribution of diplomas and transcripts.

Additional reminders:

1. The following is the required attire for all candidates for graduation, for your video to be shown:
Males: Plain, light-colored long-sleeved polo shirt with a necktie; black trousers;

Females: Plain, light-colored dress or smart casual blouse and trousers
TOGAS will not be used and will not be allowed during the ceremonies.

2. The zoom link and official background will be sent a week before the ceremonies to those who confirmed their attendance.
3. Due to the current health risks, arrangements for official graduation pictures will be postponed until circumstances permit.