



ATENEO DE MANILA UNIVERSITY
GRADUATE SCHOOL OF BUSINESS

FREQUENTLY ASKED QUESTIONS

YOU ASKED US

What are the things I need to know to start my application with Ateneo GSB?

WE ANSWERED

We got you covered! Keep reading...

FOR ACTIVE/INTERESTED APPLICANTS:

Q What are the priority requirements for Admissions?

- A**
- a. Fully-filled out online application form which can be found at the Ateneo GSB website (gsb.ateneo.edu) or click this [link](#).
 - b. A copy of your Transcript of Records (with GWA) from the last school attended. If GWA is not indicated, you may submit your computation using the standard formula: Total of (Grades x Units), then divide by the Total Number of Units
 - c. Updated CV with photo
 - d. Recommendation letter- at least one (1) either from academic or employment reference. Please click this [link](#) for the prescribed format.

Q Can applicants submit their requirements online?

A Yes. Please submit your application documents to admissions.gsb@ateneo.edu.

Q How many days does the application process take?

A Applications with complete documents submitted are decided on by the Admissions Committee which meets every other week. Applicants can expect a status update within 14-21 working days. They will be notified by the Admissions Office through email.

Q How much is the tuition?

A Please check the updated tuition fees posted on our website: gsb.ateneo.edu under the Students Announcements Section (Tuition & Fees for SY 2022-2023).

Q I want to continue my application but I can't access the application form on the website, to whom do I ask for help?

A You may request for any technical assistance from our IT Team by sending an email to it.gsb@ateneo.edu.

FOR ACTIVE/INTERESTED APPLICANTS:

Q If I missed the 1st Trimester/Term 1 of the School Year, do I have to wait for the next School Year to enroll?

A No. AGSB has a rolling admissions process, which means the accepted student can join the next upcoming term or trimester. You may refer to the Academic Calendar posted in our website: gsb.ateneo.edu or type in the search bar: "**Academic Calendar**" and the School Year you're enrolled in (e.g. SY 2022-2023)

Q When is the deadline of submission of application documents?

A To request the deadline of submission for your preferred intake, kindly coordinate with the Marketing/CRM Team through marketing.gsb@ateneo.edu. As a rule, once the registration period has started, the acceptance date in the Admission Letter is for the next term or trimester.

Q Aside from the full payment, do you have an installment scheme?

A As of now, AGSB only accepts full payment of tuition **upon enrollment for your subject/s to take per term.**



FOR FOREIGN APPLICANTS:

Q I am a foreigner and I would like to apply for an MBA Program, am I allowed to do so?

A A foreign student is defined as anyone who does not have a valid Philippine passport, or requires a visa to enter the country. In addition to the application requirements listed, foreign students also need to send soft copies of the following to Mr. Ral Lacsamana, rlacsamana@ateneo.edu.

1. Copy of passport bio-page
2. Visa stamp on the passport
3. Alien Certificate of Registration (ACR)/iCard

The applications of Foreign Students are done on two levels. AGSB will process the application as a student, while the Office for International Relations (OIR) will determine if the student will be allowed to study in the Philippines based on the Bureau of Immigration policies. AGSB will wait for the clearance from OIR before the Acceptance Letter is issued to the foreign student.

FOR NEWLY-ACCEPTED APPLICANTS:

Q I would like to inquire about the subjects I should take, who should I ask?

A You may check the program details, program curriculum and course sequence in our AGSB website. You may click on the “Programs” section and click your preferred MBA Program, scroll down for further details. Should you have further questions regarding the subjects, you may reach Ms. Shine Henson at stidalgo@ateneo.edu or 8403- 0229.

Q What if I decide to transfer to other programs, is this allowed?

A You may request to transfer from your current program to another only if you meet the qualifications of your preferred AGSB Program. You may send your request by writing a letter of intent addressed to the Dean, Dr. Jowett Cecilio F. Magsaysay, but coursed through the Registrar’s Office at registrar.gsb@ateneo.edu.

FOR NEWLY-ACCEPTED APPLICANTS:

I still lack some enrollment documents. Will I be able to enroll and just submit the lacking documents once I'm already a student of AGSB?

Q

A

Yes. You may proceed with the registration/enrollment and additional documents indicated in your acceptance letter can be submitted at least before the end of your first trimester as a student.

Am I allowed to defer my enrollment? How long is the acceptance letter valid?

Q

A

Acceptance to the Program is valid for one (1) School Year. The last trimester in which you can enroll is indicated in your Acceptance Letter.

I was not able to register during the scheduled pre-registration period as all subject slots are full already, will I still be able to late register or will I be informed once a new subject/section is created?

Q

A

Late registration is possible; you may find the schedule for late registration indicated in the Academic Calendar. Please ensure to follow the Registration and Enrollment Process memo posted on the AGSB website and reach out to Ms. Shine Henson at stidalgo@ateneo.edu for inquiries on possible slots to open.

I already paid my tuition fees through your off-campus tuition payment options. Do I have to submit proof of payment? Where can I request an Official Receipt?

Q

A

Successful transactions for tuition payment will be reflected in your student portal (registered subjects). You may request for an OR from our Cashier's Office through Mr. John Soriano at jssoriano@ateneo.edu.

FOR NEWLY-ACCEPTED APPLICANTS:



Are actual class schedules available for viewing by newly-accepted applicants?



Actual class schedules are available for viewing during pre-registration period.

Below are the class' usual(but not final) class schedules:

USUAL SCHEDULE FOR STANDARD/MM:

Monday and Thursday, 5:30-7pm/ 7:30-9pm

Tuesday and Friday, 5:30-7pm/ 7:30-9pm

Wednesday, 5:30-7pm/ 7:30-9pm

Saturday, 9am-10:30am/ 11am-12:30pm

USUAL SCHEDULE FOR REGIS:

Monday and Thursday, 5:30-7:30pm/ 8pm-10pm

Tuesday and Friday, 5:30-7:30pm/ 8pm-10pm

Wednesday, 5:30-7:30pm/ 8pm-10pm and Saturday, 8am-10am

FOR CURRENT STUDENTS (ENROLLED):



Is it possible to shift programs after completing 2 terms already?



You may request to transfer from your current program to another only if you meet the qualifications of your preferred AGSB Program. You may send your request by writing a letter of intent addressed to the Dean, Dr. Jowett Cecilio F. Magsaysay, but coursed through the Registrar's Office at registrar.gsb@ateneo.edu.



I am a probationary student and I failed to comply with the grades required to continue my MBA Program, how do I go about this?



Technically, those who fail probation are no longer allowed to continue in the program. For those with special cases who wish to continue may send a letter of appeal addressed to the AGSB Dean: Jowett Cecilio F. Magsaysay, MBA, Ph.D.

Send to dean.gsb@ateneo.edu and copy, admissions.gsb@ateneo.edu and registrar.gsb@ateneo.edu. The appeal will be reviewed and approved by the Admissions Committee.

FOR CURRENT STUDENTS (ENROLLED):

Q I have failing grades in my subjects. How can I file for an appeal?

A You need to clarify the grades with your faculty. There is only a Change of Grade process that is invoked if:

1. There is an error in the grade computation (confirmed by the faculty) or,
2. There is an error in encoding (also confirmed by the faculty since the faculty encodes the grades).

Under no other circumstances can a failing grade be appealed.

Q I still have pending enrollment documents to submit. Where and to whom do I submit them?

A You may send the hard copies of your documents to our Registrar's Office c/o:

Mr. Ral Lacsamana
Registrar's Office
Ateneo Graduate School of Business
2/F Ateneo Professional Schools
#20 Rockwell Drive, Rockwell Center
1200 Makati City
You may also send an email to rlacsamana@ateneo.edu.

FOR RETURNING STUDENTS:

Q I was enrolled in AGSB for more than 5 years ago (residency period to complete the Program) and I want to continue my studies for the upcoming intake, do I have to re-apply and resubmit my application documents?

A You need to request for re-admission into the program and resubmit your updated details and documents. Your letter of request should explain why you were not able to finish the program before, your plan for finishing it (if approved), and your proposed timetable. Send your request for readmission to registrar.gsb@ateneo.edu. You will also need to update your online application details and submit an updated CV. Should you need to reset your applicant portal credentials, you may request assistance from our IT Team at it.gsb@ateneo.edu.

Q I was enrolled in AGSB before and wasn't able to file for an official Leave of Absence (LOA). If I reapply for the upcoming intake, will there be crediting of the courses I finished before?

A As long as you are still following the current curriculum, all courses taken at AGSB are credited towards program requirements.