



# ATENEOS DE DAVAO UNIVERSITY

E. Jacinto St., 8016 Davao City, Philippines  
Tel No. +63 (82) 221-2411 local 8231; Fax +63 (82) 226-4116  
E-Mail: international@addu.edu.ph \* www.addu.edu.ph

In Consortium with Ateneo de Zamboanga University and Xavier University

## Ateneo Internationalization for Mindanao

### ANNEX 1: APPLICATION REQUIREMENTS: INCOMING UNDERGRADUATE AND GRADUATE FOREIGN STUDENTS

*Application Requirements are submitted in two (2) sets. Please read the following instructions carefully.*

Name: \_\_\_\_\_

Citizenship: \_\_\_\_\_ School Year: \_\_\_\_\_

#### SET ONE: FOR QUALIFYING EXAM FOR ATENEOS COLLEGE

### INSTRUCTIONS

1. Fill-out Qualifying Exam for Ateneo College (QEAC) form. (*Downloadable form is available at the [www.addu.edu.ph](http://www.addu.edu.ph)*)
2. Pay the qualifying exam fee (Php350) at the University cashier.
3. Present Official receipt to Admission office to schedule the exam.
4. Take the exam.
5. A Notice of Acceptance (NOA) is released by the Admissions Office through AIM Office after the applicant passes the entrance examination.

*Note:*

*The process coordinator will inform the applicant through SMS or email once his or her NOA is available.*

### CHECKLIST

- Qualifying Exam for Ateneo College (QEAC) form (*see step 1*)
- Exam fee receipt (*see step 2-3*)
- Notice of Acceptance (*see step 5*)

Set One Complete

Approved by: \_\_\_\_\_



# ATENEOS-TR-FIDE-DAVAO UNIVERSITY

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## SET TWO: FOR ATENEOS-TR-FIDE-DAVAO UNIVERSITY ADMISSION

A. High School (HS) graduate or transferees from abroad

### INSTRUCTIONS

1. Secure checklist items and have it checked for completeness at the AIM Office. Prepare three (3) photocopies of each documents.
2. Once your documents are checked, subject yourself to Personal Data Capturing at the AIM Office. Collect your one-page form.
3. Go to respective program department and ask for an appointment for interview. Ask for the printout of class schedule to the department staff (*Leave the one-page form and its attachments to the interviewer.*)
4. Pay tuition and other necessary fees to the cashier at the Finance Office. Keep the receipt.
5. Go to Office of Student Affairs (OSA) and do the following:
  - a. Get OSA kit (school ID, school pin, ribbon for female students and uniform design),
  - b. Submit the Notarized General Parents' Consent, and
  - c. Validate School ID
6. For international students applying for Student Visa and Special Study Permit, coordinate with the AIM Office for completeness of requirements and immigration assistance.

### CHECKLIST

*Checklist items one must secure before departure for Philippines:*

- Authenticated (Red Ribbon)/Apostille: Original High School, Report Card or Transcript of Records, Diploma or Certificate of Graduation Birth Certificate, Certificate of Finance at least \$3,500.00 or its equivalent monetary currency, and Police Clearance
- Recommendation letter from previous school instructor in sealed envelope
- Valid passport, Visa and Icard (*if any*)
- Authenticated Marriage Contract (*if married*)

*Checklist items one must secure upon arrival in the Philippines:*

- Medical Certificate
- Six (6) pieces recent 2x2 ID Photos
- Original Notice of Acceptance (NOA) from Admissions Office
- One (1) copy of Notarized General Parents' Consent signed by parents or legal Guardians (*undergraduates only*)

Set Two Complete

Approved by: \_\_\_\_\_



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## SET TWO: FOR ATENEOS DE DAVAO UNIVERSITY ADMISSION

### B. Transferees from Philippine Schools

#### INSTRUCTIONS

1. Secure checklist items and have it checked for completeness at the AIM Office. Prepare three (3) photocopies of each documents.
2. Once your documents are checked, subject yourself to Personal Data Capturing at the AIM Office. Collect your one-page form.
3. Go to respective program department and ask for an appointment for interview. Ask for the printout of class schedule to the department staff (*Leave the one-page form and its attachments to the interviewer.*)
4. Pay tuition and other necessary fees to the cashier at the Finance Office. Keep the receipt.
5. Go to Office of Student Affairs (OSA) and do the following:
  - a. Get OSA kit (school ID, school pin, ribbon for female students and uniform design),
  - b. Submit the Notarized General Parents' Consent, and
  - c. Validate School ID
6. For international students applying for Student Visa and Special Study Permit, coordinate with the AIM Office for completeness of requirements and immigration assistance.

#### CHECKLIST

- Original Notice of Acceptance (NOA) from Admissions Office
- Original Transcript of Records for evaluation
- Original Honorable Dismissal
- Good Moral Certificate
- Authenticated (Red Ribbon)/Apostille: Birth Certificate
- Notarize Certificate of Finance or Bank Manager's Certificate of Deposit, at least \$3,500.00 or its equivalent Philippine currency
- NBI Clearance
- Valid Passport, Visa and I-Card (*if any*)
- Medical Certificate
- Six (6) pieces recent 2x 2 ID Photos
- One (1) copy of Notarized General Parents' Consent signed by parents or legal Guardians (*undergraduates only*)

Set Two Complete

Approved by: \_\_\_\_\_



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## SET TWO: FOR ATENEOS DE DAVAO UNIVERSITY ADMISSION

C. Senior High School graduates from Philippine Schools

### INSTRUCTIONS

6. Secure checklist items and have it checked for completeness at the AIM Office. Prepare three (3) photocopies of each documents.
7. Once your documents are checked, subject yourself to Personal Data Capturing at the AIM Office. Collect your one-page form.
8. Go to respective program department and ask for an appointment for interview. Ask for the printout of class schedule to the department staff (*Leave the one-page form and its attachments to the interviewer.*)
9. Pay tuition and other necessary fees to the cashier at the Finance Office. Keep the receipt.
10. Go to Office of Student Affairs (OSA) and do the following:
  - a. Get OSA kit (school ID, school pin, ribbon for female students and uniform design),
  - b. Submit the Notarized General Parents' Consent, and
  - c. Validate School ID
6. For international students applying for Student Visa and Special Study Permit, coordinate with the AIM Office for completeness of requirements and immigration assistance.

### CHECKLIST

- Original Notice of Acceptance (NOA) from Admissions Office
- Original Senior High School Report Card or School Form (SF 9)
- Good Moral Certificate
- Authenticated (Red Ribbon)/Apostille: Birth Certificate
- Notarize Certificate of Finance or Bank Manager's Certificate of Deposit, at least \$3,500.00 or its equivalent Philippine currency
- NBI Clearance
- Valid Passport, Visa and I-Card (*if any*)
- Medical Certificate
- Six (6) pieces recent 2x2 ID Photos
- One (1) copy of Notarized General Parents' Consent signed by parents or legal Guardians (*undergraduates only*)

Set Two Complete

Approved by: \_\_\_\_\_